

CITY COUNCIL  
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, MAY 31, 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. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.*

*FACE MASKS ARE RECOMMENDED FOR MEMBERS OF THE PUBLIC WHILE IN CITY FACILITIES IF NOT FULLY VACCINATED. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.*

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

#### **ZOOM MEETING INFORMATION:**

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

**MEETING ID: ID: 872 7601 4347**

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

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

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

#### **ROLL CALL**

Council Members

#### **CONFLICT OF INTEREST NOTIFICATION**

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

#### **PUBLIC COMMENT**

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

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

**CLOSED SESSION**

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

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

Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

SCPFA IAFF (Suisun City Professional Firefighters' Association, International Association of Fire Fighters)

**CONVENE OPEN SESSION**

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

**ADJOURNMENT**

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

***PLEASE NOTE:***

1. The City Council/Agency/Authority hopes to conclude its public business by 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 P.M. cutoff and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including:
  - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
  - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
  - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
  - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of May 31, 2022 was posted and available for review, in compliance with the Brown Act.

CITY COUNCIL  
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, MAY 31, 2022**

**6:30 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. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.*

*FACE MASKS ARE RECOMMENDED FOR MEMBERS OF THE PUBLIC WHILE IN CITY FACILITIES IF NOT FULLY VACCINATED. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.*

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

#### **ZOOM MEETING INFORMATION:**

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

**MEETING ID: 899 6739 6159**

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

**REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING  
BY EMAILING [CLERK@SUISUN.COM](mailto:CLERK@SUISUN.COM) (PRIOR TO 6 PM) 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.)*

(Next Ord. No. – 795)

(Next City Council Res. No. 2022 – 73)

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

(Next Housing Authority Res. No. HA2022 – 01)

DEPARTMENTS: AREA CODE (707)

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

**ROLL CALL**

Council / Board Members

Pledge of Allegiance

Invocation

**CONFLICT OF INTEREST NOTIFICATION**

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

**REPORTS: (Informational items only)**

1. City Manager/Executive Director/Staff

**PRESENTATION/APPOINTMENTS**

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

2. Presentation of Smart Cities Award by ENGIE - (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@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 June 29, 2022 – (Folsom: [gfolson@suisun.com](mailto:gfolson@suisun.com)).
4. Council Adoption of Ordinance No. 794: An Ordinance of the City Council of Suisun City Repealing and Replacing Chapter 2.28 (Volunteer Fire Department) of Title 2 (Administration and Personnel) of the Suisun City Municipal Code with Chapter 2.28 (Fire Department) (Introduced and Reading Waived on May 17, 2022) – (Renucci: [grenucci@suisun.com](mailto:grenucci@suisun.com)).
5. Council Adoption of Resolution No. 2022-\_\_ : Accepting the Suisun City Marina Annual Dock Maintenance and Inspection Services Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project – (Lofthus: [klofthus@suisun.com](mailto:klofthus@suisun.com)).
6. Council Adoption of Resolution No. 2022-\_\_ : Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Suulutaaq, Inc. for the McCoy Creek Trail Phase 2 Improvements Project – (Vue: [nvue@suisun.com](mailto:nvue@suisun.com)).
7. Council Adoption of Resolution No. 2022-\_\_ : Authorize the City Manager to amend the COVID-19 Prevention Plan (CPP) – (Folsom: [gfolson@suisun.com](mailto:gfolson@suisun.com)).
8. Council Adoption of Resolution No. 2022-\_\_ : Approving the Purchase of 800 yards of topsoil mix from Castle and King for the Heritage Park Sports Field Project in the amount of \$43,250 from Proposition 68 per capita funding – (Lofthus: [klofthus@suisun.com](mailto:klofthus@suisun.com)).
9. General Tax Oversight (Measure S) Committee Annual Update – (Deol: [ideol@suisun.com](mailto:ideol@suisun.com)).
  - a. Council Accept the Annual Update of the General Tax Oversight Committee on Fiscal Year (FY) 2020-21 Measure S Activity: and
  - b. Council Adoption of Resolution No. 2022-\_\_ : Accepting the Measure S General Transaction and Use Tax Audit Report for the Year Ended June 30, 2021.



10. Council Adoption of Resolution No. 2022-\_\_\_\_: Accepting the Single Audit Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2020-21 – (Deol: [ldol@suisun.com](mailto:ldol@suisun.com)).

### **PUBLIC COMMENTS**

*(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.)*

### **PUBLIC HEARING None**

### **GENERAL BUSINESS**

#### **City Council**

11. The City Attorney recommends that the City Council take one of the following actions - (Continued from May 17, 2022 meeting)
- a. Council Adoption of Resolution No. 2022-\_\_\_\_: Appointing Councilmember \_\_\_\_\_ to the Vacant Mayor Seat For the Remainder of the Current Term; or,
  - b. Direct staff to return to Council with the appropriate resolution(s) to hold an election on November 8, 2022 to satisfy the requirements of the general election and a special election in accordance with the Elections Code and the Government Code; or
  - c. Take further action at Council's discretion
12. Public Works Department Updates – (Vue: [nvue@suisun.com](mailto:nvue@suisun.com)).
13. Discussion and Direction on Formation of a Beautification Committee – (Vue: [nvue@suisun.com](mailto:nvue@suisun.com)).

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

14. Council/Boardmembers Updates
15. Non-Discussion Items

### **ADJOURNMENT**

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

#### **PLEASE NOTE:**

1. The City Council/Agency/Authority hopes to conclude its public business by 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 P.M. cutoff and any items remaining will be agendized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including:
  - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;

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

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of May 31, 2022 was posted and available for review, in compliance with the Brown Act.

## AGENDA TRANSMITTAL

**MEETING DATE:** May 31, 2022

---

**CITY AGENDA ITEM:** 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 June 29, 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

---

**PREPARED/APPROVED BY:**

Greg Folsom, City Manager

reconsidered the circumstances of the state of emergency and at least one of the following circumstances exist:

- 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. 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 June 29, 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 June 29, 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 JUNE 29, 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) June 29, 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 May 31, 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 31<sup>st</sup> day of May 2022.

---

Anita Skinner  
City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK



## AGENDA TRANSMITTAL

**MEETING DATE:** May 31, 2022

---

**CITY AGENDA ITEM:** Council Adoption of Ordinance No. 794:- An Ordinance of the City Council of Suisun City Repealing and Replacing Chapter 2.28 (Volunteer Fire Department) of Title 2 (Administration and Personnel) of the Suisun City Municipal Code with Chapter 2.28 (Fire Department) (Introduced and Reading Waived on May 17<sup>th</sup>, 2022).

---

**FISCAL IMPACT:** There is no fiscal impact related to the modifications to Chapter 2.28

---

**STRATEGIC PLAN:** Provide Good Governance – Continuously improve the City’s governance process.

---

**BACKGROUND:** Chapter 2.28 Volunteer Fire Department was written and passed by Council resolution in 1964. The Fire Department was staffed by Volunteer Suisun City residents, they would respond to the station in the event of an emergency call. There was not 24-hour staffing during this time period. The Fire Department is now a professional department, therefore this amendment updates the Municipal Code to reflect this.

This item was originally heard by the City Council on October 5, 2021, and continued to November 2<sup>nd</sup>, 2021. Council provided direction to revise the proposed ordinance to avoid duplicative language to existing provisions, and to simplify the ordinance and move administrative language to a policy, following Public Safety Committee input.

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

---

**STAFF REPORT:** The daily operation and mission of the Fire Department have changed since the 1960s. The suggested modifications rename Volunteer Firefighters to Reserve Firefighters to recognize the high level of training our volunteer firefighters have achieved. Some modifications take into consideration gender equality in the verbiage of the municipal code.

The current version of the ordinance does not include any of the administrative/policy language. At this time, such an administrative policy does not appear to be necessary and therefore none is being proposed with this update. At a future date, if the council so directs or if the Fire Department deems that an administrative policy would be beneficial, a draft will be submitted to the Public Safety Committee for input and to Council for review and adoption.

---

**RECOMMENDATION:** It is recommended that the City Council Adopt Ordinance No. \_\_\_\_:- An Ordinance of the City Council of Suisun City Repealing and Replacing Chapter 2.28 (Volunteer Fire Department) of Title 2 (Administration and Personnel) of the Suisun City Municipal Code with Chapter 2.28 (Fire Department) (Introduced and Reading Waived on May 17<sup>th</sup>, 2022)..

---

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

Greg Renucci, Acting Fire Chief  
 Greg Folsom, City Manager

---

**ATTACHMENTS:**

1. Ordinance No. \_\_\_\_:- An Ordinance of the City Council of Suisun City Repealing and Replacing Chapter 2.28 (Volunteer Fire Department) of Title 2 (Administration and Personnel) of the Suisun City Municipal Code with Chapter 2.28 (Fire Department).

**ORDINANCE NO. 794**

**AN ORDINANCE OF THE CITY COUNCIL OF SUISUN CITY REPEALING AND REPLACING CHAPTER 2.28 (VOLUNTEER FIRE DEPARTMENT) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE SUISUN CITY MUNICIPAL CODE WITH CHAPTER 2.28 (FIRE DEPARTMENT)**

**WHEREAS**, the Chapter 2.28 (Volunteer Fire Department) of the City of Suisun City Municipal Code was written and established in 1964; and

**WHEREAS**, the current language is outdated; and

**WHEREAS**, Chapter 2.28 does not reflect the current fire protection and emergency services model utilized in Suisun City; and,

**WHEREAS**, the City Council desires to amend and update the Suisun City Municipal Code to reflect the current needs of the City, and to reflect current Fire Department practices and personnel demographics.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUISUN CITY AS FOLLOWS:**

**SECTION 1. Recitals**

The recitals set forth above are true and correct, and are incorporated herein by reference.

**SECTION 2. Chapter 2.28. (Volunteer Fire Department) is repealed and replaced with the following:**

“Chapter 2.28 – Fire Department

2.28.010 – Fire Department Established

The Suisun City Fire Department is hereby established. The Department consists of a Fire Chief, paid firefighters, and such companies of volunteer firefighters and clerical personnel as the city council from time to time determines. The City Council shall fix and pay the compensation of the Fire Chief and other paid personnel.

2.28.020 – Reserve Fire Personnel

The membership of the reserve fire department is to be appropriated for in the fire departments fiscal budget. All reserve fire department personnel shall be registered as employees of the city, in compliance with Section 3361 of the California Labor Code. The number of members of the reserve fire department may be changed in response to the changing needs of the city.”

**EFFECT OF AMENDMENTS.** Except as otherwise specifically provided in this Ordinance, all other provisions of Title 2 of the City of Suisun Municipal Code remain the same.

**SECTION 3. ADOPTION AND EFFECTIVE DATE.** This Ordinance shall be in full force and effect thirty (30) days after its second reading and adoption.

**SECTION 4. CERTIFICATION.** The City Clerk shall certify the adoption of this ordinance, and shall cause the same to be posted and codified in the manner required by law. .

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City, California, on this 31<sup>st</sup> day of May 2022.

\_\_\_\_\_  
Alma Hernandez, Mayor Pro Tem

ATTEST:

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

APPROVED AS TO FORM  
AND LEGAL CONTENT:

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

**CERTIFICATION**

I, Anita Skinner, City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was introduced at a regular meeting of the said City Council held on May 17, 2022 and passed and adopted at a regular meeting of said City Council held on May 31, 2022, by the following vote:

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

**WITNESS** my hand and the seal of said City this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 2022.

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

## AGENDA TRANSMITTAL

**MEETING DATE:** May 31, 2022

---

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_: Accepting the Suisun City Marina Annual Dock Maintenance and Inspection Services Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.

---

**FISCAL IMPACT:** Acceptance of this Suisun City Marina Annual Dock Maintenance and Inspection Services Project as complete will not have fiscal impact on the General Fund as the project costs are covered by ROPS (Recognized Obligation Payments Schedule). The project services are complete, and Contractor provided the final invoice in the amount of \$86,511.46.

---

**STRATEGIC PLAN:** Provide Good Governance.

---

**BACKGROUND:** Due to safety concerns, as well as for extending the life of the east and west dock system, there needs to be an annual dock maintenance program in place. This contract will allow for a more stable walking environment and allow the proper rise and fall of the docking system and associated gangways. The completion of this Project addressed the deficiencies to maintain dock longevity and safety.

On October 18, 2019, the City issued an RFP for annual maintenance and inspection services for a 5-year period, contracted annually with single year agreements. Maintenance work for the first year was completed to staff's satisfaction.

---

**STAFF REPORT:** On November 16, 2021, the contract for this Project entered into an agreement with Bellingham Marine Industries, Inc. for the second year. The scope of work for this project included a pre-maintenance inspection of dock system, inspection report findings, and maintenance work. The annual maintenance work included leveling and straightening walkways and fingers of the dock system, tightening all triangle frames in finger walk connections, and checking for loose cleats and tightening cleats as necessary. Additional maintenance/repair work included replacement and repairs to broken whalers, fenders, and floats, as well as supplemental floatation needed.

The scope of work was completed, and staff recommends accepting the Project as completed and authorizing the City Manager to file and record the Notice of Completion (NOC) with the County, which will then start the one-year warranty period on all work.

---

**RECOMMENDATION:** It is recommended that the City Council Adopt Resolution No. 2022-\_\_: Accepting the Suisun City Marina Annual Dock Maintenance and Inspection Services Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.

---

**PREPARED BY:**

**REVIEWED BY:**

**APPROVED BY:**

Janet Hull, Recreation Manager

Kris Lofthus, Recreation, Parks, and Marina Director

Greg Folsom, City Manager

---

**ATTACHMENTS:**

1. Resolution No. 2022-\_\_: Accepting the Suisun City Marina Annual Dock Maintenance and Inspection Services Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.
2. Inspection Report
3. Location Map
4. Notice of Completion

**RESOLUTION NO. 2022-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ACCEPTING THE SUISUN CITY MARINA ANNUAL DOCK MAINTENANCE  
AND INSPECTION SERVICES PROJECT AS COMPLETE, AND  
AUTHORIZING THE CITY MANAGER TO RECORD THE NOTICE OF  
COMPLETION FOR THE PROJECT**

**WHEREAS**, due to safety concerns, as well as extending the life of the east and west dock system, there needs to be an annual dock maintenance program in place; and

**WHEREAS**, on November 16, 2021, the City Council entered into a construction contract for the Suisun City Marina Annual Dock Maintenance and Inspection Services Project with Bellingham Marine; and

**WHEREAS**, the scope of work included, pre-maintenance inspection of dock system, inspection report findings, and maintenance work; and

**WHEREAS**, the maintenance work included leveling and straightening walkways and fingers of the dock system, tightening all triangle frames in finger walk connections, and checking for loose cleats and tightening cleats as necessary; and

**WHEREAS**, additional maintenance/repair work included replacement and repairs to broken whalers, fenders, and floats, as well as supplemental floatation needed; and

**WHEREAS**, Bellingham Marine has completed all work under the contract for the Project and is ready to receive a Notice of Completion.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun City does hereby accept the Suisun City Marina Annual Dock Maintenance and Inspection Services Project as completed, and authorizes the City Manager to take such measures as necessary to execute the Notice of Completion.

**PASSED AND ADOPTED** at the Regular Meeting of the City Council of the City of Suisun City duly held on May 31, 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 31<sup>st</sup> day of May 2022.

---

Anita Skinner  
City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

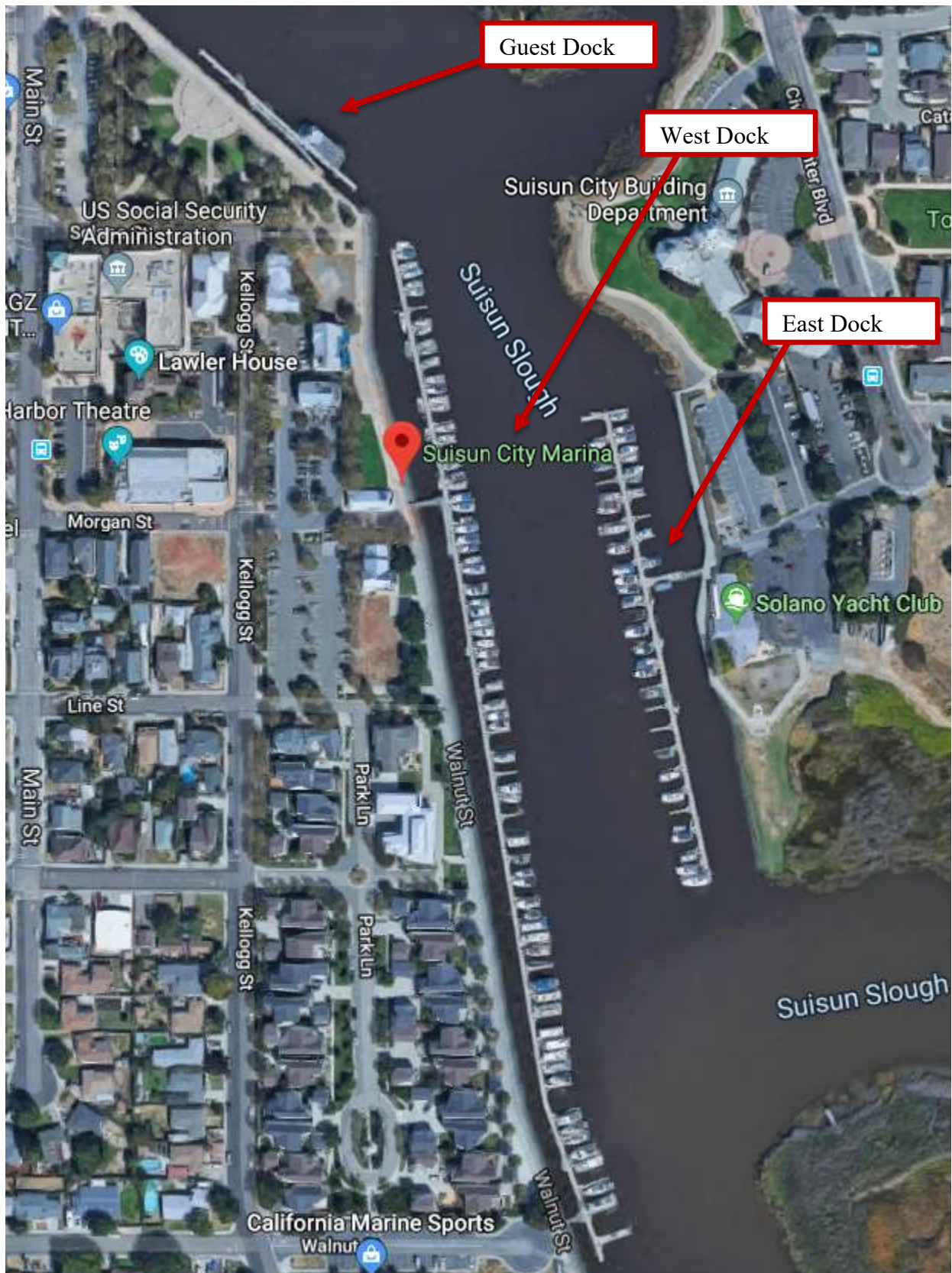


New discovered items

- Slip 189- broken dock box and leaky hose bib
- 189/188- fire box cabinet missing a door
- 180/170- broken cover board in between fingers
- 179/178- finger end gate needs flotation ( two lib tub recommended)
- 171/170-1 each piece of fendering needs to be replace
- 155/154 2 pieces of fendering need to be replace
- 149/148 lose fire box needs to be re-attach with SS 3/8 lag bolts @ 5" long every 5" ( 6 lags )
- 1454/143 missing cover board 1 piece 2X12x16
- 140- broken dock box
- 139/138 kate frame needs new ledgering 16' of 2x4x16
- 120 fascia is missing a piece of fendering
- 107/106 broken polymer on kate frame 2'x8'
- 102 broken cover board 2Ea 2x12x16' and 5 pieces of fendering
- FUEL DOCK – all fendering to be replace 16 pieces and use 2 ¼" fendering nail because waler edge is deteriorated
- 460/461- missing corner bumper
- 438/439- missing corner bumper
- 440/441- missing corner bumper
- 442/443- missing corner bumper
- 444- broken waler 3x10x20' drill 16 G holes and leaves the rest blank for end gate frame to be field drill /3x10x15' drill 6 E holes and rest g holes
- 445 pex pipe unstrap possible still under warranty
- 418/419 broken waler 3x10x18' g holes
- 413 broken dock box lid
- 411/410 missing corner bumper
- 408/409 low freeboard endgate need flotation 2 ea 2-7 lib tubs
- 408 broken fascia

THIS PAGE INTENTIONALLY LEFT BLANK

# CONCRETE DOCK LOCATION MAP



THIS PAGE INTENTIONALLY LEFT BLANK

WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE FOR  
RECORDER'S USE

No Fee, per code 27283

### NOTICE OF COMPLETION

A.P.N. \_\_\_\_\_

**Notice is hereby given that:**

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

NAMES

ADDRESSES

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

NAMES

ADDRESSES

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

7. A work of improvement on the property hereinafter described was completed on March 15, 2022
8. The name of the contractor, if any, for such work of improvement was Bellingham Marine Industries, Inc.

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

9. The property on which said work of improvement was completed is in the City of Suisun City, County of Solano, State of California, and is described as follows:  
Suisun City Annual Dock Maintenance and Inspection Services, Year 2

10. The street address of said property is at Suisun City Marina East and West Docks

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

Signature of  
owner named  
in paragraph 2

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

By Greg Folsom, City Manager

THIS PAGE INTENTIONALLY LEFT BLANK

## AGENDA TRANSMITTAL

**MEETING DATE:** May 31, 2022

---

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_\_: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Suulutaaq, Inc. for the McCoy Creek Trail Phase 2 Improvements Project.

---

**FISCAL IMPACT:** The McCoy Creek Trail Phase 2 Improvements Project (Project), Federal Project No. ATPL-5032(032), would have no fiscal impact on the General Fund. City Public Works Engineering staff applied for and the City was awarded Active Transportation Program (ATP) allocation for design in the amount of \$650,000 and for construction in the amount of \$3,487,000 from the California Department of Transportation for this Project. The total ATP grant allocation is \$4,137,000 for design and construction. No local matching funds are required by the grant program.

---

**STRATEGIC PLAN:** Provide Good Governance, Enhance the Environment.

---

**BACKGROUND:** On July 21, 2020, the City Council authorized the City Manager to execute a professional services agreement on the City's behalf with Coastland Civil Engineering to prepare the plans, specifications and estimates (PS&E) for this Project. Coastland completed the construction documents in late 2021, and the California Transportation Commission (CTC) approved the start of the construction phase on January 27, 2022.

The Project will be an extension of McCoy Creek Trail – Phase 1, which provided improvements along the west bank of the McCoy Creek between Highway 12 and Pintail Drive, and completed in 2008. The Project will extend the existing Phase 1 Trail by constructing a Class I pedestrian/bicycle path along the west bank of the McCoy Creek canal from the north side of Pintail Drive to the Laurel Creek canal. The Trail will then cross over a prefabricated bridge from the south bank to the north bank of the Laurel Creek Canal (roughly ending at the dead-end of Humphrey Drive). The Trail will then continue along the north bank of the Laurel Creek canal to Blossom Avenue. The Project will be approximately 0.8 mile in length. See attached location map.

In addition to constructing a 10-foot wide concrete path and installing a prefabricated bridge, other improvements could include shade structures, site furnishings, minor landscaping, monument entrance signs, educational kiosk signs, wayfinding signs, railings, and fencing, as well as bulb-outs, rectangular rapid flashing beacons, and high visibility crosswalks at the three crossings at Pintail Drive, Worley Road and Blossom Avenue.

This Project is a natural, scenic path through the center of town and allows for easy connection to the Kroc Center, Suisun library, Suisun Elementary, transportation, shopping, and the Central County Bikeway.

---

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

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

**STAFF REPORT:** The construction bid documents for the Project were advertised in the Daily Republic newspaper on the following days: a) Wednesday, February 2, 2022, b) Friday, February 11, 2022, and c) Friday, February 18, 2022.

Bids were due on by March 17, at 2:00 PM. 14 bids were received and read aloud immediately following the submittal deadline. Prior to the bid opening, it was announced to the contractors that the contract award will be based on a construction budget of \$3 million. The bid submitted by Suulutaaq, Inc. represents the lowest bid received for the Project and was determined by staff to be a responsive bid. The 14 bids received for the Project are as follows:

<u>Company</u>	<u>Total</u>
<i>Engineer's Estimate</i> .....	\$ 2,959,978.00
Suulutaaq, Inc.	\$2,822,103.00
Lister Construction	\$2,978,572.00
Granite Rock	\$3,001,674.00
Team Ghilotti	\$3,227,141.00
Gordan N. Ball	\$3,248,929.00
Bothman Construction	\$3,295,000.00
Dutch Contracting	\$3,380,998.20
Thompson Builders	\$3,437,208.00
Martin Bros. Construction	\$3,445,683.50
McGuire & Hester	\$3,508,874.00
Trinet Construction	\$3,586,078.00
California HWY Construction	\$3,733,983.00
Mercer-Fraser Company	\$3,874,168.00
Saboo Inc.	\$4,130,229.50

Suulutaaq, Inc., of Suisun City is the lowest responsible and responsive bidder.

The City received a bid protest from Lister Construction (Attachments 3 and 4). The protest asserts that Suulutaaq failed to list in the bid proposal all subcontractors that are performing work in an amount excess of one-half of one percent of the overall bid amount, as required by the bid documents and the Public Contract Code. Additionally, Lister Construction protests that Suulutaaq failed to list the Department of Industrial Relations (DIR) public works contractor registration number or the contractor state license number for each of its subcontractors listed.

Suulutaaq provided a response to the bid protest (Attachment 5) documenting that they listed all subcontractors (13 total) who they propose will perform work on the Project in an amount above one-half of one percent of the overall bid amount. Suulutaaq also provided the DIR public works contractor registration number and the contractor state license number for each of its subcontractors listed in their bid proposal. Suulutaaq explained in its letter that the DIR public works contractor registration numbers and the contractor state license numbers were not initially included in its bid proposal because the bid documents only required that the proposal list the name, location, and portion of work of each subcontractor to whom the bidder proposes to



subcontract portions of the work in and amount excess of one-half of one percent of the total bid or \$10,000, whichever is greater.

The City Council has the authority to waive minor irregularities in the bid, which do not provide the bidder with an unfair advantage. Here, Suulutaaq, Inc.'s bid was responsive to the City's bid solicitation; the DIR and state license numbers for the subcontractors were current and valid at the time of the bid closing and were promptly provided. The City Council can deem this omission a minor irregularity as it does not provide the contractor with any unfair advantage, nor does it prejudice any of the other bidders for the Project. Therefore, staff recommends that the City Council reject the bid protest and award the contract to Suulutaaq since it remains the lowest responsible and responsive bidder.

The City provided a response to the bid protest (Attachment 6) with an explanation that City staff has made a decision to recommend the contract award to Suulutaaq. On April 27, 2022, via an email correspondence, Lister Construction informed City staff that it has accepted the decision and has moved on to bidding other projects.

The ATP grant allocation of \$3,487,000 for construction will be enough to cover the construction contract for this Project without any need for City funds. Therefore, staff recommends awarding the construction contract in the amount of \$2,822,103 to Suulutaaq, Inc. for the base bid and for five of the 6 additive alternative bid items, specifically for additive alternative bid items #1 through #5 (\$186,044) for a total \$3,008,147.

Additive alternative #1 (\$106,622) is for the installation of four (4) shade sails and associated concrete pads and metal fences on the creek side of the concrete pads. There will be a total of two (2) concrete pads for placement of the said four shade sails. Additive alternative bid items #2 through #5 (\$79,422) are for the installation of four (4) fitness equipment and the associated concrete pads and metal fences on the creek side of the concrete pads. Additive alternative bid item #6 (\$70,879), which is not recommended for award, is for the installation of a fitness equipment needing a rubber surfacing over a reinforced concrete base slab.

Staff also recommends including a 10% contingency (\$300,815), for a maximum construction cost of \$3,308,962. The remaining balance of \$178,038 of the ATP allocation for construction will be used towards in-house inspections, in-house construction management, and biological monitoring.

---

#### **RECOMMENDATION:**

- A. Reject bid protests submitted by Lister Construction.
- B. Adopt Resolution No. 2022-\_\_\_: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Suulutaaq, Inc. for the McCoy Creek Trail Phase 2 Improvements Project.

---

#### **ATTACHMENTS:**

- 1. Resolution No. 2022-\_\_\_: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Suulutaaq, Inc. for the McCoy Creek Trail Phase 2 Improvements Project.

2. Project Location Map.
3. Bid Protest Letter – Lister Construction
4. Bid Protest Email – Lister Construction
5. Bid Protest Response Letter – Suulutaaq, Inc.
6. Bid Protest Response Letter – Suisun City Public Works Department

**RESOLUTION NO. 2022-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSTRUCTION  
CONTRACT ON THE CITY'S BEHALF WITH SUULUTAAQ, INC. FOR THE  
MCCOY CREEK TRAIL PHASE 2 IMPROVEMENTS PROJECT**

**WHEREAS**, the City's McCoy Creek Trail Phase 2 Improvements Project, Federal Project No. ATPL-5032(032) (Project) has been awarded an Active Transportation Program (ATP) grant allocation in the amount of \$4,137,000, of which \$650,000 is for design phase and \$3,487,000 is for construction phase; and

**WHEREAS**, the ATP grant allocation for construction phase covers construction of the Project, including City staff charges and other associated construction costs; and

**WHEREAS**, the Project will include a 10-foot wide concrete trail, a prefabricated bridge, shade structures, site furnishings, fitness equipment, minor landscaping, monument entrance signs, educational kiosk signs, wayfinding signs, railings, and fencing, as well as bulb-outs, rectangular rapid flashing beacons, and high visibility crosswalks at three street crossings ; and

**WHEREAS**, the Project will be along the west bank of the McCoy Creek canal from Pintail Drive to the Laurel Creek canal, then crossing over with a prefabricated bridge from the south bank to the north bank of the Laurel Creek canal, and then along the north bank of the Laurel Creek canal to Blossom Avenue; and

**WHEREAS**, the City received 14 bids for the Project on March 17, 2022, by 2:00 pm, at which time the bids were opened and read aloud; and

**WHEREAS**, it was also announced to the contractors at the bid opening that the contract award will be based on a construction budget of \$3 million; and

**WHEREAS**, the City Public Works Department has reviewed the fourteen (14) bids, and determined that Suulutaaq, Inc. provided the lowest responsive bid of \$2,822,103.00 for the base bid; and

**WHEREAS**, Suulutaaq, Inc. also provided the lowest responsive bid for the base bid and five (5) of the six additive alternative bid items, totaling \$3,008,147.

**WHEREAS**, the City received a bid protest from Lister Construction challenging the responsiveness of Suulutaaq, Inc.'s bid; and

**WHEREAS**, Lister Construction's bid protest asserts that Suulutaaq, Inc. failed to list in the bid proposal all subcontractors that are performing work in the amount of more than one-half of one percent of the overall bid amount and failed to provide the Department of Industrial Relations ("DIR") public works contractor registration number or the contractor state license number for each of its subcontractors listed, as required by the bid documents and the Public Contract Code; and

**WHEREAS**, Suulutaaq, Inc. provided a response to the bid protest documenting that they listed all subcontractors to whom they propose will perform work in an amount excess of one-half of one percent of the overall bid amount, and has additionally provided the DIR

contractor registration number, and the contractor state license number for each of its subcontractors listed in their bid proposal; and

**WHEREAS**, the City Council finds that the omission of the subcontractors' DIR registration and state license numbers that were current and valid at the time the bid was submitted is a minor deficiency that may be waived without providing an unfair advantage to Suulutaaq, Inc.; and

**WHEREAS**, the City Council desires to award the bid to Suulutaaq, Inc. as the lowest responsive and responsible bidder, and enter into construction contract with Suulutaaq, Inc. to perform construction services related to the Project; and

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

**Section 1.** The City Council finds that all of the facts set forth in the recitals above are true and correct and incorporated herein.

**Section 2.** The City Council does hereby accept the fourteen (14) bids received as noted above. In response to the bid protest filed by Lister Construction, the City Council makes the following findings:

- (a) Suulutaaq, Inc. has submitted the lowest bid;
- (b) Suulutaaq, Inc. has substantially complied with all bid requirements; and
- (c) Suulutaaq, Inc. has the trustworthiness, quality, fitness, and capacity to satisfactorily perform the work.

**Section 3.** The City Council finds that Suulutaaq, Inc. is the lowest responsive and responsible bidder and on that basis awards the construction contract to Suulutaaq, Inc., for the McCoy Creek Trail Phase 2 Project, Federal Project No. ATPL-5032(032) in the amount of \$2,822,103 for the base bid and additive alternate bid items #1 through #5 (\$186,044) including a 10% contingency (\$300,815) for a maximum construction cost of \$3,308,962. The construction contract shall substantially comply with the terms and conditions presented in the draft contract attached to this Resolution, shall be subjected to review and approval as to legal form by the City Attorney, and the City Manager shall be authorized to execute the same on behalf of the City and to take any and all necessary and appropriate actions to implement this contract.

**Section 4.** The City Council waives any minor deficiency or irregularity in Suulutaaq, Inc.'s bid and rejects the bid protest submitted by Lister Construction,

**Section 5.** This Resolution shall become effective immediately.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of  
Suisun City duly held on Tuesday, the 31<sup>st</sup> day of May 2022, by the following vote:

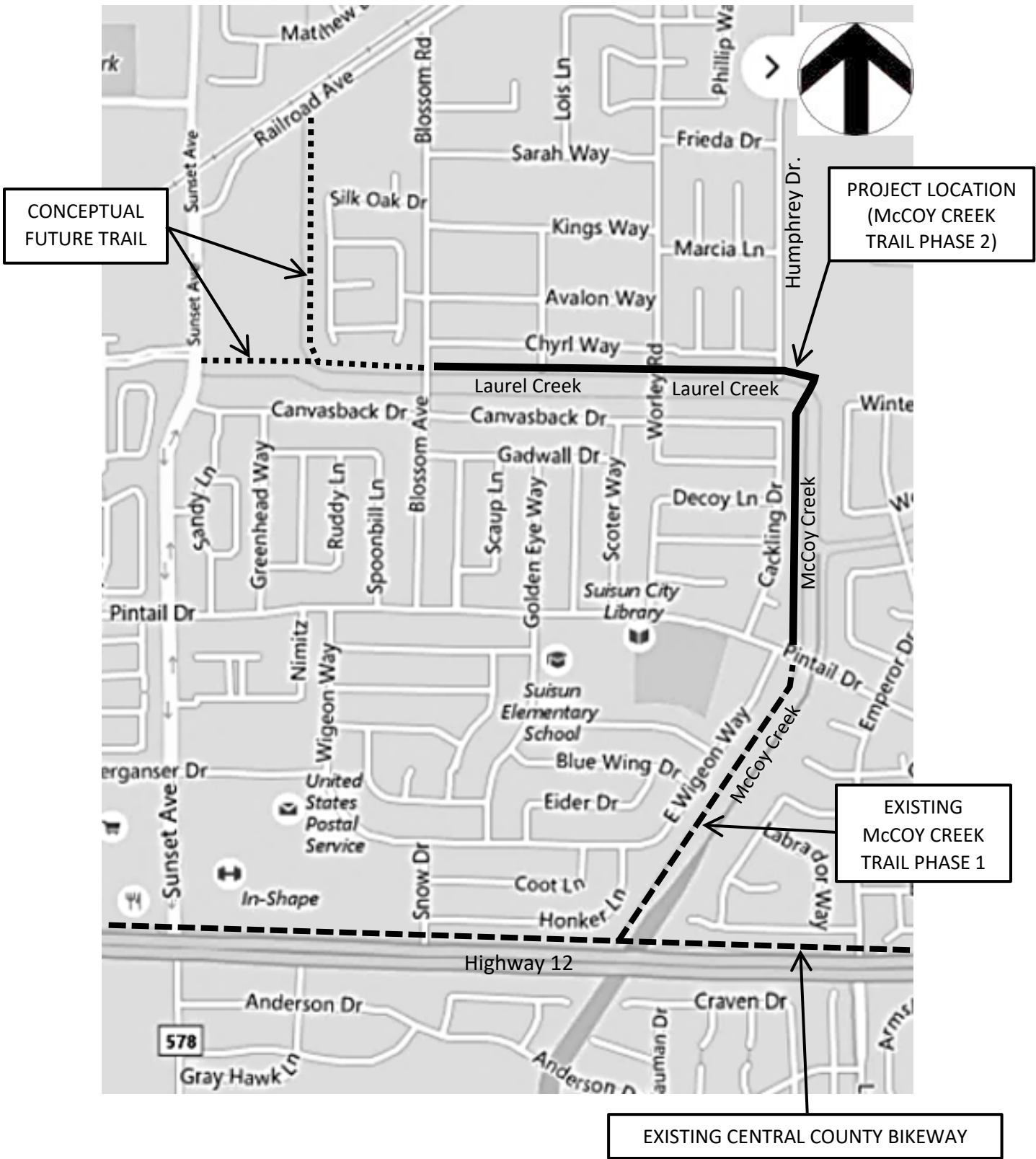
<b>AYES:</b>	Councilmembers:	_____
<b>NOES:</b>	Councilmembers:	_____
<b>ABSENT:</b>	Councilmembers:	_____
<b>ABSTAIN:</b>	Councilmembers:	_____

**WITNESS** my hand and the seal of said City this 31<sup>st</sup> day of May 2022.

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

THIS PAGE INTENTIONALLY LEFT BLANK

**LOCATION MAP**  
McCoy Creek Trail Phase 2 Improvements Project  
Federal Project No. ATPL-5032(032)



THIS PAGE INTENTIONALLY LEFT BLANK





March 22, 2022

To: Nick Lozano  
Associate Engineer  
City of Suisun City Public Works Department  
701 Civic Center Blvd  
Suisun City, CA 94585

Re: Bid Protest  
McCoy Creek Trail Phase 2 Improvements

Bid Date: Thursday, March 24, 2022

Dear Mr. Lozano,

This letter serves as Lister Construction, Inc.'s formal protest of the bid submitted by Suulutaaq Inc. for the McCoy Creek Trail Phase 2 Improvements Project referenced above. At the time of bid, Lister Construction, Inc. was the apparent 2<sup>nd</sup> low bidder. After review of Suulutaaq's List of Subcontractors provided by the City of Suisun City immediately after the bid openings, Lister's protest is based on the following:

Suulutaaq failed to list all subcontractors to whom they propose to subcontract portions of the work in an amount in excess of one-half of one percent of the total bid or \$10,000, whichever is greater.

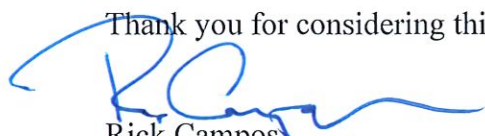
Suulutaaq listed only one subcontractor, Vintage Paving for the paving scope of work. However, this project has multiple scopes that are specialties in which Suulutaaq does not self-perform nor did they list a subcontractor for the work.

Per the City's McCoy Creek Trail Phase 2 Improvements Bidder's Book, Section 2. Proposal Requirements And Conditions (page 19), each proposal shall include the following:

2-1.05 Required Listing Of Proposed Subcontractors: Each Proposal shall have listed herein the name, location, and portion of work of each subcontractor to whom the Bidder proposes to subcontract portions of the work in an amount in excess of one-half of one percent of the total bid or \$10,000 or whichever is greater, in accordance with the Subletting and Subcontracting Fair Practices Act, commencing Section 4100 of the Public Contract Code.

As a result of Suulutaaq's failure to provide the information required by both the project specifications and the California Public Contract Code, Lister protests an award of this contract to Suulutaaq Inc.

Thank you for considering this matter.



Rick Campos  
Operations Manager

Enc: Suulutaaq's List of Subcontractors

**INFORMATION REQUIRED OF BIDDERS**

**LIST OF SUBCONTRACTORS**

The following are the subcontractors we ~~propose to~~ engage on the following items of work.

Any item of work which does not designate a subcontractor will be done by the prime contractor.

Name & Address	Type of Work
<u>Vintage Paving Co., Inc.</u>	<u>Asphalt Paving - 17</u>
<u>PO Box 461</u>	
<u>Winters, CA 95694</u>	

Prime Contractor  
Suulutaaq, Inc.

By:   
Title: President

List three projects of this type recently completed.

Owner's Name and Address	Date Completed	Contract Amount
USACE, San Francisco District 1455 Market St San Francisco CA 94103 (Alameda Zone 7)	10-31-2019	\$8,363,276.00
Sacramento County - DWR 1515 Soscol Ferry Rd, Napa, CA 94558 (Garber Creek PH3)	09-30-2019	\$2,559,976.00
City of Suisun City 701 Civic Center Blvd Suisun City, CA 94585 (Grizzly Island Trail)	04-24-2013	\$1,322,598.00

Person who inspected the site of proposed work for your firm.

Name Jimmy Simmons  
Date of Inspection 2/28/2022

THIS PAGE INTENTIONALLY LEFT BLANK

**From:** [rickc@listerinc.net](mailto:rickc@listerinc.net)  
**To:** [Nick Lozano](#)  
**Cc:** [Gemma Geluz](#); ["Chuck Lister"](#); [Nouae Vue](#); [Nouae Vue](#); ["Ginger Magaoay"](#)  
**Date:** Monday, March 28, 2022 11:28:36 AM  
**Attachments:** [City Response to Protest Letter Lister 03.25.2022.pdf](#)

---

Good morning Nick,

Thank you for your response back to our protest. As you are aware, after the bid opening on Thursday 3/17/22 ALL bidders received a copy of the subcontractors list for apparent low bidder (Suulutaaq) and the second bidder (Lister Construction). The single page copy that was handed out by Suisun City to ALL bidders in attendance for Suulutaaq clearly showed only listing one sub-contractor, Vintage Paving. We have looked at all provided spec sections in the City of Suisun and online to determine the proper procedures set forth by the Suisun regarding the proper method of performing a bid protest, but we can't seem to find this information and have requested a copy of procedures and some clarity on this as has been previously addressed in our communications. Our protest is based on the information that was handed out at the time of bid opening and as you have mentioned in your response we have since received a copy of all the other subs Suulutaaq apparently listed but, we still contest and respectfully disagree with your determination that Suulutaaq has properly listed ALL 13 subcontractors per California Public Contract Code.

The issue persists with the fact that Suulutaaq failed to properly list ALL the required information for every sub and with this, Suulutaaq did not provide the public works contractor DIR registration number or the contractor state license number on ALL subs listed and per state law and fair contracting practice.

***California Public Contract Code (PCC) section 4104 states, "any person making a bid or offer to perform the work, shall in his or her bid or offer , set forth: The name, the location, of the place of business, the California contractor license number, and public works contractor registration number"***

This information is required for all public works bidding and requires contractors to provide all this pertinent information prior to award of contract so that all contractors play fair and follow the rules. Because of this, Suulutaaq's bid is and should be non-compliant per the State of California guidelines.

Thank you for your time and we look forward to your response back on this matter.

Sincerely,

Rick Campos  
916-826-2199 cell  
707-451-2813 office  
896 Aldridge Rd., Suite B

Vacaville, Ca. 95688

[rickc@listerinc.net](mailto:rickc@listerinc.net)



---

**From:** Nick Lozano <nlozano@suisun.com>

**Sent:** Friday, March 25, 2022 12:25 PM

**To:** Ginger Magaoay <gingerm@listerinc.net>

**Cc:** Gemma Geluz <ggeluz@suisun.com>; Rick Campos <rickc@listerinc.net>; Chuck Lister <chuckl@listerinc.net>

**Subject:** RE: McCoy Creek Trail Phase 2 Improvements Bid Protest

Hi Ginger,

Please find attached our office's response letter. Also attached are the attachments to our response letter. I look forward to hearing back from you on this.

Thanks,

Nick

**From:** Ginger Magaoay <[gingerm@listerinc.net](mailto:gingerm@listerinc.net)>

**Sent:** Tuesday, March 22, 2022 11:48 AM

**To:** Nick Lozano <[nlozano@suisun.com](mailto:nlozano@suisun.com)>

**Cc:** Gemma Geluz <[ggeluz@suisun.com](mailto:ggeluz@suisun.com)>; Rick Campos <[rickc@listerinc.net](mailto:rickc@listerinc.net)>; Chuck Lister <[chuckl@listerinc.net](mailto:chuckl@listerinc.net)>

**Subject:** McCoy Creek Trail Phase 2 Improvements Bid Protest

Good morning, Mr. Lozano.

Please see attached formal bid protest. We could not find the City of Suisun City's bid protest procedures outlined in the specifications. If there is anything else you need from us please let me know.

Regards,

**Ginger Magaoay**

**LISTER CONSTRUCTION INC.**

License #630673 / DIR #1000019781

896 Aldridge Rd, Suite B

Vacaville, CA 95688

(707) 451-2813





John Hurd, President  
Suulutaaq, Inc  
110 Railroad Ave, Suite A  
Suisun City, CA 94585  
707-427-3209  
[John.Hurd@Sulutaaq.com](mailto:John.Hurd@Sulutaaq.com)

April 5, 2022

Mr. Nick Lozano  
Associate Engineer  
City of Suisun City  
701 Civic Center Blvd  
Suisun City, CA 94585

Subject: Lister Construction Inc Bid Protest on the McCoy Creek Trail Phase 2 Improvements Project

Mr. Lozano,

Thank you for the notification of the bid protest presented by Lister Construction Inc alleging that the bid of Suulutaaq was non-responsive. This letter serves as Suulutaaq's response to the claims made by Lister in a letter date March 22, 2022, regarding the protest of Suulutaaq's bid.

Lister alleges that Suulutaaq did not properly list all subcontractors proposed for the project whose value of work totals one-half of one percent or \$10,000 dollars, whichever is greater. Lister claims that Suulutaaq only listed one subcontractor (Vintage Paving). This is not correct. In fact, Suulutaaq listed 13 proposed subcontractors.

Per the bid documents, each proposal shall have listed herein the name, location, and portion of work of each subcontractor to whom the Bidder proposes to subcontract portions of the work in and amount excess of one-half of one percent of the total bid or \$10,000, whichever is greater. Suulutaaq did provide all the required information on its proposed subcontractors and therefore is a responsive bid.

Attached is a summary of the proposed subcontractors for your reference.

Thank You,



John Hurd  
President



## SUULTAAQ, INC.

Company	Type of Work	DIR Registration	Status	CSLB No.	Expiration Date	Legal Entity Type	Mailing Address
Vintage Paving Co.	Asphalt Paving	1000000609	Active	709237	6/30/2022	Corporation	PO Box 461 Winters, CA 95694
Sacramento Drilling Inc	Drilling	1000004496	Active	759193	6/30/2022	Corporation	1143 Blumenfeld Drive, Suite 100 Sacramento, CA 95815
Sierra Traffic & Markings	Pavement Marking/Striping	1000002783	Active	755317	6/30/2022	Corporation	9725 Del Road, Suite B Roseville, CA 95747
RE Maher Inc.	Concrete/CIP	1000003201	Active	514236	6/30/2022	Corporation	4545 Hess Drive American Canyon, CA 94503
Wabo Landscape & Construction, Inc	Landscaping/Hydroseeding	1000000448	Active	962263	6/30/2022	Corporation	726 Alfred Nobel Drive Hercules, CA 94547
Zila Stormwater Management & Civil Engineering	SWPPP	1000062414	Active	N/A	6/30/2024	Corporation	10880 Willshire Blvd, Suite 1101 Los Angeles, Ca 90024
Cinquini Passasarino, Inc	Survey	1000003267	Active	N/A	6/30/2024	Corporation	1360 North Dutton Ave. Suite 150 Santa Rosa, CA 95401
Able Fence Company, Inc	Fencing	1000005997	Active	409607	6/30/2022	Corporation	PO Box 219 Petaluma, CA 94953
Contech Engineered Solutions	Prefab - Bridge (Material)	N/A		N/A			5 Sierra Gate Plaza, Suite 390 Roseville, CA 95678
Bigge Crane and Rigging Co.	Crane Support	1000014540	Active	9859	6/30/2022	Corporation	107000 Bigge Ave. San Leandro, CA 94577
MB Electric Electric Co.	Street Light/RRFB	1000000469	Active	306767	6/30/2022	Corporation	561-A Mercantile Dr. Cotati, CA 94931
Rubber Recycle	Rubber Bond (Material)	N/A		N/A			1985 Rutgers University Blvd. Lakewood, NJ 08701
Camblin Steel Services, Inc.	CIDH Rebar	1000003852	Active	218839	6/30/2022	Corporation	548 Gibson Dr. Suite 150 Roseville, CA 94578



**CITY COUNCIL**  
Lori Wilson, *Mayor*  
Alma Hernandez, *Mayor Pro Tem*  
Jane Day  
Mike Hudson  
Wanda Williams



**CITY COUNCIL MEETING**  
First and Third Tuesday  
Every Month

## **CITY OF SUISUN CITY**

**701 Civic Center Blvd.  
Suisun City, California 94585**

**Incorporated October 9, 1868**

April 26, 2022

Rick Campos, Operations Manager  
Lister Construction, Inc.  
896 Aldridge Road, Suite B  
Vacaville, CA 9568-1027

**SUBJECT:** Bid Protest – McCoy Creek Trail Phase 2 Improvements

Mr. Campos,

We are in receipt of your bid protest email dated March 28, 2022, in reference to the bid submitted by Suulutaaq Inc., in connection with the above-captioned project. In your email you allege that “Suulutaaq did not provide the public works contractor DIR registration number or the contractor state license number on ALL subs listed and per state law and fair contracting practice.”

The City informed Suulutaaq of your bid protest and provided them the opportunity to respond and provide the DIR public works contractor registration number and the contractor state license number for each of its subcontractors listed in their bid proposal. Suulutaaq provided a response letter documenting that they listed all subcontractors (13 total) who they propose will perform work on the project in an amount above one-half of one percent of the overall bid amount, and also the DIR public works contractor registration number and the contractor state license number for each of its subcontractors listed in their bid proposal. Suulutaaq’s response letter is attached hereto for your reference.

The City has carefully reviewed the response letter provided by Suulutaaq, and has determined that the DIR and state license numbers for the subcontractors listed in their bid proposal were current and valid at the time of the bid closing. Please note – as Suulutaaq correctly mentions in its letter – that the bid documents only required that the proposal list the name, location, and portion of work of each subcontractor to whom the bidder proposes to subcontract portions of the work in and amount excess of one-half of one percent of the total bid or \$10,000, whichever is greater. Therefore, Suulutaaq, Inc.’s bid was responsive to the City’s bid solicitation and in compliance with state law; the DIR and state license numbers for the subcontractors were current and valid at the time of the bid closing and were promptly provided.

DEPARTMENTS: AREA CODE (707)  
ADMINISTRATION 421-7300 ■ PLANNING 421-7200 ■ BUILDING 421-7310 ■ FINANCE 431-7320  
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340  
REDEVELOPMENT AGENCY 421-7309 FAX 421-7366

Please also note that the City Council has the authority to waive minor irregularities in the bid, which do not provide the bidder with an unfair advantage. Here, Suulutaaq's omission of the DIR and state license numbers for its subcontractors is a minor irregularity as it does not provide the contractor with any unfair advantage, nor does it prejudice any of the other bidders for the project. As such, staff will recommend to the City Council that it reject the bid protest and award the contract to Suulutaaq since it remains the lowest responsible and responsive bidder.

If you have any questions pertaining to the City's response to your bid protest, please contact the Public Works Department at (707) 421-7340.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Nouae Vue', with a stylized flourish at the end.

Nouae Vue  
Public Works Director/City Engineer

Attachments: 1) Protest Email, dated March 28, 2022  
2) Suulutaaq's Response Letter dated April 5, 2022

## AGENDA TRANSMITTAL

**MEETING DATE:** May 31, 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:** On November 30, 2020, the Occupational Safety and Health Standards Board (OSHSB) adopted an Emergency Temporary Standards (ETS), Title 8 of the California Code of Regulations section 3205, requiring that employers adopt and implement a COVID-19 Prevention Program (CPP).

The Cal/OSHA ETS were first revised effective June 17, 2021; a second revision occurred January 14, 2022; and on April 21, 2022, the OSHSB amended and readopted the Cal/OSHA ETS for the third time since established in 2020.

The amendments in the third re-adoption of the ETS include substantial changes to the use of face coverings, cleaning and disinfecting requirements, use of respirators, COVID-19 test availability, and updated quarantine, isolation and return to work criteria. These changes were effective May 6, 2022, and will remain in effect through December 31, 2022, unless extended, modified or rescinded in the interim.

---

**STAFF REPORT:** The City of Suisun City continues to have specific obligations related to responding to COVID-19 in the workplace and preventing the spread of the virus that causes COVID-19. Guidelines to address the spread of COVID-19 are determined by the California Department of Public Health (CDPH), the Center for Disease Control (CDC), Executive Orders from the Governor’s Office and county and local health departments. The recommended response is updated by these organizations as needed in order to meet the changing dynamics of the COVID-19 pandemic.

The City’s policy is being revised to bring the City in line with new regulations authorized by OSHSB on April 21, 2022. Summary of key changes include:

---

**PREPARED & APPROVED BY:**

Greg Folsom, City Manager

- Pursuant to Executive Order N-84-20, in certain circumstances, the exclusion period and requirements of the Emergency Temporary Standard are replaced with the California Department of Public Health's ("CDPH") isolation and quarantine periods and requirements.
- Face coverings – consistent with CDPH guidance on the use of face coverings, employees who are not fully vaccinated are no longer required to wear face coverings indoors and in vehicles. The use of face coverings will be determined by CDPH as needed. However, the amended regulations require that all employees who had COVID-19 wear a face covering in the workplace until at least 10 days have passed since the first presentation of COVID-19 symptoms or, if the employee did not develop symptoms, from the date of the employee's first positive COVID-19 test.
- Exclusion of COVID-19 cases – COVID-19 positive cases will continue to be excluded from the workplace and the most current CDPH guidance will be followed for employees who have had close contact. As of the April 6, 2022 CDPH guidance, employees who have had close contact exposure but are asymptomatic, do not need to quarantine, but should be tested three to five days after the close contact exposure and wear a face covering when around others for 10 days.
- Additionally, several terms have been modified, including removing the definition for "fully vaccinated." As a result, we will no longer distinguish between employees based on their vaccination status, including for the use of face coverings, respirators, and the testing of symptomatic employees.

The City of Suisun City shall continue to use the most recent guidance from the CDPH, the Center for Disease Control (CDC), Health Orders, and Executive Orders from the Governor's Office and county and local health departments regarding return-to-work criteria and will extend the City Manager's authority to update masking, social distancing, cleaning and disinfecting requirements, and isolation and quarantine of employees without formally amending the policy in order to remain consistent with the most recent guidance response to the COVID-19 pandemic, and to ease the staffing impact to City departments that can result with outdated guidance. The latest guidance may suspend provisions of Cal/OSHA's COVID-19 emergency regulation or may implement more stringent requirements.

The City of Suisun City has completed its obligation to meet and confer upon request regarding the updated policy with each labor union.

---

**RECOMMENDATION:** It is recommended that the City Council 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. Updated COVID-19 Protocol
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 AMEND THE COVID-19 PREVENTION  
PLAN (CPP)**

**WHEREAS**, the Occupational Safety and Health Standards Board (OSHSB) adopted Emergency Temporary Standards (ETS), 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 May 6, 2022, OSHSB amended and readopted the Cal/OSHA ETS to include substantial changes to the use of face coverings, cleaning and disinfecting requirements, use of respirators, COVID-19 test availability, and updated quarantine, isolation and return to work criteria; and

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

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

**WHEREAS**, the City intends to stay compliant with the latest guidance from the California Department of Public Health (CDPH), the Center for Disease Control (CDC), Health Orders, and Executive Orders from the Governor's Office and county and local health departments 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 the 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 31<sup>st</sup> day of May 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 31<sup>st</sup> day of May 2022.

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

THIS PAGE INTENTIONALLY LEFT BLANK

Following are key provisions of the City’s updated COVID-19 Protocol consistent with the Cal/OSHA Emergency Temporary Standards (ETS) effective May 6, 2022; the latest guidance for the Use of Face Masks issued by the California Department of Public Health (CDPH) on April 20, 2022; and the latest guidance on isolation and quarantine issued by the CDPH on April 6, 2022.

## Face Coverings

Masks are strongly recommended, but not required, for employees in all City facilities. However, all employees who had COVID-19 must wear a face covering in the workplace until at least 10 days have passed since the onset of symptoms or if the employee did not develop symptoms, from the date of the first positive test. Similarly, all employees who had close contact with a COVID-19 case must also wear a face covering in the workplace when around others, especially when in doors, for 10 days.

## Return to Work Criteria

If You Test Positive for COVID-19	
Everyone, regardless of vaccination status, previous infection or lack of symptoms.	<p>Isolate for at least 5 full days after your symptoms start, or after your first positive test date if you don’t have symptoms.</p> <p>End isolation after 5 days if you test negative on Day 5 or later – as long as you don’t have a fever and your symptoms are getting better.</p> <p>If you still test positive on or after Day 5 or if you don’t test, isolate for 10 full days, and until you don’t have a fever.</p> <p>Wear a well-fitting face mask around others, especially when indoors, for 10 days even if you stop isolating earlier.</p>
COVID-19 Exposure	
Everyone, regardless of vaccination status.	<p>Test 3-5 days after your exposure. Only isolate if you test positive.</p> <p>If you had COVID-19 in the last 90 days, only test if you have new symptoms, using an antigen test.</p> <p>If symptoms develop, test and stay home.</p> <p>Wear a well-fitting face mask around others, especially when indoors, for 10 days.</p>

## Vaccinations

While the City has documented employee vaccination status, we will not be distinguishing between employees based on their vaccination status for the purposes of testing, use of face coverings, and return-to-work criteria.

THIS PAGE INTENTIONALLY LEFT BLANK



# 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	1/18/22; <u>5/31/22</u>	

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.~~

On November 30, 2020, California approved [the Cal/OSHA Emergency Temporary Standards \(ETS\)](#)~~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 [when necessary](#).
- 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

[The Cal/OSHA ETS were revised effective June 17, 2021; a second revision occurred effective January 14, 2022.](#)

[On April 21, 2022, the Occupational Safety and Health Standards Board \(“OSHAB”\) amended and readopted the Cal/OSHA COVID-19 ETS for the third time since established in 2020. The amendments in the third re-adoption of the ETS are effective May 6, 2022, and will remain in effect through December 31, 2022, unless extended, modified or rescinded in the interim.](#)

[The City’s policy is being revised to bring the City in line with the new regulations. Substantial changes have been made to the use of face coverings, cleaning and disinfecting requirements, use of respirators, COVID-19 test availability, and updated quarantine, isolation and return to work criteria. Summary of key changes include:](#)

[Pursuant to Executive Order N-84-20, in certain circumstances, the exclusion period and requirements of the Emergency Temporary Standard are replaced with the California Department of Public Health’s \(“CDPH”\) isolation and quarantine periods and requirements. The isolation and quarantine periods and requirements are reflected under the Exclusion of COVID-19 Cases and Return-to-Work Criteria sections of this policy.](#)

[Face coverings – consistent with CDPH guidance on the use of face coverings, employees who are not fully vaccinated are no longer required to wear face coverings indoors and in vehicles. The use of face coverings will be determined by CDPH as needed. However, the amended regulations require that all employees who had COVID-19 wear a face covering in the workplace until at least 10 days have passed since the first presentation of COVID-19 symptoms or, if the employee did not develop symptoms, from the date of the employee’s first positive COVID-19 test.](#)

[Exclusion of COVID-19 cases – COVID-19 positive cases will continue to be excluded from the workplace and the most current CDPH guidance will be followed for employees who have had close contact. As of the April 6, 2022, CDPH guidance, employees who have had close contact exposure but are asymptomatic, do not need to quarantine, but should be tested three to five days after the close contact exposure and wear a face covering when around others for 10 days.](#)

[Additionally, several terms have been modified, including removing the definition for “fully vaccinated.” As a result, we will no longer distinguish between employees based on their vaccination status, including for the use of face coverings, respirators, and the testing of symptomatic employees.](#)

[We will continue to calculate quarantine and isolation, when necessary, as follows:](#)

- 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~~ In order to meet the changing dynamics of the COVID-19 pandemic, this Administrative Directive has been updated to meet the current Cal/OSHA standards.† The City of Suisun City shall continue to use the most recent guidance ~~€€€~~from the CDPH, the Center for Disease Control (CDC), Health Orders, and Executive Orders from the Governor's Office and county and local health departments regarding recommendations regarding masking, social distancing, cleaning and disinfecting requirements, and isolation and quarantine of employees by authorization of the City Manager and without formally updating the policy. ~~to reflect the~~ The latest guidance may suspend provisions of Cal/OSHA's COVID-19 emergency regulation or may implement more stringent requirements.

## **POLICY**

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

### **I. Definitions**

**A. Close Contact** – being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the infectious period regardless of the use of face coverings, unless close contact is defined or order of the CDPH. If so, the CDPH definition shall apply.

EXCEPTION: Employees have not had close contact if they wore a respirator required by the employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the infectious period.

**B. COVID-19 (Coronavirus Disease 2019)** means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

**C. COVID-19 Case** means a person who:

1. Has a positive COVID-19 test; or
2. Has a positive COVID-19 diagnosis from a licensed health care provider; or
3. Is subject to a COVID-19 related order to isolate issued by a local or state health official; or
4. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

**D. COVID-19 Hazard** – means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, taking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

**E. COVID-19 Symptoms** – means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

**F. COVID-19 Test** – means a test for SARS-CoV-2 that is:

1. Cleared, approved, or authorized including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-COV-2 virus (e.g., a viral test);
2. Administered in accordance with the authorized instructions.
3. To meet the return-to-work criteria, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).

**G. Exposed Group** – means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

1. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings without congregating, is not a work location, working area, or a common area at work.

2. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
3. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location working area, or common area are not part of the exposed group.

**H. Face Covering** – means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition, and which may be used to facilitate communication with people who are deaf or hard of hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

**I. Infectious Period** – means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:

1. For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
2. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

**J. Respirator** – means a respiratory protection device approved by the National Institute for Occupational Safety and health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

**K. Returned Case** – means a COVID-19 case who returned to work and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.

**L. Worksite** – for the limited purposes of sections 3205 through 3205.4 only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

NOTE: The term worksite is used for the purpose of notice requirements.

## **II. 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.

### **H.III. 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, [CDC](#), [CDPH](#) 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, you are considered to have a fever, do not go to your workplace.
2. Have you had any of the following symptoms in the last ~~24-48~~ hours: fever or chills; difficulty breathing; headache; congestion/runny nose; cough; fatigue; new loss of taste/smell; nausea or vomiting; shortness of breath; muscle or body ache; sore throat; diarrhea~~enough, 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.~~
3. Have you tested positive for COVID-19 in the past 10 days?
4. Are you currently awaiting results from a COVID-19 test?
5. Have you been diagnosed with COVID-19 by a licensed healthcare provider (for example, a doctor, nurse, pharmacist, or other) in the past 10 days?



6. Have you been told that you are suspected to have COVID-19 by a licensed healthcare provider in the past 10 days?
7. Has anyone in your household had a fever in the last 24 hours? If yes, do not go to your workplace. Have you been in close contact in the last 14 days with anyone who is known to have laboratory-confirmed COVID-19 or anyone who has symptoms consistent with COVID-19?

Daily monitoring for potential COVID-19 symptoms is important to track current health status. If employees experiencing new symptoms, should consider seeing a healthcare provider or getting a test for COVID-19, especially if there have been potential exposures to COVID-19.

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

You must inform your supervisor if you:

- Receive a confirmed positive COVID-19 test result;
- Have been diagnosed with COVID-19 by a licensed healthcare provider;
- Have been told you are suspected to have COVID-19 by a licensed healthcare provider;
- Experience new loss of taste and/or smell with no other explanation; or
- Experience both fever (100.4° F) and new unexplained cough associated with shortness of breath, or any two of the COVID-19 symptoms.

If you **do not pass** the self-screening criteria, **or** someone you are living with ~~does have~~ has 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.

#### **IV. Ventilation and Filtration Efficiency**

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the CDPH and information specific to our industry, location, and operations.

#### **III.V. 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.VI. Control of COVID-19 Hazards**

##### **A. Physical Distancing**

Where possible, the City may 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.
5. 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**

Face Covering requirements will be based on the latest CDPH recommendations, as authorized by the City Manager.

1. The City has provided and will continues to provide clean, undamaged face coverings and requires that they are properly worn by employees over the nose and mouth ~~when indoors, or in vehicles, 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 when employees are required to wear them under section 3205 or sections 3205.1 through 3205.4:
  - a) When an employee is alone in a room or vehicle.
  - 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.
3. 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, allowed by Section 3205 (c)(6)(e), 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.

3.4. Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(e) shall be tested at least weekly for COVID-19 during employee paid time and at no cost to the employee.

4.5. The City ~~has posted~~ may post signage to inform non-employees ~~that when~~ the City requires the use of face coverings at all city facilities. Signs ~~are~~ will be posted at all facility entrances.

### C. Vaccinations

Documentation of employee vaccination status is optional. The City ~~will~~ has and may continue to document ~~V~~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~~ may 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~~ CDPH recommendations.

### D. Engineering controls

The City may 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 plan will be based on the latest CDC recommendations, as authorized by the City Manager. The City's cleaning and disinfecting protocol may 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 by a COVID-19 case during the ~~exposure~~ infectious 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.

[Additional measures will be utilized as required by state and local health departments.](#)

### **V.VII. 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-infectious~~ 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) ~~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. Informed of their possible exposure to COVID-19 in the workplace.~~
- b) ~~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) ~~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.VIII. 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. Instructing employees not to report to work when sick.

B.C. That employees can report symptoms and hazards without fear of reprisal.

C.D. 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.

E. That the City will make testing available at no cost, during paid time, to all employees of the City of Suisun City who had close contact in the workplace and provide them with the information on benefits described in Title 8, Section 3205.

D.F. 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.G. 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

infectious period, telework (if available).

H. ~~Provide~~ 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.

~~F.I.~~ Within one business day of the time the City of Suisun City knew or should have known of a COVID-19 case, a written notice will be given to all persons at the worksite who may have been exposed to COVID-19. The written notice will not reveal any personal identifying information of the COVID-19 case and distributed in the manner that the City of Suisun City normally uses to communicate employment-related information. The notice must be sent to the exposed group of employees, including independent contractors and will include the cleaning and disinfection plan that the City is implementing per Labor Code 6409.6(a)(4).

## **VII.IX. 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 when an infectious person talks or vocalizes, sneezes, coughs, or exhales.

2. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common, and that an infectious person may have no symptoms.

2.3. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.

3.4. An infectious person may have no symptoms Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

~~D. 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.~~

~~E.D.~~ 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.

~~F.E.~~ Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect other individuals from the wearer of the face covering.

F. Our policy for providing respirators, and the right of employees to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this policy or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn and the fact that facial hair interferes with the seal.

- G. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- H. Information how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- G-I. The conditions under which face coverings must be worn at the workplace and that employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

#### **~~VIII.X.~~ VIII.X. Exclusion of COVID-19 Cases**

Exclusion of COVID-19 Cases will be based on the latest CDPH recommendations, as authorized by the City Manager.

The City of Suisun City will check for the most current information from the CDPH including guidance documents, health orders, and executive orders from the governor's office and county and local health departments and follow the most current information.

Guidance on Isolation and Quarantine for COVID-19 (ca.gov):

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

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. Reviewing current CDPH guidance for persons who had close contact, including guidance regarding quarantine or other measures to reduce transmission.
- ~~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. If the City of Suisun City does not exclude an employee who had a close contact as permitted by the exceptions noted above, the City of Suisun City shall provide the employee with information about any applicable precautions recommended by CDPH for persons with close contact.
- ~~C.D.~~ Providing employees at the time of exclusion with information on available benefits.
- ~~D.E.~~ 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 a~~

- 1. 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. In cases where telework is not available, and where the exposure is work related, the City may place employees on paid administrative leave for a designated period of isolation or quarantine; only in cases where the exposure is work related.
- 3. 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.

- 2.4. 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.XI. 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.XII. Return to Work Criteria**

Return to work will be based on the latest ~~CDC R~~ CDPH recommendations, as authorized by the City Manager.

The City of Suisun City will refer to CDPH isolation and quarantine recommendations. The City of Suisun City will check for the most current information from the CDPH including guidance documents, health orders, and executive orders from the governor's office and county and local health departments and follow the most current information.

Guidance on Isolation and Quarantine for COVID-19 (ca.gov):

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

The following return to work criteria shall apply to COVID-19 cases and employees excluded under sections 3205.1 and 3205.2. Refer to Addendum #1 and Addendum #2 for additional information on the handling COVID-19 cases under sections 3205.1 and 3205.2.

- A. COVID-19 cases, regardless of vaccination status or previous infection, who do not develop COVID-19 symptoms or whose COVID19 symptoms are resolving, shall not return to work until:
  - 1. At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
  - 2. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
  - 3. A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the City of Suisun City chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive test.
- B. COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving, may not return to work until:

1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
  2. Symptoms are resolving or 10 days have passed from when the symptoms began.
- C. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- D. The requirements in this section apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

## 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
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other:			
Other:			
<b>Administrative</b>			
Physical distancing			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Other:			
Other:			
<b>PPE (not shared, available and being worn)</b>			
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:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>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):</b>			

**Appendix C (cont.)**

<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*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

### CITY OF SUISUN CITY

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.
- City of Suisun City will provide me with face coverings that are clean and undamaged, and that I may contact my supervisor for replacements.
- City of Suisun City 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.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Appendix F: Potential COVID-19 Exposure Contact Tracing

Name/Title of Person Being Traced: \_\_\_\_\_

Date Form was Completed: \_\_\_\_\_

<u>Date</u> I was within 6 feet (with or without a mask) of this person	<u>Duration</u> (Total number of minutes during a 24-hour period)	<u>Name/Title</u> of the Person Involved	<u>Location/Task</u> Where Contact was Made

Appendix G: COVID-19 Training Roster

Date: Enter date

Person that conducted the training: Enter name(s)

<u>Employee Name</u>	<u>Signature</u>

## Appendix H: Definitions

<u>Close Contact</u>	<p><u>Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the infectious period” defined by this section, regardless of the use of face coverings, unless close contact is defined by regulation or order of the CDPH. If so, the CDPH definition shall apply.</u></p> <p><u>Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the infectious period.</u></p>
<u>COVID-19</u>	<u>Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)</u>
<u>COVID-19 Case</u>	<p><u>A person who:</u></p> <ul style="list-style-type: none"> <li><u>(1) Has a positive “COVID-19 test”; or</u></li> <li><u>(2) Has a positive COVID-19 diagnosis from a licensed health care provider; or</u></li> <li><u>(3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or</u></li> <li><u>(4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.</u></li> </ul>
<u>COVID-19 Hazard</u>	<u>Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids.</u>
<u>COVID-19 Symptoms</u>	<u>Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.</u>
<u>COVID-19 Test</u>	<p><u>A test for SARS-CoV-2 that is:</u></p> <ul style="list-style-type: none"> <li><u>(1) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and</u></li> <li><u>(2) Administered in accordance with the authorized instructions; and</u></li> <li><u>(3) To meet the return-to-work criteria set forth in Section 3205 subsection (c)(10), a COVID-19 test may be Not both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).</u></li> </ul>



<u>Exposed Group</u>	<p><u>All employees at a work location, working area, or a common area at work, where an employee was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:</u></p> <p><u>A) For the purposed of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.</u></p> <p><u>B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.</u></p> <p><u>C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.</u></p> <p><u>NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 64304.1.</u></p>
<u>Face Covering</u>	<p><u>A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.</u></p> <p><u>This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition and that may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.</u></p>
<u>Infectious Period</u>	<p><u>The following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:</u></p> <p><u>(1) For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved</u></p> <p><u>(2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.</u></p>

<u>Respirator</u>	<u>A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.</u>
<u>Returned Case</u>	<u>A COVID-19 case who returned to work pursuant to Section 3205 subsection (c)(10) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.</u>
<u>Worksite</u>	<p><u>For the limited purposes of sections 3205 through 3205.4 only, worksite is a building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the workers worked by themselves without exposure to other employees or to a worker's personal residence or alternative work location chosen by the worker when working remotely.</u></p> <p><u>NOTE: The term worksite is used for the purpose of notice requirements.</u></p>

## **Addendum #1 – Multiple COVID-19 Infections and COVID-19 Outbreaks (Section 3205.1)**

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 within an exposed workgroup and they visited the workplace during the infectious exposure period at any time in a workplace within during a 14-day period. Once effective, this section will stay in effect until there are no new COVID-19 cases detected in our the workplace for a 14-day period.

### **A. COVID-19 testing**

1. We will provide COVID-19 testing to all employees in our the exposed group 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 and for returned cases who did not develop symptoms after returning to work pursuant to subsections 3205(c)(11)(A) or (B), no testing is required. 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 the exposed workplace group 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 the City will continue to provide COVID-19 testing at no cost to the employee, of all employees in the exposed group 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 until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance.
  - c) We will provide additional testing when deemed necessary by Cal/OSHA.
  - e)d) Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return-to-work requirements from the date of the last known close contact.

### **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.
4. 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.

#### **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 CCOVID-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 (Section 3205.2)**

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~~ in the exposed group 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. Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements starting from the date that the outbreak begins. 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.~~
1. 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.
2. Employees in the exposed group who are not wearing respirators required in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
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**.

### Additional Consideration #3

#### COVID-19 Prevention in Employer-Provided Transportation

This section applies to employer-provided motor vehicle transportation, which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by and regardless of the travel distance or duration involved as required by section 3205.4.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- This section does not apply to employees with occupational exposure as defined by section 5199, when covered by this section.

#### Assignment of transportation

To the extent feasible, we will reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or workplace will be transported in the same vehicle.
- Employees who do not share the same household, work crew, or workplace will be transported in the same vehicle only when no other transportation alternatives are feasible.

#### Face coverings and respirators

We will ensure that the:

- Face covering requirements of subsection 3205 (c)(6) if applicable, are followed for employees waiting for transportation.
- We will review CDPH and local health department recommendations regarding face coverings and implement face covering policies that effectively eliminate or minimize transmission in vehicles.
- We will provide training to employees on CDPH and local health department recommendations regarding face coverings and our own policies.
- Upon request, we shall provide respirators for voluntary use in compliance with subsection 5144 (c)(2) to all employees in the vehicle.

#### Screening

Employees should self-screen for COVID-19 symptoms before boarding shared transportation. Employees who pass the self-screening criteria and are not living with someone diagnosed with active COVID-19 may proceed to board shared transportation. Employees who do not pass the self-screening should not board shared transportation and should contact their supervisors consistent with this policy.

### Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees. Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

### Hand hygiene

We provide hand sanitizer for all drivers and riders to sanitize their hands before entering and exiting vehicles. Employees in need of hand sanitizer should contact their supervisor. Hand sanitizers with methyl alcohol are prohibited.

This section shall take precedence when in conflict with 3205.

THIS PAGE INTENTIONALLY LEFT BLANK



# 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	1/18/22; 5/31/22	

Distribution: All Staff

Greg Folsom, City Manager

### **PURPOSE**

On November 30, 2020, California approved the Cal/OSHA Emergency Temporary Standards (ETS) 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 when necessary.
- 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

The Cal/OSHA ETS were revised effective June 17, 2021; a second revision occurred effective January 14, 2022.

On April 21, 2022, the Occupational Safety and Health Standards Board (“OSHAB”) amended and readopted the Cal/OSHA COVID-19 ETS for the third time since established in 2020. The amendments in the third re-adoption of the ETS are effective May 6, 2022, and will remain in effect through December 31, 2022, unless extended, modified or rescinded in the interim.

The City’s policy is being revised to bring the City in line with the new regulations. Substantial changes have been made to the use of face coverings, cleaning and disinfecting requirements, use of respirators, COVID-19 test availability, and updated quarantine, isolation and return to work criteria. Summary of key changes include:

Pursuant to Executive Order N-84-20, in certain circumstances, the exclusion period and requirements of the Emergency Temporary Standard are replaced with the California Department of Public Health’s (“CDPH”) isolation and quarantine periods and requirements. The isolation and quarantine periods and requirements are reflected under the Exclusion of COVID-19 Cases and Return-to-Work Criteria sections of this policy.

Face coverings – consistent with CDPH guidance on the use of face coverings, employees who are not fully vaccinated are no longer required to wear face coverings indoors and in vehicles. The use of face coverings

will be determined by CDPH as needed. However, the amended regulations require that all employees who had COVID-19 wear a face covering in the workplace until at least 10 days have passed since the first presentation of COVID-19 symptoms or, if the employee did not develop symptoms, from the date of the employee's first positive COVID-19 test.

Exclusion of COVID-19 cases – COVID-19 positive cases will continue to be excluded from the workplace and the most current CDPH guidance will be followed for employees who have had close contact. As of the April 6, 2022, CDPH guidance, employees who have had close contact exposure but are asymptomatic, do not need to quarantine, but should be tested three to five days after the close contact exposure and wear a face covering when around others for 10 days.

Additionally, several terms have been modified, including removing the definition for “fully vaccinated.” As a result, we will no longer distinguish between employees based on their vaccination status, including for the use of face coverings, respirators, and the testing of symptomatic employees.

We will continue to calculate quarantine and isolation, when necessary, as follows:

- 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.

In order to meet the changing dynamics of the COVID-19 pandemic, this Administrative Directive has been updated to meet the current Cal/OSHA standards. The City of Suisun City shall continue to use the most recent guidance from the CDPH, the Center for Disease Control (CDC), Health Orders, and Executive Orders from the Governor's Office and county and local health departments regarding recommendations regarding masking, social distancing, cleaning and disinfecting requirements, and isolation and quarantine of employees by authorization of the City Manager and without formally updating the policy. The latest guidance may suspend provisions of Cal/OSHA's COVID-19 emergency regulation or may implement more stringent requirements.

## **POLICY**

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

### **I. Definitions**

- A. **Close Contact** – being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the infectious period regardless of the use of face coverings, unless close contact is defined or order of the CDPH. If so, the CDPH definition shall apply.
- EXCEPTION: Employees have not had close contact if they wore a respirator required by the employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the infectious period.
- B. **COVID-19 (Coronavirus Disease 2019)** means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).
- C. **COVID-19 Case** means a person who:
1. Has a positive COVID-19 test; or
  2. Has a positive COVID-19 diagnosis from a licensed health care provider; or
  3. Is subject to a COVID-19 related order to isolate issued by a local or state health official; or
  4. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statics of a county.
- D. **COVID-19 Hazard** – means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, taking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.
- E. **COVID-19 Symptoms** – means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- F. **COVID-19 Test** – means a test for SARS-CoV-2 that is:
1. Cleared, approved, or authorized including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-COV-2 virus (e.g., a viral test);
  2. Administered in accordance with the authorized instructions.
  3. To meet the return-to-work criteria, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).
- G. **Exposed Group** – means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
1. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings without congregating, is not a work location, working area, or a common area at work.

2. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
3. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location working area, or common area are not part of the exposed group.

H. **Face Covering** – means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition, and which may be used to facilitate communication with people who are deaf or hard of hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

I. **Infectious Period** – means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:

1. For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
2. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

J. **Respirator** – means a respiratory protection device approved by the National Institute for Occupational Safety and health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

K. **Returned Case** – means a COVID-19 case who returned to work and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.

L. **Worksite** – for the limited purposes of sections 3205 through 3205.4 only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

NOTE: The term worksite is used for the purpose of notice requirements.

## II. 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.

### **III. 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, CDC, CDPH 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.
  - 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, you are considered to have a fever.
2. Have you had any of the following symptoms in the last 48 hours: fever or chills; difficulty breathing; headache; congestion/runny nose; cough; fatigue; new loss of taste/smell; nausea or vomiting; shortness of breath; muscle or body ache; sore throat; diarrhea?
3. Have you tested positive for COVID-19 in the past 10 days?
4. Are you currently awaiting results from a COVID-19 test?
5. Have you been diagnosed with COVID-19 by a licensed healthcare provider (for example, a doctor, nurse, pharmacist, or other) in the past 10 days?
6. Have you been told that you are suspected to have COVID-19 by a licensed healthcare provider in the past 10 days?
7. Have you been in close contact in the last 14 days with anyone who is known to have laboratory-confirmed COVID-19 or anyone who has symptoms consistent with COVID-19?

Daily monitoring for potential COVID-19 symptoms is important to track current health status. If

employees experiencing new symptoms, should consider seeing a healthcare provider or getting a test for COVID-19, especially if there have been potential exposures to COVID-19.

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

You must inform your supervisor if you:

- Receive a confirmed positive COVID-19 test result;
- Have been diagnosed with COVID-19 by a licensed healthcare provider;
- Have been told you are suspected to have COVID-19 by a licensed healthcare provider;
- Experience new loss of taste and/or smell with no other explanation; or
- Experience both fever (100.4° F) and new unexplained cough associated with shortness of breath, or any two of the COVID-19 symptoms.

If you **do not pass** the self-screening criteria, **or** someone you are living with has 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.

#### IV. Ventilation and Filtration Efficiency

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the CDPH and information specific to our industry, location, and operations.

#### V. 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).

#### VI. Control of COVID-19 Hazards

##### A. Physical Distancing

Where possible, the City may require at least six feet of physical distancing 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.
5. 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**

Face Covering requirements will be based on the latest CDPH recommendations, as authorized by the City Manager.

1. The City has provided and will continue to provide clean, undamaged face coverings and require that they are properly worn by employees over the nose and mouth where required by orders from the 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 when employees are required to wear them under section 3205 or sections 3205.1 through 3205.4:
  - a) When an employee is alone in a room or vehicle.
  - 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.
3. In order to be exempted from wearing a face covering, an employee must 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, allowed by Section 3205 (c)(6)(e), 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.
4. Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(e) shall be tested at least weekly for COVID-19 during employee paid time and at no cost to the employee.
5. The City may post signage to inform non-employees when the City requires the use of face coverings at all city facilities. Signs will be posted at all facility entrances.

## **C. Vaccinations**

Documentation of employee vaccination status is optional. The City has and may continue to

document 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 may provide supervisors and managers with a list of which employees are fully vaccinated, so they are able to enforce CDPH recommendations.

#### **D. Engineering controls**

The City may implement 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 plan will be based on the latest CDC recommendations, as authorized by the City Manager. The City's cleaning and disinfecting protocol may include 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 by a COVID-19 case during the infectious 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.

Additional measures will be utilized as required by state and local health departments.

### **VII. 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 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 infectious 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) Informed of their possible exposure to COVID-19 in the workplace.
  - b) Offered COVID-19 testing at no cost to the employee during their working hours.
  - c) Provided with information on benefits continuation.

#### **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.

### **VIII. 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. Instructing employees not to report to work when sick.
- C. That employees can report symptoms and hazards without fear of reprisal.
- D. 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.

- E. That the City will make testing available at no cost, during paid time, to all employees of the City of Suisun City who had close contact in the workplace and provide them with the information on benefits described in Title 8, Section 3205.
- F. 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.
- G. 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 infectious period, telework (if available).
- H. Provide 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.
- I. Within one business day of the time the City of Suisun City knew or should have known of a COVID-19 case, a written notice will be given to all persons at the worksite who may have been exposed to COVID-19. The written notice will not reveal any personal identifying information of the COVID-19 case and distributed in the manner that the City of Suisun City normally uses to communicate employment-related information. The notice must be sent to the exposed group of employees, including independent contractors and will include the cleaning and disinfection plan that the City is implementing per Labor Code 6409.6(a)(4).

## IX. 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 when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
  - 2. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common, and that an infectious person may have no symptoms.
  - 3. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
  - 4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
- D. 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.
- E. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. N95s and more protective respirators protect the users from airborne disease while face coverings

are intended to primarily protect other individuals from the wearer of the face covering.

- F. Our policy for providing respirators, and the right of employees to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this policy or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn and the fact that facial hair interferes with the seal.
- G. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- H. Information how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- I. The conditions under which face coverings must be worn at the workplace and that employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

#### **X. Exclusion of COVID-19 Cases**

Exclusion of COVID-19 Cases will be based on the latest CDPH recommendations, as authorized by the City Manager.

The City of Suisun City will check for the most current information from the CDPH including guidance documents, health orders, and executive orders from the governor's office and county and local health departments and follow the most current information.

[Guidance on Isolation and Quarantine for COVID-19 \(ca.gov\):](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx)

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

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. Reviewing current CDPH guidance for persons who had close contact, including guidance regarding quarantine or other measures to reduce transmission.
- C. If the City of Suisun City does not exclude an employee who had a close contact as permitted by the exceptions noted above, the City of Suisun City shall provide the employee with information about any applicable precautions recommended by CDPH for persons with close contact.
- D. Providing employees at the time of exclusion with information on available benefits.
- E. 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. 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. In cases where telework is not available, and where the exposure is work related, the City may place employees on paid administrative leave for a designated period of isolation or quarantine.
  - 3. 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.

4. 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.

## **XI. 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.

## **XII. Return to Work Criteria**

Return to work will be based on the latest CDPH recommendations, as authorized by the City Manager. The City of Suisun City will refer to CDPH isolation and quarantine recommendations. The City of Suisun City will check for the most current information from the CDPH including guidance documents, health orders, and executive orders from the governor's office and county and local health departments and follow the most current information.

[Guidance on Isolation and Quarantine for COVID-19 \(ca.gov\):](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx)

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

The following return to work criteria shall apply to COVID-19 cases and employees excluded under sections 3205.1 and 3205.2. Refer to Addendum #1 and Addendum #2 for additional information on the handling COVID-19 cases under sections 3205.1 and 3205.2.

- A. COVID-19 cases, regardless of vaccination status or previous infection, who do not develop COVID-19 symptoms or whose COVID-19 symptoms are resolving, shall not return to work until:
  1. At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
  2. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
  3. A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the City of Suisun City chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive test.
- B. COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving, may not return to work until:

1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
  2. Symptoms are resolving or 10 days have passed from when the symptoms began.
- C. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- D. The requirements in this section apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

## 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
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other:			
Other:			
<b>Administrative</b>			
Physical distancing			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Other:			
Other:			
<b>PPE (not shared, available and being worn)</b>			
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:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>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):</b>			



**Appendix C (cont.)**

<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*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**

**CITY OF SUISUN CITY**

I, \_\_\_\_\_, attest that I:

- ☐ 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:

- Cal/OSHA requires I wear face coverings when required by CDPH.
- City of Suisun City will provide me with face coverings that are clean and undamaged, and that I may contact my supervisor for replacements.
- City of Suisun City 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.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Appendix F: Potential COVID-19 Exposure Contact Tracing

Name/Title of Person Being Traced: \_\_\_\_\_

Date Form was Completed: \_\_\_\_\_

Date I was within 6 feet (with or without a mask) of this person	Duration (Total number of minutes during a 24-hour period)	Name/Title of the Person Involved	Location/Task Where Contact was Made

**Appendix G: COVID-19 Training Roster**

**Date:** [Enter date](#)

**Person that conducted the training:** [Enter name\(s\)](#)

Employee Name	Signature

## Appendix H: Definitions

Close Contact	<p>Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the infectious period” defined by this section, regardless of the use of face coverings, unless close contact is defined by regulation or order of the CDPH. If so, the CDPH definition shall apply.</p> <p>Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the infectious period.</p>
COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	<p>A person who:</p> <ol style="list-style-type: none"> <li>(1) Has a positive “COVID-19 test”; or</li> <li>(2) Has a positive COVID-19 diagnosis from a licensed health care provider; or</li> <li>(3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or</li> <li>(4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.</li> </ol>
COVID-19 Hazard	Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids.
COVID-19 Symptoms	Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
COVID-19 Test	<p>A test for SARS-CoV-2 that is:</p> <ol style="list-style-type: none"> <li>(1) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and</li> <li>(2) Administered in accordance with the authorized instructions; and</li> <li>(3) To meet the return-to-work criteria set forth in Section 3205 subsection (c)(10), a COVID-19 test may be <del>Not</del> both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).</li> </ol>

Exposed Group	<p>All employees at a work location, working area, or a common area at work, where an employee was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:</p> <ul style="list-style-type: none"> <li>A) For the purposed of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.</li> <li>B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.</li> <li>C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.</li> </ul> <p>NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 64304.1.</p>
Face Covering	<p>A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.</p> <p>This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition and that may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.</p>
Infectious Period	<p>The following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:</p> <ul style="list-style-type: none"> <li>(1) For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved</li> <li>(2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.</li> </ul>

Respirator	A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.
Returned Case	A COVID-19 case who returned to work pursuant to Section 3205 subsection (c)(10) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.
Worksite	<p>For the limited purposes of sections 3205 through 3205.4 only, worksite is a building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the workers worked by themselves without exposure to other employees or to a worker's personal residence or alternative work location chosen by the worker when working remotely.</p> <p>NOTE: The term worksite is used for the purpose of notice requirements.</p>



## **Addendum #1 – Multiple COVID-19 Infections and COVID-19 Outbreaks (Section 3205.1)**

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 within an exposed workgroup and they visited the workplace during the infectious exposure period at any time during a 14-day period. Once effective, this section will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

### **A. COVID-19 testing**

1. We will provide COVID-19 testing to all employees in the exposed group 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 and for returned cases who did not develop symptoms after returning to work pursuant to subsections 3205(c)(11)(A) or (B), no testing is required. 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 the exposed group 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, the City will continue to provide COVID-19 testing at no cost to the employee, of all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance.
  - c) We will provide additional testing when deemed necessary by Cal/OSHA.
  - d) Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return-to-work requirements from the date of the last known close contact.

### **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.
- 4. 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.

#### **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 (Section 3205.2)**

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 the exposed group 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. Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements starting from the date that the outbreak begins. 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. 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.
2. Employees in the exposed group who are not wearing respirators required in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
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**.

### **Additional Consideration #3**

#### **COVID-19 Prevention in Employer-Provided Transportation**

This section applies to employer-provided motor vehicle transportation , which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by and regardless of the travel distance or duration involved as required by section 3205.4.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- This section does not apply to employees with occupational exposure as defined by section 5199, when covered by this section.

#### **Assignment of transportation**

To the extent feasible, we will reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or workplace will be transported in the same vehicle.
- Employees who do not share the same household, work crew, or workplace will be transported in the same vehicle only when no other transportation alternatives are feasible.

#### **Face coverings and respirators**

We will ensure that the:

- Face covering requirements of subsection 3205 (c)(6) if applicable, are followed for employees waiting for transportation.
- We will review CDPH and local health department recommendations regarding face coverings and implement face covering policies that effectively eliminate or minimize transmission in vehicles.
- We will provide training to employees on CDPH and local health department recommendations regarding face coverings and our own policies.
- Upon request, we shall provide respirators for voluntary use in compliance with subsection 5144 (c)(2) to all employees in the vehicle.

#### **Screening**

Employees should self-screen for COVID-19 symptoms before boarding shared transportation. Employees who pass the self-screening criteria and are not living with someone diagnosed with active COVID-19 may proceed to board shared transportation. Employees who do not pass the self-screening should not board shared transportation and should contact their supervisors consistent with this policy.

## **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees. Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

## **Hand hygiene**

We provide hand sanitizer for all drivers and riders to sanitize their hands before entering and exiting vehicles. Employees in need of hand sanitizer should contact their supervisor. Hand sanitizers with methyl alcohol are prohibited.

This section shall take precedence when in conflict with 3205.

THIS PAGE INTENTIONALLY LEFT BLANK

## AGENDA TRANSMITTAL

**MEETING DATE:** May 31, 2022

---

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_: Approving the Purchase of 800 yards of topsoil mix from Castle and King for the Heritage Park Sports Field Project in the amount of \$43,250 from Proposition 68 per capita funding

---

**FISCAL IMPACT:** There is no impact to the General Fund from the purchase of the topsoil mix for Heritage Park. Proposition 86 per capita funds will be utilized for the full amount of this purchase.

---

**STRATEGIC PLAN IMPACT:** Provide Good Governance and Enhance Environment.

---

**BACKGROUND:** At the November 17, 2020, City Council meeting, the Heritage Park Sports Field Renovation project was approved. This project consists of park restroom remodel, removal of existing baseball backstop, removal of infield dirt, and replacement of field turf.

---

**STAFF REPORT:** During the project it was determined through soil analysis that prior to hydroseeding the turf area, approximately one inch of topsoil would need to be added to the existing soil. 800 total yards is needed to cover the square footage of the soccer fields. We received three bids on May 18, 2022, and they are as follows;

- |                      |             |
|----------------------|-------------|
| 1. Castle and King   | \$43,250.00 |
| 2. Sun-Ray Landscape | \$59,302.80 |
| 3. Stoneyard Masonry | \$43,306.00 |

---

**RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2022-\_\_: Approving the Purchase of 800 yards of topsoil mix from Castle and King for the Heritage Park Sports Field Project in the amount of \$43,250 from Proposition 68 per capita funding.

---

**ATTACHMENTS:**

1. Resolution No. 2022-\_\_: Approving the Purchase of 800 yards of topsoil mix from Castle and King for the Heritage Park Sports Field Project in the amount of \$43,250 from Proposition 68 per capita funding.

---

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

Kris Lofthus, Deputy City Manager  
Greg Folsom, City Manager

THIS PAGE INTENTIONALLY LEFT BLANK



**RESOLUTION NO. 2022-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
APPROVING THE PURCHASE 800 YARDS OF TOPSOIL MIX FROM CASTLE  
AND KING FOR THE HERITAGE PARK SPORTS FIELD PROJECT IN THE  
AMOUNT OF \$43,250 FROM PROPOSITION 68 PER CAPITA FUNDING**

**WHEREAS**, on November 17, 2020 City Council approved the renovation of Heritage Park Sports Fields utilizing Proposition 68 per capita funding; and

**WHEREAS**, the soil analysis performed, recommended adding one inch of topsoil prior to hydroseeding the sports field; and

**WHEREAS**, three bids were secured for this purchase and Castle and King were the lowest responsible bidder with a purchase and delivery price of \$43,250.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun City does hereby authorize the City Manager, or his designee, to execute the Purchase of 800 yards of topsoil mix from Castle and King for the Heritage Park Sports Field Project in the amount of \$43,250 from Proposition 68 per capita funding.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 31<sup>st</sup> day of May 2022, by the following vote:

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

**WITNESS** my hand and the seal of said City this 31<sup>st</sup> day of May 2022.

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

THIS PAGE INTENTIONALLY LEFT BLANK

## AGENDA TRANSMITTAL

**MEETING DATE:** May 31, 2022

---

**CITY AGENDA ITEM:** General Tax Oversight (Measure S) Committee Annual Update:

- a. Council Accept the Annual Update of the General Tax Oversight Committee on Fiscal Year (FY) 2020-21 Measure S Activity: and
- b. Council Adoption of Resolution No. 2022- \_\_\_\_; Accepting the Measure S General Transaction and Use Tax Audit Report for the Year Ended June 30, 2021.

---

**FISCAL IMPACT:** This is a non-fiscal informational and oversight action with no requested appropriation.

---

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

---

**BACKGROUND:** On November 8, 2016, Suisun City voters approved ballot Measure S to enact Ordinance 742 that, among other actions, established a 1% Transactions and Use Tax for general use and created the General Tax Oversight Committee (the “Committee”) to provide transparency on the collection and expenditure of the tax. The City Council subsequently approved Resolution 2017-36 to set the guidelines and compensation for the Committee. City Code requires an annual independent audit of Measure S, and Council resolution tasks the Committee with reviewing the audit report.

---

**STAFF REPORT:** The City Code requires an annual independent audit of Measure S funds, and the Committee has to review and accept the audit report before it is adopted by the City Council. The Committee met on April 18, 2022 to review and accept the FY 2020-2021 Audit Report prepared by the independent auditors, Chavan and Associates, LLP. The audit report found no material discrepancies in the handling of Measure S funds, nor between the adopted budget intent and actual expenditures. The statement was prepared to present the revenue and expenditures pursuant to Measure S and Ordinance No. 742.

The Fiscal Year 2020-21 Budget expected \$2.8 million in Measure S proceeds. Actual receipts were approximately \$3.2 million, or \$371,686 more than expected. The total resources included a beginning balance of \$3.6 million. The total available budgeted resources were \$6.4 million.

The Fiscal Year 2020-21 Budget expected \$5.8 million in expenditures, but the actual expenditures were \$5.0 million. The actual expenditures were less than budgeted amount due to some personnel cost savings and few capital projects were not initiated or completed. Savings accrued in the hiring of staff were principally due to a lag between the anticipated date of hire and the actual date of hire.

Facility Repairs and Storm Channel Rehab, projects were not done. The Public Safety Communication System and Business Management Phase I projects came out under budget. Overall, the FY 2020-21 Measure S ending balance of \$1.7 million exceeded the budget estimate by \$1.2 million.

---

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

Lakhwinder Deol, Finance Director  
Greg Folsom, City Manager

---

**RECOMMENDATION:** The staff recommends that the Council

- a. Accept the Annual Update of the General Tax Oversight Committee on Fiscal Year 2020-21 Measure S Activity: and
- b. Accept the Measure S General Transaction and Use Tax Audit for the Year Ended June 30, 2021.

---

**ATTACHMENTS:**

1. Resolution No. 2022-\_\_: Accepting the Measure S General Transactions and Use Tax Audit Report for the Year Ended June 30, 2021.
2. The Measure S General Transactions and Use Tax Audit Report for the Year Ended June 30, 2021.

---

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

Lakhwinder Deol, Finance Director  
Greg Folsom, City Manager

**RESOLUTION NO. 2022-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ACCEPTING THE MEASURE S GENERAL TRANSACTIONS AND USE TAX  
AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2021**

**WHEREAS**, the voters of the City of Suisun City enacted Ordinance 742 on November 8, 2016, with the approval of ballot Measure S; and

**WHEREAS**, Ordinance 742 set in place a 1 percent Transactions and Use Tax for general purposes, required an annual independent audit of the expenditure of those funds, and created the General Tax Oversight Committee (the “Committee”) to review the audit report; and the voters of the City of Suisun City enacted Ordinance 742 on November 8, 2016, with the approval of ballot Measure S; and

**WHEREAS**, the City of Suisun City endeavors to manage its financial affairs in a prudent and professional manner, consistent with Generally Accepted Accounting Practices; and

**WHEREAS**, an annual audit was conducted by outside auditors Chavan & Associates, LLP (C&A) and concluded that the City’s financial statements “presents fairly, in all material respects, the respective financial position of the revenues and expenditures for Measure S of the City of Suisun City, as of June 30, 2021;” and

**WHEREAS**, on April 18, 2022, the Committee met to review the audit report, discuss Measure S activity with Administrative Services Department Staff, and ask all pertinent questions; and

**WHEREAS**, the Committee concluded Measure S proceeds were spent in accordance with the adopted Fiscal Year 2020-21 Budget according to the priorities established by the City Council in accordance with community priorities and recommended the City Council to accept the audit report.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Suisun City hereby accepts the Measure S General Transaction and Use Tax Audit Report for the Year Ended June 30, 2021, attached hereto as Exhibit A.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 31<sup>st</sup> day of May 2022 by the following vote:

**AYES:** Councilmembers: \_\_\_\_\_  
**NOES:** Councilmembers: \_\_\_\_\_  
**ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 31<sup>st</sup> day of May 2022.

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

**CITY OF SUISUN CITY  
CALIFORNIA**

**MEASURE S  
GENERAL TRANSACTIONS AND  
USE TAX AUDIT  
(ORDINANCE NO. 742)**

For the Year Ended June 30, 2021

\* \* \*



**Chavan & Associates, LLP**  
Certified Public Accountants  
15105 Concord Circle, Suite 130  
Morgan Hill, CA 95037

**CITY OF SUISUN CITY  
CALIFORNIA**

**MEASURE S GENERAL TRANSACTION AND USE TAX  
ORDINANCE No. 742**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

**TABLE OF CONTENTS**

---

	<u>PAGE NO.</u>
INDEPENDENT AUDITOR’S REPORT.....	1 - 2
STATEMENT OF REVENUES AND EXPENDITURES .....	3
NOTES TO THE FINANCIAL STATEMENTS.....	4
INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i> .....	5 - 6
INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO MEASURE S GENERAL TRANSACTIONS AND USE TAX IN ACCORDANCE WITH CITY ORDINANCE No. 742 .....	7 - 8





## INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the  
City Council of the City of Suisun City  
City of Suisun City, California

### Report on the Financial Statements

We have audited the accompanying Measure S statement of revenues and expenditures of the City of Suisun City's (the "City"), as of and for the year ended June 30, 2021, and the related notes to the financial statement, which comprises the Measure S statement of revenues and expenditures for the City.

### Management's Responsibility for the Financial Statements

The City's management is responsible for the preparation and fair presentation of its financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the Measure S financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



## Opinion

In our opinion, the Measure S financial statement referred to above presents fairly, in all material respects, the statement of revenues and expenditures of the City of Suisun City's Measure S, as of June 30, 2021, in accordance with accounting principles generally accepted in the United States of America.

## Other Information

The accompanying statement was prepared to present the revenues and expenditures pursuant to Measure S and Ordinance No. 742 as described in the Notes and is not intended to be a complete presentation of the City's revenues and expenditures. It does not purport to, and does not, fairly present the financial statements of the City as of June 30, 2021, and its changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 28, 2022, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

C & A LLP

March 28, 2022  
Morgan Hill, California

**CITY OF SUISUN CITY  
CALIFORNIA**

**MEASURE S GENERAL TRANSACTIONS AND USE TAX  
ORDINANCE No. 742**

**STATEMENT OF REVENUES AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive/(Negative)
<b>REVENUES</b>				
Sales & Use Tax	\$ 2,184,878	\$ 2,807,000	\$ 3,178,686	\$ 371,686
Net Investment Income (Loss)	5,000	5,000	(12,912)	(17,912)
<b>Total Revenues</b>	<u>2,189,878</u>	<u>2,812,000</u>	<u>3,165,774</u>	<u>353,774</u>
<b>EXPENDITURES</b>				
Ongoing Expenditures:				
Police Department:				
Police Department Staff	590,900	590,900	590,900	-
Police Patrol Vehicle	14,700	14,700	14,700	-
CAD/RMS Lease (7 Years)	60,000	60,000	60,000	-
Axon Body Worn Camera/Taser Lease	20,000	20,000	20,000	-
Total Ongoing Police Department Expenditures	<u>685,600</u>	<u>685,600</u>	<u>685,600</u>	<u>-</u>
Fire Department:				
Fire Department Staff	1,018,400	1,018,400	1,018,400	-
Fire Training/Structure Fires	80,000	80,000	80,000	-
Fire Turn-Outs (85,000/4 years)	22,000	22,000	22,000	-
Total Ongoing Fire Department Expenditures	<u>1,120,400</u>	<u>1,120,400</u>	<u>1,120,400</u>	<u>-</u>
City Manager's Office:				
City Manager's Office Staff	87,700	87,700	87,700	-
Recreation Department:				
Recreation Department Staff	76,400	76,400	76,400	-
Non-Departmental:				
General Support	<u>2,670,700</u>	<u>2,670,700</u>	<u>2,670,700</u>	<u>-</u>
Total Ongoing Expenditures	<u>4,640,800</u>	<u>4,640,800</u>	<u>4,640,800</u>	<u>-</u>
Capital projects:				
Sun Ridge(RIMS) Lease-Police	-	-	60,342	(60,342)
Storm Channel Rehab	250,000	250,000	-	250,000
Street Repair Program	10,300	10,300	10,300	-
Public Safety Communication System	385,000	385,000	288,976	96,024
Business Mgmt.-Phase 1	50,000	50,000	36,188	13,812
Contingency	<u>510,200</u>	<u>510,200</u>	<u>-</u>	<u>510,200</u>
Total Capital Projects	<u>1,205,500</u>	<u>1,205,500</u>	<u>395,806</u>	<u>809,694</u>
<b>Total Expenditures</b>	<u>5,846,300</u>	<u>5,846,300</u>	<u>5,036,606</u>	<u>809,694</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<u>(3,656,422)</u>	<u>(3,034,300)</u>	<u>(1,870,832)</u>	<u>1,163,468</u>
<b>Measure S Balance Beginning</b>	<u>3,550,719</u>	<u>3,550,719</u>	<u>3,550,719</u>	<u>-</u>
<b>Measure S Balance Ending</b>	<u>\$ (105,703)</u>	<u>\$ 516,419</u>	<u>\$ 1,679,887</u>	<u>\$ 1,163,468</u>

The notes to the financial statement are an integral part of this statement.

**CITY OF SUISUN CITY  
CALIFORNIA**

**MEASURE S GENERAL TRANSACTIONS AND USE TAX  
ORDINANCE No. 742**

**NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

---

**1. Description of Reporting Entity**

The statement represents the revenues and expenditures for the Measure S General Transactions and use tax under Ordinance No. 742 of City of Suisun City (the “City”) for the year ended June 30, 2021. The accompanying statement of revenues and expenditures presents only the activities from the expenditure of Measure S taxes is not intended to present the financial position and result of operation of the City in conformity with accounting principles generally accepted in the United States of America.

**2. Description of Measure S**

Measure S is a 1% local tax applied to gross receipts of any retailer within the city and collected similarly to sales and use tax. It was passed by a majority of the voters in November of 2016 through City Ordinance No. 742.

**3. Statement of Grant Revenues and Expenditures**

The statement of revenues and expenditures presents the eligible costs charged to Measure S by the City and the revenues received from general transactions and use tax from the sale of tangible personal property at retail within the City.

**4. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the statement. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The City used the modified accrual basis of accounting. Revenues are recognized when collection of the amounts can be reasonably estimated to be received in the near future, typically 60 days after year end. Expenditures are generally recognized in the period in which goods and services are received or a liability is incurred.

**5. Budgeting**

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at fiscal year-end. The City submits requests for appropriations to the City Manager so that a budget may be prepared. The proposed budget is presented to the City Council for review. The Council holds public hearings and adopts a final budget.

The appropriated budget is prepared by fund, function, and department. The City Manager may make transfers of appropriations within a department. Transfers of appropriations between funds require the approval of the City Council. The legal level of budgetary control is the fund level.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Honorable Mayor and Members of the  
City Council of the City of Suisun City  
City of Suisun City, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Measure S statement of revenues and expenditures of the City of Suisun City (the "City") as of and for the year ended June 30, 2021, and the related notes to the Measure S financial statement, which comprises City's Measure S statement of revenues and expenditures, and have issued our report thereon dated March 28, 2022.

**Internal Control over Financial Reporting**

In planning and performing our audit of the Measure S financial statement, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the Measure S financial statement, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's Measure S financial statement will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Measure S financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including the applicable statutes, rules and regulations of Measure S and City Ordinance No. 742, noncompliance with which could have a direct and material effect on the determination of Measure S financial statement amounts. Unless otherwise noted our separate compliance opinion related to Measure S, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*C & A LLP*

March 28, 2022  
Morgan Hill, California



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
WITH REQUIREMENTS APPLICABLE TO MEASURE S  
GENERAL TRANSACTIONS AND USE TAX  
IN ACCORDANCE WITH CITY ORDINANCE NO. 742**

To the Honorable Mayor and Members of the  
City Council of the City of Suisun City  
City of Suisun City, California

**Report in Compliance**

We have audited the City of Suisun City's (the City) compliance of the Measure S revenues and expenditures with the types of compliance requirements described in Measure S General Transactions and Use Tax and Ordinance No. 742, as of and for the fiscal year ended June 30, 2021.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws and regulations applicable to Measure S.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the City's compliance with Measure S based on our audit in accordance with the compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on Measure S revenues and expenditures occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on Measure S compliance. However, our audit does not provide a legal determination of the City's compliance.

**Opinion on Compliance with Measure S**

In our opinion, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the Measure S revenues and expenditures for the fiscal year ended June 30, 2021.



## Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on Measure S revenues and expenditures to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance and to test and report on internal control over compliance in accordance with Measure S General Transactions and Use Tax and Ordinance No. 742, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This report is intended solely for the information and use of City Council and management and is not intended to be and should not be used by anyone other than these specified parties.

C & A LLP

March 28, 2022  
Morgan Hill, California



## AGENDA TRANSMITTAL

**MEETING DATE:** May 31, 2022

---

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_\_\_: Accepting the Single Audit Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2020-21.

---

**FISCAL IMPACT:** There would be no fiscal impact associated with the adoption of the proposed Resolution.

---

**STRATEGIC PLAN IMPACT:** Provide Good Governance, Section 4.1 – Review and update required planning and financial documents as needed for transparency.

---

**STAFF REPORT:** The outside auditing firm of Chavan & Associates, LLP (C&A) has completed its fieldwork and has provided the City with the necessary adjustments to the general ledger. The auditor performed audit compliance with the types of compliance requirements described in Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2021. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs found on page 6 of the attached report.

The attached Single Audit Report was issued on March 22, 2022, which contained an **unmodified opinion or clean audit** on the financial statements. The audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements.

The report analyzes the City/Agency/Authority compliance with OMB Circular A-133 regarding federally funded programs, including police grants, street improvement grants, capital improvement grants, and Section 8 housing grants. Additional information is available upon request at the Finance Department.

---

**RECOMMENDATION:** It is recommended that the City Council review the material and adopt Resolution No. 2022-\_\_\_\_: Accepting the Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2020-21

---

**ATTACHMENTS:**

1. Resolution No. 2022-\_\_\_\_: Accepting the Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2020-21.
2. Report on Federal Awards in Accordance with OMB Circular A-133 (Single Audit) for FY 2020-21.

---

<b>PREPARED BY:</b>	Elizabeth N. Luna, Accounting Services Manager
<b>REVIEWED BY:</b>	Lakhwinder Deol, Finance Director
<b>APPROVED BY:</b>	Greg Folsom, City Manager

THIS PAGE INTENTIONALLY LEFT BLANK

**RESOLUTION NO. 2022-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ACCEPTING THE REPORT ON FEDERAL AWARDS IN ACCORDANCE WITH  
OMB CIRCULAR A-133 FOR FISCAL YEAR 2020-21**

**WHEREAS**, the City of Suisun City endeavors to manage its financial affairs in a prudent and professional manner, consistent with Generally Accepted Accounting Practices; and

**WHEREAS**, an annual audit conducted by outside auditors is an essential method to ensure we meet this goal of fiscal prudence; and

**WHEREAS**, the accounting firm of Chavan & Associates, LLP (C&A) conducted the compliance audit and issued a report which contained an unmodified opinion or clean audit on the schedule of expenditures of federal awards of the City of Suisun City, California, as of June 30, 2021"; and

**WHEREAS**, the City of Suisun City's Report on Federal Awards in Accordance with OMB Circular A-133 for the fiscal year ending June 30, 2021, was presented to the City Council for its review and consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Suisun City hereby accept the Report on Federal Awards in Accordance with OMB Circular A-133 for Fiscal Year 2020-21.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 31st day of May 2022 by the following vote:

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

**WITNESS** my hand and the seal of said City this 31st day of May 2022.

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

THIS PAGE INTENTIONALLY LEFT BLANK

**CITY OF SUISUN CITY, CALIFORNIA**  
**SINGLE AUDIT REPORT**  
**FOR THE YEAR ENDED JUNE 30, 2021**



**Chavan & Associates, LLP**  
Certified Public Accountants  
15105 Concord Circle, Suite 130  
Morgan Hill, CA 95037

**CITY OF SUISUN CITY, CALIFORNIA**  
**SINGLE AUDIT REPORT**  
**TABLE OF CONTENTS**  
**JUNE 30, 2021**

	<u>PAGE NO.</u>
Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance .....	1 - 3
Schedule of Expenditures of Federal Awards.....	4
Notes to Schedule of Expenditures of Federal Awards .....	5
Schedule of Findings and Questioned Costs:	
Section I - Summary of Auditor's Results.....	6
Section II - Financial Statement Findings.....	7
Section III - Federal Awards Findings and Questioned Costs.....	7
Summary Schedule of Prior Year Findings .....	8
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	9 - 10



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH  
MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER  
COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE**

To the Honorable Mayor and Members of the  
City Council of the City of Suisun City  
Suisun City, California

**Report on Compliance for Each Major Federal Program**

We have audited the City of Suisun City (the City)'s compliance with the types of compliance requirements described in *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2021. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

**Opinion on Each Major Federal Program**

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.



### **Report on Internal Control over Compliance**

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph for this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the City as of and for the year ended June 30, 2021, and have issued our report thereon dated March 22, 2022, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare





Chavan and Associates, LLP  
Certified Public Accountants

the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

*C & A LLP*

March 22, 2022  
Morgan Hill, California

**CITY OF SUISUN CITY, CALIFORNIA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal Catalog Number (CFDA)</u>	<u>Pass Through Number</u>	<u>Federal Expenditures</u>
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT			
Section 8 Housing Choice Vouchers	14.871 <sup>(1)</sup>	N/A	\$ 2,527,273
Community Development Block Grant	14.228	N/A	28,500
Total U.S. Department of Housing and Urban Development			<u>2,555,773</u>
U.S. DEPARTMENT OF TRANSPORTATION			
Passed Through California Department of Transportation:			
Highway Planning and Construction			
Railroad Avenue Overlay(Pavement)	20.205	CML 5032 (034)	5,108
RRFB Project - Rectangular Rapid Flashing Beacon	20.205	HSIPL 5032 (033)	40,000
State Route 12 Advance Warning Device	20.205	CML 5032 (031)	121,532
Total U.S. Department of Transportation			<u>166,640</u>
U.S. DEPARTMENT OF HOMELAND SECURITY			
Fire Management Assistance Grant	97.044	EMW-2020-FG-01473	8,772
Total U.S. Department of Homeland Security			<u>8,772</u>
U.S. DEPARTMENT OF TREASURY			
Covid Relief Fund	21.019	N/A	359,536
Total U.S. Department of Treasury			<u>359,536</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 3,090,721</u>

- <sup>(1)</sup> Audited as major program  
Note: There were no federal grants passed through to subrecipients

The accompanying notes are an integral part of this financial statement

**CITY OF SUISUN CITY, CALIFORNIA**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

---

**Note 1. Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal grant activity of the City of Suisun City (the City) under programs of the federal government for the year ended June 30, 2021. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City.

**Note 2. Summary of Significant Accounting Policies**

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available. The City has elected not to use the 10 percent de minimus indirect cost rate as allowed under Uniform Guidance.

**Note 3. Relationship to the Basic Financial Statements**

The amounts reported in the accompanying schedule agree, in all material respects, to amounts reported within the City's financial statements. Federal award revenues are reported principally in the City's financial statements as intergovernmental revenues.

**Note 4. Relationship to Federal Financial Reports**

Amounts reported in the accompanying schedule agree or can be reconciled with the amounts reported or to be reported in the federal financial reports.

**Note 5. Pass-Through Entities' Identifying Number**

When federal awards were received from a pass-through entity, the Schedule of Expenditures of Federal Awards shows, if available, the identifying number assigned by the pass-through entity. When no identifying number is shown, the City has determined that no identifying number is assigned for the program or the City was unable to obtain an identifying number from the pass-through entity.

**CITY OF SUISUN CITY, CALIFORNIA**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

---

**Section I - Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued	<u>Unmodified</u>
Internal control over financial reporting:	
Material weaknesses?	_____ Yes <u>  x  </u> No
Significant deficiencies identified not considered to be material weaknesses?	_____ Yes <u>  x  </u> No
Non-compliance material to financial statements noted?	_____ Yes <u>  x  </u> No

**Federal Awards**

Internal control over major programs:	
Material weaknesses?	_____ Yes <u>  x  </u> No
Significant deficiencies identified not considered to be material weaknesses?	_____ Yes <u>  x  </u> No

Type of auditor's report issued on compliance over major programs	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)	_____ Yes <u>  x  </u> No

Identification of Major Programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program</u>	
14.871	Section 8 Housing Choice Vouchers	

Dollar threshold used to distinguish between type A and type B programs:	\$ <u>    750,000    </u>
Auditee qualified as low risk auditee?	_____ Yes <u>  x  </u> No

**CITY OF SUISUN CITY, CALIFORNIA**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

---

**Section II - Financial Statement Findings**

No findings noted.

**Section III - Federal Award Findings and Questioned Costs**

No findings noted.

**CITY OF SUISUN CITY, CALIFORNIA**  
**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

---

**Section II - Financial Statement Findings**

No findings noted.

**Section III - Federal Award Findings and Questioned Costs**

No findings noted.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Honorable Mayor and Members of the  
City Council of the City of Suisun City  
Suisun City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the City of Suisun City (the "City") as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 22, 2022.

**Internal Control over Financial Reporting**

Management is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



**Chavan and Associates, LLP**  
Certified Public Accountants

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*C & A LLP*

Morgan Hill, California  
March 22, 2022



## AGENDA TRANSMITTAL

**MEETING DATE** May 31, 2022

---

**CITY AGENDA ITEM:** The City Attorney recommends that the City Council take one of the following actions.

- a. Council Adoption of Resolution No. 2022-\_\_\_\_, Appointing Councilmember \_\_\_\_\_ to the Vacant Mayor Seat for the Remainder of the Current Term; or,
- b. Direct staff to return to Council with the appropriate resolution(s) to hold an election on November 8, 2022 to satisfy the requirements of the general election and a special election in accordance with the Elections Code and the Government Code; or
- c. Take further action at Council's discretion.

---

**FISCAL IMPACT:** Appointment will have a minimal cost. Calling the election for November 8, 2022 should not cost the City any additional funds, or at most \$4,000-\$5,000. The County Registrar's fees for FY 2021-22 were \$5.00 per registered voter, and \$0.25 per registered voter for each additional contest. There are currently 16,974 registered voters in Suisun City. The fees may increase for the FY 2022-23.

---

**STRATEGIC PLAN:** Ensure Good Governance

---

**BACKGROUND:**

On April 5, 2022, then-Mayor Wilson was elected to a vacant State Assembly seat and resigned from her position as Mayor. The result is that the Mayor's seat is currently vacant. The Mayor Pro Tem has assumed the duties of the Mayor, in accordance with Section 2.2 of the Council Norms & Procedures.

On April 19, 2022, the Council discussed the following options to fill the vacant seat: (1) call a special election for November 8, 2022; (2) initiate the application process to appoint someone to the vacant seat until the election; or (3) provide direction to the City Attorney's Office to return at a future meeting with the appropriate documentation to appoint one of the sitting Councilmembers to the Mayor's office. Council directed the City Attorney's Office to return with the necessary procedures and documents for the Council to appoint one of its members to the Mayor's seat, and in the alternative, if Council does not appoint one of its members to the Mayor's seat, to move forward with an election, as required by Section 34902(a) of the Government Code.

---

**STAFF REPORT:**

**Please note that the Council has until Friday June 3, 2022 to fill the vacancy. If the vacancy is not filled, then the Mayor's seat will remain vacant until the November 2022 election.**

Government Code Section 34902(a) provides that "[i]n the case of a vacancy in the office of the [elected] mayor for any reason, the council shall fill the vacancy by appointment. If the council fails to fill it within 60 days, it shall call an election to fill the vacancy to be held on the next established election date to be held not less than 114 days thereafter. A person appointed or elected to fill a

---

**PREPARED BY:**

**REVIEWED AND APPROVED BY:**

Elena Gerli, City Attorney  
Greg Folsom, City Manager

vacancy shall hold office for the unexpired term of the former incumbent.” The next available election date is November 8, 2022.

It should be noted that the statute for the filling of an elected mayor’s office is worded differently than the statute for the filling of a council vacancy -- which requires that the special election be called within 60 days of the vacancy; the plain language of Section 34902(a) suggests that the election can be called after the 60 days have passed. Practically, this means the Council should be able to adopt the resolution for the Mayor’s election at the same time that it adopts all the other election resolutions in June or July of this year. 60 days will be up on Jun 5, 2022, which is a Sunday. Out of an abundance of caution, the City Attorney recommends that the appointment be completed no later than Friday, June 3, 2022, as it is unclear whether an appointment made on the following business day, Monday June 6, 2022, would be valid.

If the council does not appoint an interim mayor before June 3, the election for the Mayor’s seat must be called no later than 114 days before November 8, 2022. Staff is in discussion with the County’s Registrar’s Office regarding the most efficient manner for this process and will present resolutions to the City Council at the appropriate time. Regardless, resolutions for the November election, including for the office of Mayor, will be coming before the council in the near future.

One of the issues that came up for discussion at the April 19, 2022, Council meeting was what the consequences are of a sitting councilmember being appointed. If a sitting councilmember is appointed, that councilmember will automatically vacate their council seat.

If the appointed councilmember’s term is up in November 2022, then they will have the option to run either for re-election to their City Council member seat **or** run for Mayor (no person may run for more than one public office). If the appointed councilmember is successfully elected to their City Council member seat, then they will serve as a City Council member. If they are successful in running for Mayor, then they will continue to serve as Mayor. If they are unsuccessful in either scenario, they will no longer be on the City Council.

If the appointed councilmember’s term is not up in November 2022, then they will have to either run for Mayor (in order to continue to be Mayor) or run for election in one of the other two councilmember seats that are up for election in November 2022. If they are successfully elected to Mayor or one of the two councilmember seats up for election in November 2022, then they will continue to serve as Mayor or as a councilmember, respectively. If they are not successful in either scenario, then they no longer serve on the City Council and will have to wait until 2024 to run again.

If one of the councilmembers is appointed, following adoption of the resolution, the councilmember can be sworn in and take over the Mayor’s seat immediately.

If one of the councilmembers is appointed, this will leave a vacancy on the council. The process to fill the seat is very similar to the process to appoint the mayor. Staff would return at the next meeting with an item providing council with options and a time line. The options would be to either call an election or to appoint an individual to the empty seat.

---

**STAFF RECOMMENDATION:** It is recommended that the City Council take one of the following actions:

1. Adopt Resolution No. 2022-\_\_\_\_, Appointing Councilmember \_\_\_\_\_ to the Vacant Mayor Seat For the Remainder of the Current Term; or,
2. In the alternative direct staff to return to Council with the appropriate resolution(s) to hold an election on November 8, 2022 to satisfy the requirements of the general election and a special election in accordance with the Elections Code and the Government Code; or
3. Take further action at council's discretion.

---

**ATTACHMENTS:**

1. Resolution No. 2022-\_\_\_\_, Appointing Councilmember \_\_\_\_\_ to the Vacant Mayor Seat For the Remainder of the Current Term;

THIS PAGE INTENTIONALLY LEFT BLANK

**RESOLUTION NO. 2022-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
APPOINTING COUNCILMEMBER \_\_\_\_\_ TO THE VACANT MAYOR  
SEAT FOR THE REMAINDER OF THE CURRENT TERM**

**WHEREAS**, on April 5, 2022, then-Mayor Lori Wilson was elected to State office and resigned her office effective 11:50 p.m. of the same day.

**WHEREAS**, as a result of the Mayor's resignation and assumption of the State office, the Mayor's seat is now vacant.

**WHEREAS**, the City Council of the City of Suisun City considered a general business item on its April 19, 2022 agenda, where they provided the City Attorney's Office with direction regarding the filling of the vacant seat.

**WHEREAS**, the City Council directed the City Attorney to return at the May 3, 2022 meeting with an agenda item to appoint a current councilmember to Mayor's seat, and in the event no agreement is reached, to call for a special election to occur at the next available election. This was continued to May 17, 2022, and again to May 31, 2022.

**WHEREAS**, the City Council now desires to appoint Councilmember \_\_\_\_\_ to fill the remainder of the Mayor's term.

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

**Section 1.** The recitals hereto are true and correct and by this reference incorporated herein.

**Section 2.** Pursuant to Government Code Section 34902(a), the City Council hereby appoints Councilmember \_\_\_\_\_ as the City's Mayor for the remainder of former Mayor Wilson's term, until such time as the new Mayor who shall be elected on November 8, 2022, takes office.

**Section 3.** If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council declares that the City Council would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

**Section 4.** This Resolution shall take effect and be in full force immediately after its adoption by the City Council, and shall expire upon the appointment of an individual to the vacant Mayor seat or upon the call of an election, whichever occurs first.

**PASSED AND ADOPTED** at the Regular Meeting of the City Council of the City of  
Suisun City duly held on May 31, 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 31<sup>st</sup> day of May 2022.

---

Anita Skinner  
City Clerk

## AGENDA TRANSMITTAL

**MEETING DATE:** May 31, 2022

---

**CITY AGENDA ITEM:** Public Works Department Updates

---

**FISCAL IMPACT:** There is no impact to the General Fund from the item.

---

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

---

**BACKGROUND:** The Public Works Department provides essential services to the City and to its residents which include both safety services and routine maintenance services.

---

**STAFF REPORT:** To aid and assist in continued transparency, Public Works staff will be presenting to Council an overview of the Department and its various Divisions. The presentation will include information on the following: functions of the Department, workloads, accomplishments, challenges/opportunities, and goals for the coming fiscal year. It is hoped that this presentation will aid City Council and Suisun City residents in gaining a better understanding of how the Public Works Department functions and serves City residents.

---

**RECOMMENDATION:** This is a presentation only and no recommendation is associated with this item.

---

**ATTACHMENTS:**

---

1. PowerPoint Presentation

---

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

Amanda Dum, Management Analyst  
Nouae Vue, Public Works Director  
Greg Folsom, City Manager

THIS PAGE INTENTIONALLY LEFT BLANK





## Suisun City Public Works Department

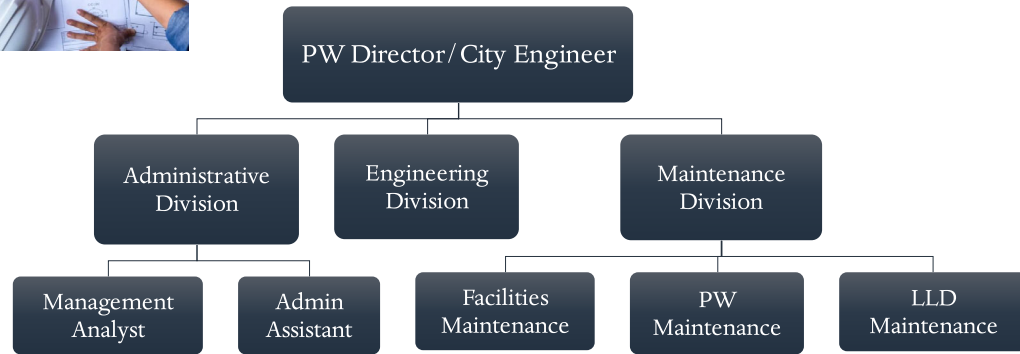
May 31, 2022

Public Works Director/  
City Engineer -  
Nouae Vue



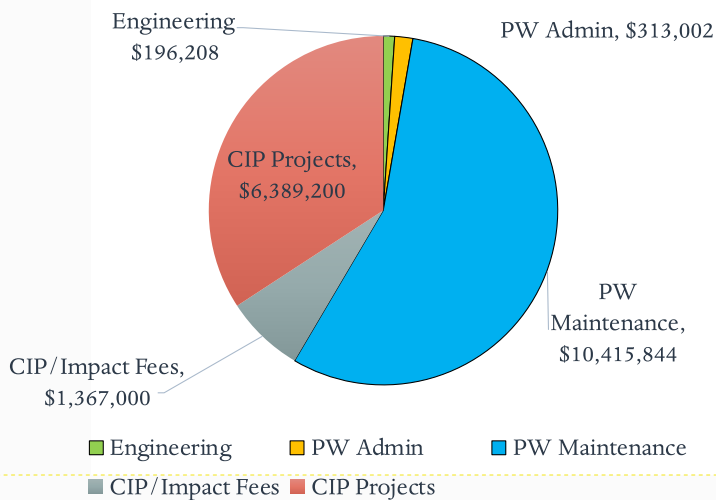
3

# Public Works Department

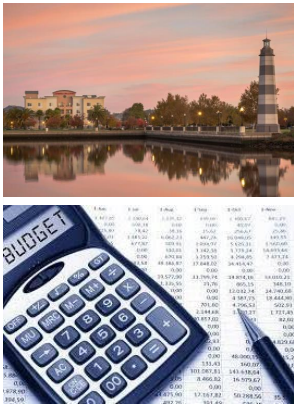


4

## Public Works Department FY2021-22 Budget



# PW Dept - Funding Sources

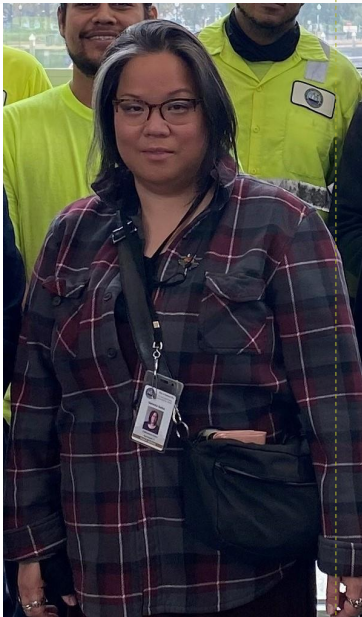


Need to show funding sources and how much:

- Special Revenue (SB1, TDA, Gas Tax, etc) = \$12,528,746
- General Fund = \$1,438,229
- Internal Services = \$3,604,339
- Capital Fund = \$1,658,000

Monday, February 1, 20XX

# Administrative Division





## Management Analyst II Amanda Dum

- ♦ Department Budgets
- ♦ Grant Applications
- ♦ LLD & CFD Support
- ♦ ADA Transition Plan Support
- ♦ Recycling Coordinator
- ♦ Special Projects



## Management Analyst II Amanda Dum

### Accomplishments:

- ♦ Applied for Regional Trails Program Grant
- ♦ Led the effort in SB1383, Prop 218, and Interim Agreement with Republic Services



## Management Analyst II Amanda Dum

### Goals:

- ♦ Apply for future grant opportunities (ATP 6, OBAG 3, SS4A)
- ♦ Assist in implementation of the ADA Transition Plan
- ♦ Create LLD CIP Program



## Administrative Assistant II - Gemma Geluz

- Public Works Encroachment Permits
- Public Requests for Information
- Facility Projects



## Permits & Facility Projects

### Accomplishments:

- SPF Roofing Project for City Facilities
- City Hall PD Fire Sprinkler Rise & Main Replacement
- Fire Front Door Replacement
- Processed 148 permit applications
- Managed 11 public record requests



## Permits & Facilities Goals

- Enterprise Permitting & Licensing Software
- Public Records Acts Software
- City Hall Water Damage Project
- Fire Station Bathroom Remodel Project
- City Facilities Security Gates Project





## Engineering Division

### Nick Lozano, Senior Associate Engineer

- Capital Improvement Projects
  - Streets, sewer, storm drain, trails, sidewalk, traffic, etc.
- PW Permits (Encroachment & Grading Permits)
- Private Development Projects
- Municipal Regional Stormwater Permit (MRP)
- Pavement Management Program



## (New) Railroad Ave. Pavement Rehabilitation Project

- Grind and overlay eastbound lanes on (New) Railroad Ave. and re-striped the roadway to include a buffered bike lane



## Rectangular Rapid Flashing Beacons (RRFB) Project (HSIP Cycle 9)

Installed RRFBs and high visibility crosswalks:

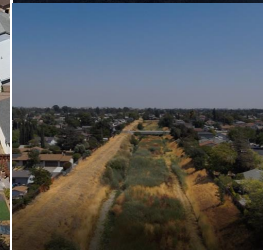
- on Merganser Dr. fronting the Senior Center,
- on Pintail Dr. at Scoter Way fronting the Suisun Library, and
- on Lawyer Ranch Parkway between Hillborn Way & Fennie Way



## Other CIP Projects in the Works

- Asphalt Rubber Cape Seal (**\$800K**)
- McCoy Creek Trail Phase II (**\$4M**)
- Train Depot Lighting & Bus Shelter (**\$150K**)
- Traffic Signal Improvements Project (HSIP Cycle 10) (**\$1.2M**)
- Rectangle Rapid Flashing Beacons Project (HSIP Cycle 10) (**\$300K**)
- Highway 12 Landscape Improvement Project (**\$2.2M**)
- Green Infrastructure Project (**\$800K**)
- Sewer Collection Replacement Project (**\$1.7M**)

**Total CIP = \$11.15M (approx. 98% are grant or special fund)**





## Private Development Projects

- Marina Village Apartments
- Blossom Apartments
- Meridian West Subdivision
- Lotz Residences
- Take 5 Oil Change
- Lawler Residences
- Zip Thru Carwash
- Caterpillar Clubhouse Daycare
- Element 7 Cannabis Dispensary
- Logistics Centers
- Tractor Supply Store
- Marina Self Storage

Tuesday, May 31, 2022



## Engineering Goals

- Deliver Sewer Line Replacement Project
- Complete SB1 & Measure S Pavement Projects
- Complete the McCoy Creek Trail Phase II Project
- Complete Hwy12 Beautification Project
- Complete Green Infrastructure Project
- Assist developers deliver a successful project in Suisun City



## Maintenance Division



**Jim Herrod**  
Superintendent



**Napoleon Diaz**  
Senior  
Maintenance  
Worker



**Fabian Marical**  
Maintenance  
Worker II



**Jeramy Samo**  
Maintenance  
Worker II

## Maintenance Division



**Juan Cortez**  
Maintenance  
Worker II



**Rick Priest**  
Maintenance  
Worker II



**Tevita Salt**  
Maintenance  
Worker II



**Charlie Salt**  
Maintenance  
Worker I

## Maintenance Division



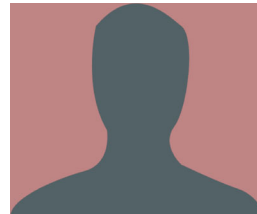
**Jon Sifuentes**

Maintenance  
Worker I



**Robert Diaz**

Maintenance  
Worker I LLD Crew



**Larry Sifuentes**

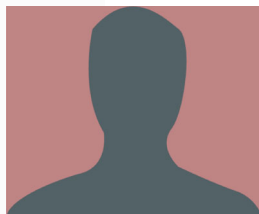
Maintenance  
Worker I LLD Crew



**Jorge Leyva**

Maintenance  
Worker I LLD Crew

## Maintenance Division



**Michael  
Pergamit**

Maintenance  
Worker I LLD Crew



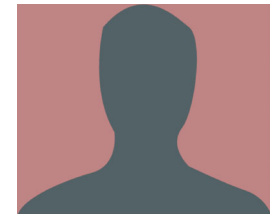
**John Bryan**

Building Maintenance  
Worker II – Facilities  
Maintenance



**Ge Yang**

Maintenance  
Worker I Train  
Depot Attendant



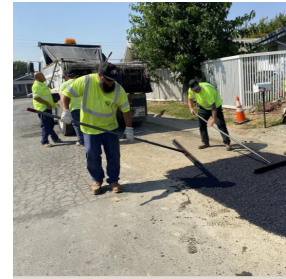
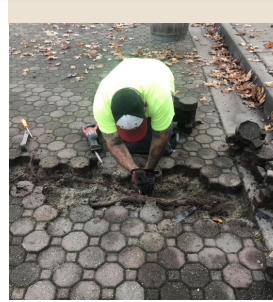
**Vacant**

Senior Maintenance  
Worker – LLD Crew



## PW Maintenance - Streets Division

- ♦ Asphalt Paving/Patching/Potholes
- ♦ Storm Drains
- ♦ Sewer line repairs
- ♦ Sidewalk Trip Hazards
- ♦ Sewer
- ♦ Sign Replacement
- ♦ Roadway Striping



## PW Maintenance – Streets (Cont.)

- ♦ Streetlights
- ♦ Traffic Signals
- ♦ Christmas Tree Setup/Decoration
- ♦ Accident Response Support
- ♦ Homeless Camp Clean-Up
- ♦ Illegal Dump Response



## PW Maintenance – Streets (Cont.)

- Pavement (roadway patching & potholes) - 76.7 center lane miles of roadway
- Traffic Controls

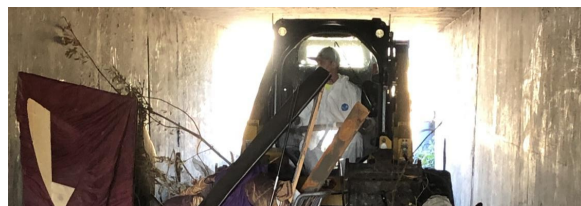


## PW Maintenance – Streets (Cont.)

### Homeless Encampments Clean-Ups:

- 43-acre Lot
- Cordelia Road
- Lighthouse
- Bike Path (Near Village Dr.)

Illegal Dumping Responses: Approx. 150





## PW Maintenance – Fun Facts

- ♦ 34 acres of mowing turf (not including LLD)
- ♦ 78 acres of weed mowing annually
- ♦ 12 acres of landscaping
- ♦ 76.7 centerline miles/ 153.6 lane miles
- ♦ 53 miles of sewer line (4"-10")
- ♦ 35 miles of storm drain line (12"-66")
- ♦ 11 Traffic Signals



27



Tuesday, May 31, 2022

## PW Maintenance – Fun Facts (Cont.)

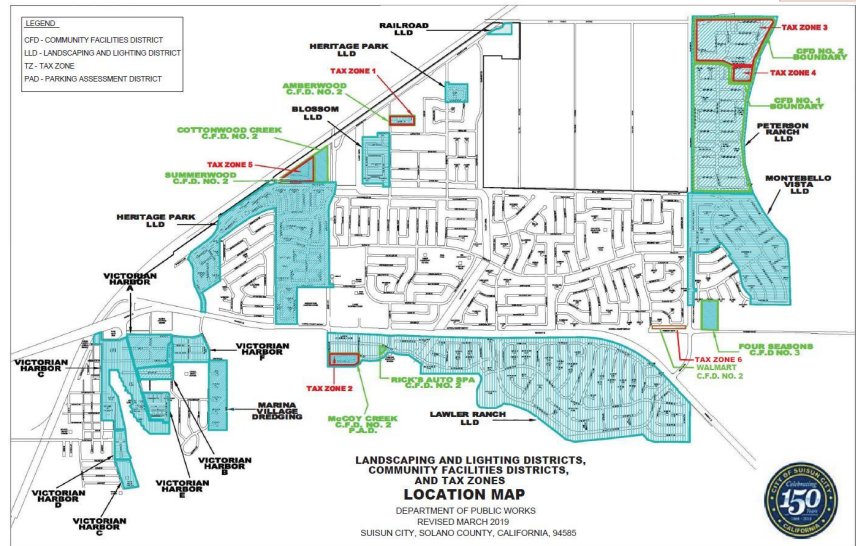
- ♦ Heritage Park – 96 valves and 550 sprinklers
  - ♦ Hall Park - 36 valves and 257 sprinklers.
  - ♦ Geopp Park – 31 valves and 242 sprinklers.
  - ♦ City Hall and Mike Day park – 28 valves and 102 sprinklers.
  - ♦ Plaza Area – 18 valves and 126 sprinklers.
  - ♦ Boat Ramp – 7 valves and 49 sprinklers.
  - ♦ Sports Complex 72 valves and 504 sprinklers.
- Total Valves= 288 Total Sprinklers= 1,830**



28

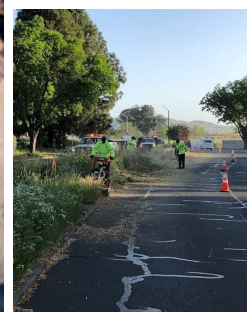
## Maintenance: Lighting & Landscaping Districts (LLD)

- Jan. 1, 2022 – In-House Staff
  - 4 Crew Members
- Maintaining:
- 10 LLDs
  - 3 Tax Zones (TZs)



## LLD – Routine Maintenance

- Irrigation Scheduling & Repairs
- Mowing & Edging
- Tree and Shrub Trimming/Pruning
- Edging Groundcover
- Weed Abatement
- Leaf & Pine Needle Removal
- Clearance Pruning



## LLD – Landscape Maintenance Schedule

### 1st Week of the Month:

- Victorian Harbors & Blossom

### 2nd Week of the Month:

- Heritage Park & Heritage Annex

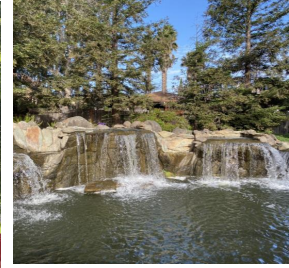
### 3rd Week of the Month:

- Petersen Ranch & Montebello

### 4th Week of the Month:

- Lawler Ranch

*\*Mowing will have a set schedule once new mowers arrive*



## Facility Maintenance

- 14 City Facilities
- 87,440 SF of City-owned Facilities



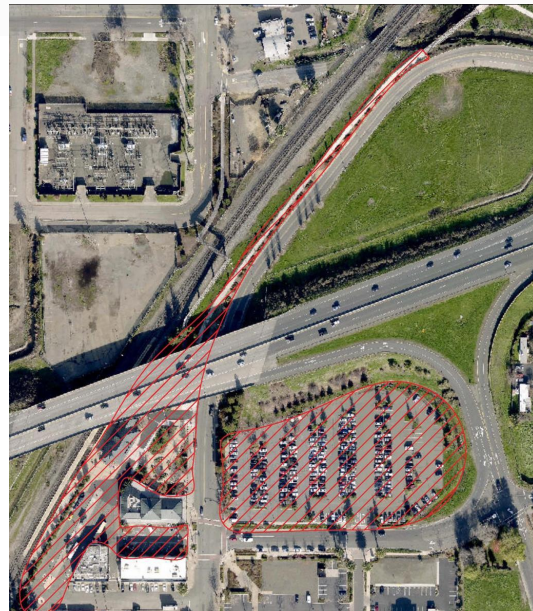




## Train Depot Maintenance

## Train Depot Maintenance

- Funded by Transportation Development Act (TDA) funds
- Train Depot Building Maintenance
- Site Maintenance
- Landscaping Maintenance:
  - Train Depot
  - Park & Ride Parking Lot



## Public Works Maintenance Goals

### Streets & General Landscape

- ♦ Implement a robust weed spray application program
- ♦ Address all roadway center line striping
- ♦ Update Standard of Operation (SOP)
- ♦ Safety Trainings (CalOSHA)

### LLDs

- ♦ Receive new mowers
- ♦ Implement a robust weed spray application program
- ♦ Bring each District to a manageable landscaping condition
- ♦ Balance LLD budget (revenue=expenses)

## Public Works Department Goals

- Implement new Tyler Enterprise Asset Management system
- Complete the updated draft of the City Standards and Specifications
- Create standard procedure permit processing



## AGENDA TRANSMITTAL

**MEETING DATE:** May 31, 2022

---

**CITY AGENDA ITEM:** Discussion and Direction on Formation of a Beautification Committee

---

**FISCAL IMPACT:** There is no current fiscal impact from this item.

---

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

---

**BACKGROUND:** On February 19, 2019, the City Council endorsed the creation of the Citizen Advisory Committees: Public Safety, Environment and Climate, and Landscaping & Lighting District. On March 29, 2022, the City Council dissolved the Landscaping & Lighting District Citizen's Advisory Committee (renamed Community Advisory Committee).

---

**STAFF REPORT:** Staff is requesting that Council hear discussion and provide direction on how to proceed with potentially forming a new committee to support City beautification efforts. Potentially something along the lines of either a Beautification Community Advisory Committee or a Community Activities & Beautification Community Advisory Committee. This is in follow-up to Council direction which occurred during the March 29<sup>th</sup> Council meeting that dissolved the Landscaping & Lighting District Citizen's Advisory Committee/Community Advisory Committee (LLD Committee). It was realized that the focus of the LLD Committee had become obsolete, particularly with the transition of LLD landscape maintenance from an outside contractor to a new in-house Public Works LLD-only maintenance crew.

There are multiple options and combinations of options available to discuss in moving forward with some type of a Beautification Community Advisory Committee (BCAC), keeping in mind that Public Works staff time is currently stretched very thin, and that committees tend to consume a significant amount of staff time to administer and manage. Along these same lines, there are only about 10 Public Works Maintenance (PWM) crew members, between the regular crew and the LLD crew, that would be available to perform beautification/improvement projects. The PWM crew is over extended given the volume of tasks that must be completed with a limited number of staff members along with the steep learning curve for the new LLD-only crew. On-going COVID outbreaks are also impacting the number of available PWM crew at any given time.

It is important to be aware that time focused on beautification/improvement projects would pull the PWM crew off of the existing calendar of on-going routine maintenance tasks, some of which can only occur during specific windows during the calendar year. A few examples of routine maintenance tasks include the following: weed abatement and landscaping in City owned area, streetlight repairs, sign replacements, USA markings, mowing of City owned areas, twice weekly trash run, trash pick-up, irrigation repairs, graffiti removal, ball field tasks (Lambrecht), filling potholes, sewer issue response, storm drain issue response, roadway striping, and street patching.

---

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

Amanda Dum, Management Analyst  
 Nouae Vue, Public Works Director  
 Greg Folsom, City Manager

Some possible options for a Beautification Committee could include:

- Involving existing volunteer groups such as Adopt-a-Street and Adopt-a-Neighborhood.
- Ensuring that Clean Team and Adopt-a-Neighborhood events are publicized to encourage resident participation.
- Hosting a City hosted Clean-Up Day once or twice per year, possibly in conjunction with the groups listed above.
- Focusing on creating a “wish list” (possibly by category) of desired improvement projects along with estimated project costs.
- Encouraging community participation and appreciation in beautification projects.

Staff recently attended the 2<sup>nd</sup> Annual Illegal Dumping Conference 2022 (Conference), hosted by Alameda County, which provided many insightful concepts and ideas that can be kept in mind as we move forward. The focus of the Conference was on successful implementation of “The Three E’s – Education, Eradication, and Enforcement” with each day of the three-day conference focusing on one of the E’s. The overarching message was that Three E’s must occur concurrently to be effective in impacting and reducing illegal dumping. Focus in one area is not adequate to effectively impact illegal dumping.

The Three E’s require dedicated funding and dedicated staff time to accomplish. That being said, there appear to be several basic steps that the City could consider implementing to move forward with some initial steps towards more effectual addressing of illegal dumping. Steps might include: formally identification and review of hot spot locations; beautification of un-landscaped City-owned hot spot areas; additional lighting in hot spot areas; starting to track the contents of illegal dumps and the new bulky waste pick-ups to get a baseline of what materials are being dumped the most; and, if funds allow, installation of cameras in hot spot locations. For example, in instances where routing illegal dumping is observed in front of or near a multi-family residence, the City and Republic Services can work together to determine if a larger dumpster might help improve the situation.

Working towards a multilingual educational outreach campaign could also be a helpful cornerstone of a future Illegal Dumping Program. Taking some initial steps and laying the groundwork for a future Program that could be shared on the City’s webpage and social media would help make residents aware that even with limited resources the City is doing its best to move forward with a Program that will attempt to reduce illegal dumping.

The City of La Palma current operates a Community Events & Beautification Committee. The description of their version of a Committee is provided below and can be considered in the possible formation of a new Committee:

*La Palma’s Community Activities and Beautification Committee (CAB) is a citizen’s advisory committee established to make recommendations to the City Council, and develop and implement community events and City beautification projects.*

*CAB encourages community participation and appreciation of various artistic, cultural and beautification pursuits. CAB promotes cultural appreciation and increases the community’s*

*awareness of the many opportunities to participate in various artistic and cultural activities within the area.*

*The Committee is a very active working committee, which has primary and support roles and responsibilities to ensure the success of the following annual community events and programs, including the Memorial Day Ceremony, the ever-popular Concerts in the Park, the quarterly Home Spotlight awards, the Holiday Tree Lighting Ceremony and the Arbor Day Celebration.*

*The Committee is comprised of 7 members as appointed by the City Council. Committee members are appointed to a four-year term. Each member may only serve two consecutive terms.*

---

**RECOMMENDATION:** Discussion and Direction on Formation of a Beautification Committee

---

**ATTACHMENTS:**

1. PowerPoint Presentation

THIS PAGE INTENTIONALLY LEFT BLANK

# Consider Formation of a Beautification Committee Discussion & Direction

March 31, 2022



1



## February 19, 2019 Formed LLD Committee

- Review the annual Engineer's Report
- Be a sounding board for issues such as Level of Service for Districts

2

2



## March 29, 2022 Dissolved LLD Committee

- A Citywide Beautification Committee was discussed



3

## Formation of a Beautification Committee

### Options/Ideas

- » Community supported committee
- » Partners with existing volunteer groups
- » Hosts annual/bi-annual clean-up events
- » Focuses on beautification projects/improvements
- » Promote community involvement



4



# Discussion & Direction

5

5