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



CITY COUNCIL MEETING

First and Third Tuesday Every Month

# AGENDA

# SPECIAL MEETING OF THE SUISUN CITY COUNCIL AND HOUSING AUTHORITY TUESDAY, JULY 19, 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 <u>clerk@suisun.com</u> OR 707 421-7302.

#### ZOOM MEETING INFORMATION: WEBSITE: https://zoom.us/join MEETING ID: 839 7347 3481

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

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

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

ROLL CALL Council/Board Members

### **CONFLICT OF INTEREST NOTIFICATION**

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

DEPARTMENTS: AREA CODE (707) ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320 FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340 SUCCESSOR AGENCY 421-7309 FAX 421-7366

# PUBLIC COMMENT

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

# **CLOSED SESSION**

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

### City Council

- CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Discussion of potential significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) (1 potential case). Three Workers Compensation Claims by Joanne Ledford.
- CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6 Agency negotiator: City Manager Employee organizations: SCEA (Suisun City Employees' Association)
- CONFERENCE WITH LEGAL COUNSEL--SIGNIFICANT EXPOSURE TO LITIGATION/INITIATION OF LITIGATION
   Discussion of potential significant exposure to litigation/initiation of litigation pursuant to Government Code Section 54956.9(d)(2), (e)(1) and (d)(4): (1 potential case).

# Housing Authority

- CONFERENCE WITH REAL PROPERTY NEGOTIATOR
   Pursuant to California Government Code Section 54956.8., the Suisun City Housing Authority
   will hold a Closed Session for the purpose of Conference with Real Property Negotiator.
   Property Under Negotiation: Assessor's Parcel Numbers 0032-101-420 and 0032 102-160.
   Negotiating Party: City Manager
   Parties Negotiating With: Harbor Park LLC
  - Under Negotiations: Terms and payment

# **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 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 was posted and available for review, in compliance with the Brown Act.

THIS PAGE INTENTIONALLY LEFT BLANK

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



CITY COUNCIL MEETING

First and Third Tuesday Every Month

# AGENDA

# **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, JULY 19, 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 <u>clerk@suisun.com</u> OR 707 421-7302.

### ZOOM MEETING INFORMATION: WEBSITE: https://zoom.us/join MEETING ID: 880 9508 9987 CALL IN PHONE NUMBER: (707) 438-1720

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING 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 – 101) Next Suisun City Council Acting as Successor Agency Res. No. SA2022 - 04) (Next Housing Authority Res. No. HA2022 – 02)

## 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 to City of Fairfield Fire Department (Hernandez: ahernandez@suisun.com).
- 3. Appointments of Council Boards, Commissions and Committees (Hernandez: <u>ahernandez@suisun.com</u>).
  - Approving Appointment to the Recreation, Parks, Marina and Arts Commission.
  - City Council Appointments to the Community Advisory Committees.

## **CONSENT CALENDAR**

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

City Council

- 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 August 17, 2022 – (Folsom: <u>gfolsom@suisun.com</u>).
- 5. Council Adoption of Resolution No. 2022-\_\_\_: Approving Both the Tentative Agreement for and the Memorandum of Understanding with the Suisun City Professional Firefighters' Association, International Association of Firefighters, Local 1186 (Penland: <u>cpenland@suisun.com</u>).
- 6. Council Adoption of Resolutions Amending the Citywide Classification and Compensation Plan to Create, Update, or Eliminate Various Classifications and Salaries:
  - a. Council Adoption of Resolution No. 2022-\_\_: Amending the Citywide Classification Plan to Create Division Fire Chief and Amending the Fire Engineer and Fire Captain Class Specifications, Establishing Benefits for the Division Fire Chief, and Providing Uniform Allowance to the Deputy Fire Chief.
  - b. Council Adoption of Resolution No. 2022-\_\_: Amending the Citywide Compensation Plan and Salary Schedule as Follows: Establish Compensation for Division Fire Chief; Amend Compensation for City Manager and City Engineer; and Convert the Unrepresented Department Heads and Human Resources Administrator to a Five-Step Pay Scale.

- 7. Council Adoption of Resolution No. 2022-\_\_\_: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2022-23 (Deol: <u>ldeol@suisun.com</u>).
- 8. Council Adoption of Resolution No. 2022 \_\_\_\_: Authorizing the City Manager to Purchase the Extrication Equipment from L.N. Curtis and Sons for \$36,992.22 (Renucci: grenucci@suisun.com).
- 9. Council Adoption of Resolution No. 2022-\_\_\_: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Interactive Resources for City Hall Water Damage Remediation Project, Fire Station Bathroom Remodel & Building Updates Project, and Safety Facilities Security Gates Project, and Authorize Change Orders up to 10% of the Contract Amount (Vue: <u>nvue@suisun.com</u>).
- 10. Council Adoption of Resolution No. 2022-\_\_\_: Authorizing the City Manager to apply and join the AARP Network of Age-Friendly States and Communities (Lofthus: <u>klofthus@suisun.com</u>).
- 11. Council Adoption of Resolution No. 2022-\_\_\_: Authorizing the City Manager to accept grant funds from First 5 Solano's Annual Grant Program in the amount of \$20,000 (Lofthus: <u>klofthus@suisun.com</u>).
- 12. Council Adoption of Resolution No. 2022-\_\_\_\_: Amending the Council Norms and Procedures Manual (Folsom: <u>gfolsom@suisun.com</u>).

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

13. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on July 5, 2022 - (Skinner: <u>askinner@suisun.com</u>).

#### Joint City Council / Suisun City Council Acting as Successor Agency

14. Council/Agency Approval of June 2022 Payroll Warrants in the Amount of \$532,660.32, and Council/Agency Approval of the June 2022 Accounts Payable Warrants in the Amount of \$3,298,932.03 – (Finance).

### 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**

## City Council

15. City Council Introduce and Waive Reading of Ordinance No. \_\_\_\_\_: An Ordinance of the City Council of the City of Suisun City, California, Adding Section 15.04.400 (Electric Vehicle Charging Stations) To Chapter 15.04 (Permits – Uniform Codes) of Title 15 (Buildings and Construction) Setting Forth Procedures for Electric Vehicle Charging Systems and Finding of Exemption from the California Environmental Quality Act (CEQA) - (Bermudez: jbermudez@suisun.com).

## **GENERAL BUSINESS**

### City Council

- 16. Presentation of the 90% Design and Outreach Survey Results for the State Route Highway 12 Improvements Project (Vue: <u>nvue@suisun.com</u>).
- 17. Council Adoption of Resolution No. 2022-\_\_\_: Approving the painting of an interactive mural on the wall of the preschool playground (Lofthus: <u>klofthus@suisun.com</u>).
- 18. Housing Division Showcase (Lawton: klawton@suisun.com).
- 19. Fire Department Showcase (Renucci: grenucci@suisun.com).

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

- 20. Council/Boardmembers Updates
- 21. 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 was posted and available for review, in compliance with the Brown Act.

# AGENDA TRANSMITTAL

# MEETING DATE: July 19, 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 August 17, 2022.

# FISCAL IMPACT: None.

**STRATEGIC PLAN:** Provide Good Governance.

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

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

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

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

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

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

- 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 August 17, 2022.

# **ATTACHMENTS:**

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

	Item 4 Attachment 1
1	<b>RESOLUTION NO. 2022-</b>
2	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN
3	CITY PROCLAIMING A LOCAL EMERGENCY PERSISTS AND AUTHORIZING THE TRANSITION TO USE OF REMOTE
4	TELECONFERENCE MEETING PROCEDURES BY CITY'S THE LEGISLATIVE BODIES, AS AUTHORIZED BY GOVERNMENT
5	CODE SECTION 54953(E) <i>ET SEQ</i> ., THROUGH AUGUST 17, 2022
6	WHEREAS, the City Council of the City of Suisun City is committed to preserving
7 8	and nurturing public access, transparency, observation and participation in its meetings and the meetings of each of its legislative bodies; and
° 9	WHEREAS, all meetings of the City's legislative bodies are open and public, as
10	required by the Ralph M. Brown Act, codified as Government Code sections 54950 <i>et seq.</i> , so that any member of the public may attend, participate, and observe the City's legislative bodies conduct their business; and
11	
12	<b>WHEREAS</b> , the Brown Act, as amended by Assembly Bill 361 (2021), amending Government Code section 54953(e) <i>et seq.</i> , allows for remote teleconferencing observation and participation in meetings by members of a legislative body and members of the public,
13 14	without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and
15	<b>WHEREAS</b> , the initial required condition is a declaration of a state of emergency by
16	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
17 18	persons and property within the state and within the boundaries of the City, as provided in Government Code section 8558; and
19	WHEREAS, on March 4, 2020, pursuant to Government Code Section 8625,
20	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
21	known as COVID-19); and
22	WHEREAS, on March 16, 2020, the City's Director of Emergency Services declared
23	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
24	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
25	
26	WHEREAS, on March 17, 2020, the City Council adopted Resolution No. 2020-40, ratifying the Director of Emergency Services' declaration of local emergency; and
27	WHEREAS, Government Code section 54953(e) further requires that state or local
28	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

WHEREAS, the Council hereby finds that such emergency conditions now exist in 1 the City, such that meeting in person for the meetings of the legislative bodies of the City would present imminent risk to the health and safety of attendees as a result of the increased 2 risk of the spread of the COVID-19 virus among those in attendance; and 3 WHEREAS, the Council hereby finds that the state of emergency due to the COVID-4 19 virus and the conditions related thereto has caused, and will continue to cause, conditions of extreme peril to the safety of persons within the City that are likely to be beyond the 5 control of services, personnel, equipment, and facilities of the City, and thereby affirms, 6 authorizes, and proclaims that the existence of a local emergency persists throughout the City, and ratifies the proclamation of state of emergency by the Governor of the State of California; 7 and 8 WHEREAS, the Council hereby finds that, as a consequence of the existing local 9 emergency, the legislative bodies of the City shall conduct their meetings without compliance with Government Code section 54953(b)(3), and shall instead comply with the remote 10 teleconference meeting requirements as authorized by Government Code section 54953(e) et seq.; and 11 12 WHEREAS, the Council affirms that it will allow for observation and participation by Councilmembers and the public by allowing limited in-person attendance, as well as allowing 13 public participation and comment in real time via Zoom or by telephone, in an effort to 14 protect the constitutional and statutory rights of all attendees. 15 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY FINDS, RESOLVES, AND ORDERS AS FOLLOWS: 16 17 Section 1. The Recitals set forth above are true and correct and are incorporated herein

- **18** Resolution by reference.
- 19 Section 2. The Council hereby recognizes and affirms the existence and conditions of a state of emergency as proclaimed by the Governor, the existence of emergency conditions in the City, and affirms, authorizes, and proclaims that the existence of a local emergency persists throughout the City.
- <u>Section 3.</u> The Council hereby ratifies the Governor of the State of California's
   Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.
- Section 4. Further, the Council finds that holding the meetings of the City's legislative bodies in person with no limitations to attendance would present imminent risk to the health and safety of attendees as a result of the increased risk of the spread of the COVID-19 virus among those in attendance, as required by Government Code section 54953(e) *et seq*.
- 27 Section 5. The City Manager and legislative bodies of the City are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

1 2 3 4	<u>Section 6.</u> This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) August 17, 2022, or (ii) such time the Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City may continue to teleconference without compliance with Government Code section 54953(b)(3).					
5		<b>SED AND ADOPTED</b> at the Regular Meeting of the City Council of the City of duly held on July 19, 2022, by the following vote:				
6						
7	AYES: NOES:	Council Members: Council Members:				
8	ABSENT:	Council Members:				
9	ABSTAIN:	Council Members:				
10	WIT	<b>NESS</b> my hand and the seal of said City this 19 <sup>th</sup> day of July 2022.				
11						
12		Anita Skinner				
13		City Clerk				
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
	Resolution No. 20	02-				
	Adopted Page 3 of 3					
	1420 5 01 5	5				

THIS PAGE INTENTIONALLY LEFT BLANK

# AGENDA TRANSMITTAL

# MEETING DATE: July 19, 2022

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_\_: Approving Both the Tentative Agreement for and the Memorandum of Understanding with the Suisun City Professional Firefighters' Association, International Association of Firefighters, Local 1186.

**FISCAL IMPACT:** The financial impact of the EMT/Paramedic Incentive Pay Pilot Program is approximately \$45,000 this year based on current staffing levels and may increase to approximately \$60,000 in the first year with the hiring of the additional Fire Engineers and Fire Captains that were authorized in the FY 2022-23 budget. Other financial terms included in the Tentative Agreement and Memorandum of Understanding (MOU) do not have any immediate impact but would have additional variable and relatively minor costs in the future. Funding to cover the costs associated with this MOU will be included in the amended budget for FY 2022-23.

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

**BACKGROUND:** On August 13, 2021, the City of Suisun City (City), the Suisun City Management and Professional Employees' Association (SCMPEA) and the International Association of Firefighters (IAFF) Local 1186 entered into a Stipulation Agreement regarding the creation of a new employee bargaining "Fire Unit" to include the classifications of Fire Engineer and Fire Captain, recognition of IAFF Local 1186 as the sole, exclusive and majority representative and employee organization for the Fire Unit, and that the classification of Fire Captain was severed from the Professional/Technical Employees bargaining unit represented by SCMPEA.

The Stipulation provided that the Fire Captains shall continue to be governed by the SCMPEA MOU 2021-23, and that the Fire Engineers, whose benefits have been informally tied to the benefits provided to the Fire Captains since their creation, shall continue to be governed by City Resolution 2019-93 and Resolution 2021-71 until an MOU was created for the Fire Unit. Subsequently, by Tentative Agreement, Resolution 2021-95, the parties formally clarified, confirmed and approved the salary and benefits of the Fire Engineers as also tied to the SCMPEA MOU 2021-23 along with the Fire Captains.

The parties have met and conferred in good faith and reached tentative agreements on the language, provisions, and benefits to be included in the first ever MOU between the parties which shall only be effective upon adoption by the City Council of the City.

**STAFF REPORT:** This report addresses the Tentative Agreement between the parties which have been incorporated into the first ever MOU between the parties.

The Tentative Agreement Deal Points reached between the parties are as follows:

- Term 1 year: July 1, 2022, through June 30, 2023
- Longevity Pay 3% at 5 years of continuous service, additional 3% at 10 years of continuous service for a total of 6%.
- Bilingual Pay \$46.15 per pay period, after recommendation by Fire Chief and certification by an exam administered by Human Resources.
- Holiday Pay 2% holiday pay in lieu of time off or time and a half pay for hours worked on a holiday.
- Physical Fitness Program Up to \$250 annual reimbursement for 50% of the cost of health club membership.
- EMP/Paramedic Incentive Pay One Year Pilot Program 2% Incentive Pay for EMT certification as required and 8.5% Incentive Pay for Paramedic certification, sunsets at midnight on June 30, 2023.

The remaining financial terms and benefits included in the Tentative Agreement and incorporated into the MOU remain unchanged, including salary, acting assignment pay, vacation accrual and maximum accumulation, retirement, medical, life insurance, deferred compensation, and tuition reimbursement.

Additionally, the City agrees to reference the Union as the Suisun City Professional Firefighters' Association (SCPFA), IAFF, Local 1186.

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

a. Council Resolution No. 2022-\_\_\_: Approving Both the Tentative Agreement for and the Memorandum of Understanding with the Suisun City Professional Firefighters' Association, International Association of Firefighters, Local 1186.

# **ATTACHMENTS:**

- 1. Resolution No. 2022-\_\_\_: Approving Both the Tentative Agreement for and the Memorandum of Understanding with the Suisun City Professional Firefighters' Association, International Association of Firefighters, Local 1186.
- 2. Exhibit 1 SCPFA IAFF Local 1186 Tentative Agreement.
- 3. Exhibit 2 SCPFA IAFF Local 1186 MOU 2022-23.

Item 5 Attachment 1 **RESOLUTION NO. 2022-**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING BOTH THE TENTATIVE AGREEMENT FOR AND THE MEMORANDUM OF UNDERSTANDING WITH THE SUISUN CITY PROFESSIONAL FIREFIGHTERS' ASSOCIATION, INTERNATIONAL ASSOCIATION OF **FIREFIGHTERS, LOCAL 1186.** WHEREAS, on August 13, 2021, the City of Suisun ("City"), the Suisun City Management and Professional Employees' Association ("SCMPEA"), and the Suisun City Professional Firefighters' Association, formally recognized as the International Association of Firefighters, Local 1186 ("IAFF Local 1186"), entered into a Stipulation Agreement ("Stipulation") regarding (1) creation of a new employee bargaining "Fire Unit" comprised of the classifications of Fire Captain and Fire Engineer, (2) recognition of IAFF Local 1186 as the sole, exclusive and majority representative and employee organization for the new Fire Unit, and (3) that the classification of "Fire Captain was severed from the Professional/Technical Employees bargaining unit represented by SCMPEA; and WHEREAS, the Stipulation provided that the Fire Captains would continue to be governed by the SCMPEA MOU 2021-23 until such time as an MOU is created for the Fire Unit; and WHEREAS, the Stipulation provided that the Fire Engineers would continue to be governed by City Resolution 2019-93 and Resolution No. 2021-71 until such time as an MOU is created for the Fire Unit; and WHEREAS, the Fire Engineers have had their benefits informally tied to the benefits provided Fire Captains under the SCMPEA MOU since their creation, but without City Council approval or ratification; and WHEREAS, the City and IAFF Local 1186 entered into a prior Tentative Agreement between them confirming compensation and benefits for represented Fire Unit members, Resolution 2021-95, which formally clarified, confirmed and approved the salary and benefits of the previously unrepresented Fire Engineers, including making such salary and benefits tied to the SCMPEA MOU 2021-23 retroactive to July 1, 2021; 111 /// 01107.0004/803164.1 -1-

Resolution No. 2022-\_\_\_\_\_ Adopted July 19, 2022

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

9

WHEREAS, the City and IAFF Local 1186 have subsequently met and conferred in good
 faith and reached tentative agreements on the language, provisions, and benefits to be included in
 the first ever MOU between them; and

WHEREAS, the Tentative Agreement attached hereto as Exhibit 1 reflects the agreements
on the language, provisions, and benefits to be included in the first ever MOU between the parties,
which has been ratified by IAFF Local 1186, including reference as the Suisun City Professional
Firefighters' Association (SCPFA), but shall only be effective upon adoption by the City Council
of the City of Suisun City; and

WHEREAS, the City and SCPFA, IAFF Local 1186 have concurrently prepared the
SCPFA, IAFF Local 1186 MOU 2022-23 attached hereto as Exhibit 2, which incorporates the
Tentative Agreement and which has been ratified by SCPFA, IAFF Local 1186 but shall only be
effective upon adoption by the City Council of the City of Suisun City; and

WHEREAS, once approved by the City Council, the Tentative Agreement and the SCPFA,
IAFF Local 1186 MOU 2022-23 become binding agreements between the parties; and

WHEREAS, upon City Council approval of the Tentative Agreement and the SCPFA, IAFF
Local 1186 MOU 2022-23, the salary and benefit changes outlined therein shall be included in the
amended Budget for Fiscal Year 2022-2023 ("Budget"); and

WHEREAS, the City Council desires to, and provides funding for, the impacts of the terms
of the Tentative Agreement and the SCPFA, IAFF Local 1186 MOU 2022-23.

20 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
21 OF SUISUN CITY, CALIFORNIA, AS FOLLOWS:

22

**Section 1.** The above recitals are true and correct.

Section 2. The City Council accepts and approves the SCPFA, IAFF Local 1186
Tentative Agreement for a MOU between the parties covering the period July 1, 2022 through June
30, 2023, a copy of which is attached hereto as Exhibit 1.

Section 3. The City Council accepts and approves the SCPFA, IAFF Local 1186 MOU
2022-23 between the parties covering the period July 1, 2022 through June 30, 2023, a copy of
which is attached hereto as Exhibit 2.

01107.0004/803164.1

Adopted July 19, 2022

# Item 5 Attachment 1

1	///	
2	Section	4. The City Clerk shall certify to the passage and adoption of this Resolution
3	and enter it into	o the book of original resolutions.
4	Section	<b>5.</b> This Resolution shall be effective $7/1/2022$ .
5	PASSE	<b>CD AND ADOPTED</b> at a Regular Meeting of said City Council of the City of Suisun
6	City duly held	on Tuesday, the 19th day of July, 2022, by the following vote:
7	AYES: NOES:	Councilmembers: Councilmembers:
8	ABSENT:	Councilmembers:
9	ABSTAIN:	Councilmembers:
10	WITN	ESS my hand and the seal of said City this 19th day of July, 2022.
11		
12		
13		Anita Skinner
14		City Clerk
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
	01107.0004/803164.1	-3- Reseqution No. 2022-
		Respectation No. 2022 Adopted July 19, 2022

THIS PAGE INTENTIONALLY LEFT BLANK



Item 5 Attachment 2 Tentative Agreement IAFF, Local 1186

### TENTATIVE AGREEMENT BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY PROFESSIONAL FIREFIGHTERS' ASSOCIATION, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL 1186 FOR A MEMORANDUM OF UNDERSTANDING COVERING THE PERIOD JULY 1, 2022, THROUGH JUNE 30, 2023

Pursuant to the Meyers-Milias-Brown Act ("MMBA") (Gov't Code Sections 3500 - 3511) the City of Suisun City ("City") and the Suisun City Professional Firefighters' Association, formally recognized as the International Association of Firefighters, Local 1186 ("Union"), recently commenced labor negotiations on their first ever Memorandum of understanding ("MOU") between the City and the Union. The parties have since reached a tentative agreement as reflected herein on the language and deal points for a Memorandum of Understanding ("MOU") between them covering the period of July 1, 2022, through June 30, 2023 ("Tentative Agreement") and it's deal points have been ratified by the Union. The Tentative Agreement, however, remains subject to formal approval/adoption by the City Council per California Government Code Section 3505.1, which provides:

"If a tentative agreement is reached by the authorized representatives of the public agency and a recognized employee organization or recognized employee organizations, the governing body shall vote to accept or reject the tentative agreement within 30 days of the date it is first considered at a duly noticed public meeting. A decision by the governing body to reject the tentative agreement shall not bar the filing of a charge of unfair practice for failure to meet and confer in good faith. If the governing body adopts the tentative agreement, the parties shall jointly prepare a written memorandum of understanding."

The deal points for the MOU between the parties for the Fiscal Year 2022-2023 covering the wages, hours and other terms and conditions of employment of the employees in the bargaining unit represented by the Union are set forth below. All terms and conditions of the prior Tentative Agreement between the City and the Union Confirming Compensation and Benefits for Represented Fire Unit Members, Resolution 2021-95, shall be maintained unless expressly modified or changed herein until the MOU between the parties is jointly prepared by the parties, ratified by the Union and accepted, approved and adopted by City Council, which shall then supersede and replace this Tentative Agreement.

### RECITALS

Whereas, on August 13, 2021, the City, SCMPEA, and IAFF Local 1186 entered into a Stipulation Agreement ("Stipulation") regarding creation of a new employee bargaining "Fire Unit" comprised of the classifications of Fire Captain and Fire Engineer, recognition of IAFF Local 1186 as the sole, exclusive and majority representative and employee organization for the new Fire Unit, and that the classification of "Fire Captain was severed from the Professional/Technical Employees bargaining unit represented by SCMPEA; and

**Whereas**, the Stipulation provided that the Fire Captains shall continue to be governed by the SCMPEA MOU 2021-23 until such time as an MOU is created for the Fire Unit; and

**Whereas**, the Stipulation provided that the Fire Engineers shall continue to be governed by City Resolution 2019-93 and Resolution No. 2021-71 until such time as an MOU is created for the Fire Unit; and

**Whereas**, the Fire Engineers have had their benefits informally tied to the benefits provided Fire Captains under the SCMPEA MOU since their creation, but without City Council approval or ratification; and



Item 5 Attachment 2 Tentative Agreement IAFF, Local 1186

Whereas, the parties entered into a prior Tentative Agreement between the City and the Union Confirming Compensation and Benefits for Represented Fire Unit Members, Resolution 2021-95, which formally clarified, confirmed and approved the salary and benefits of the previously unrepresented Fire Engineers, including making such salary and benefits tied to the SCMPEA MOU 2021-23 retroactive to July 1, 2021;

**Whereas**, the parties have subsequently meet and conferred in good faith and reached tentative agreements on the language, provisions, and benefits to be included in the first ever MOU between the parties; and

**Whereas**, this Tentative Agreement shall reflect below the agreements on the language, provisions, and benefits to be included in the first ever MOU between the parties, which shall only be effective upon adoption by the City Council of the City of Suisun City.

### **TENTATIVE AGREEMENT**

Article	Subject	Tentative Agreement
	Term	1-year MOU:
		July 1, 2022, through June 30, 2023
	Preamble	This Memorandum of Understanding (hereinafter "MOU") is made and entered into between the CITY OF SUISUN CITY, (hereinafter "City"), and the Suisun City Professional Firefighters' Association formally recognized as the INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL 1186 (hereinafter "Union"), a formally Recognized Employee Organization pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code Section 3500 <i>et seq.</i> ) representing the recently established Fire Unit.
Article 1		The Parties have met and conferred in good faith through their designated representatives concerning those matters set forth in Government Code Section 3504 and have reached agreement thereon as set forth in this MOU. The Parties agree that this MOU shall be submitted to the City Council of the City of Suisun City with the joint recommendation of the designated representatives of the Parties that the City Council approve the MOU and take any additional action as may be necessary to implement its provisions.
		<ol> <li><u>Job Classes Represented</u>. The City recognizes the Union as the exclusive representative for the Fire Unit consisting of the following represented Job Classes:</li> <li>Fire Engineer Fire Captain</li> </ol>
Article 2	Recognition	2. <u>Temporary/Limited-Service Positions/Classifications</u> . It is agreed that Temporary Employees, Part-Time Employees, Emergency Employees, Volunteer Employees, and contractors are not governed by this MOU and are not represented by the Union. Employees who work less than full time are not represented by the Union. If an employee who had occupied a Temporary, Provisional, or grant- funded Position/Classification is subsequently hired into the same job class as a Union represented Regular Employee, they shall be placed in the step level nearest



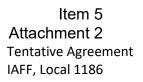
Article	Subject	Tentative Agreement
		to but not lower than their last Pay Rate as a Temporary, Provisional, or grant-
		funded Employee.
Article Article 3	Subject	<ul> <li>to but not lower than their last Pay Rate as a Temporary, Provisional, or grantfunded Employee.</li> <li>1. Except as limited by the specific and express terms of this MOU, the City hereby retains and reserves unto itself all rights, powers, authority, duty and responsibilities confirmed on and vested in it by the laws and the Constitution of the State of California, the Suisun City Code, and/or the laws and Constitution of the United States of America.</li> <li>2. Regardless of any provision contained in this MOU or which may be inferred from this MOU, the City shall retain and shall have the right to exercise the following exclusive rights which include, but are not limited to, the following:</li> <li>A. The right to hire and fire.</li> <li>B. The right to determine the mission of its constituent departments, divisions, commissions, and boards.</li> <li>C. The right to determine the procedures and standards of selection for employment, assignment, transfer, and promotion of applicants and Employees, provided in the case of Employees that the exercise of such right shall not infringe on any rights that Employees have under this MOU.</li> <li>E. The right to discharge or suspend Employees for just cause and take other disciplinary actions against its Employees as set forth herein.</li> <li>G. The right to determine the efficiency of governmental operations.</li> <li>I. The right to determine and re-determine job content and job classifications.</li> <li>K. The right to contract out any work which is now being performed by Employees of the City or which shall be performed in the future by Employees of the City or which shall be performed in the future by Employees of the City or which shall be performed in the future by Employees of the City or which shall be performed in the future by Employees of the City shall make every reasonable effort to place Employees displaced by such contracting out in other City service requiring similar skills</li> </ul>
		displaced by such contracting out in other City service requiring similar skills as the work performed by the Employee when displaced by the contracting out and which requires minimal training to afford the Employee opportunity
		to adequately perform the new position.
		L. The right to take all necessary actions to carry out the mission of the City, its
		constituent departments, divisions, or commissions and boards in cases of
		emergencies.
		M. The right to exercise complete control and discretion over its organization and the technology of performing its work.



Article	Subject	Tentative Agreement
Article 4	Employee Rights	Subject to the provisions of the City's Employer-Employee Relations Resolution No. 74-33 ("EERR") and any ensuing successor EERR resolutions, Employees of the City shall have the right to form, join, and participate in the activities of a Recognized Employee Organization of their own choosing for the purpose of representation on matters of employer-employee relations, including but not limited to, wages, hours, and other terms and conditions of employment. Employees of the City also shall have the right to refuse to join or participate in the activities of Recognized Employee Organizations.
Article 5	Personnel Rules and Regulations	Administrative Directive - AD 7, the City's Personnel Rules and Regulations (hereinafter "Personnel Rules"), was approved by City Council Resolution No. 2011- 52 on June 7, 2011. Except as may be provided in this MOU, the applicable sections of the Personnel Rules, as may be amended from time to time, shall apply to the Employees represented by the Union. Prior to amending Resolution No. 2011-52 regarding wages, hours, or other terms and conditions of employment, the Parties shall first meet and confer on the modifications as provided in the Meyers-Milias-Brown Act (Government Code Section 3500 <i>et seq.</i> ). Unless otherwise provided in this MOU, the definitions of terms used in this MOU shall be the definitions provided in Chapter 2 of the Personnel Rules.
Article 6	No Discrimination	It is agreed that neither the Union, nor the City shall discriminate against any Employee because of race, national origin, gender, Union membership, protected concerted Union activity, or refusal to join the Union. For an employer, because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person, to refuse to hire or employ the person or to refuse to select the person for a training program leading to employment, or to bar or to discharge the person from employment or from a training program leading to employment, or to discriminate against the person in compensation or in terms, conditions, or privileges of employment. For a labor organization, because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person, to exclude, expel, or restrict from its membership the person, or to provide only second-class or segregated membership or to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender identity, gender expression, age, sexual orientation, or military and veteran status of the person in the level of representation provided to that individual, the ability to run for an office in the Union or to discriminate in any way against any of its members.



Article	Subject	Tentative Agreement
		1. <u>Union Business</u> . All Union business will be conducted by Employees and Union representatives outside of established working hours. Nothing herein shall be construed to prevent a Union representative or an Employee from contacting the City Manager or other management representatives regarding personnel-related matters during working hours.
		2. <u>Work Locations</u> . The authorized Union Representative, if any, shall be given access to the Fire Station during working hours, provided that prior to visiting the Fire Station, the Union Representative notifies the Fire Chief.
		3. <u>Shop Stewards</u> . In addition to the Union president, one steward shall be appointed by the Union as alternate representative to assist in resolving workplace issues and other representational duties including but not limited to Grievances.
Article 7	Union Access	4. <u>Release Time</u> . The City may grant a total of 16 hours of paid time for the Union president and one steward to attend training scheduled during the Employee's normal working hours. Those hours may be split among the two Union officials at the Union's discretion. The Union will be responsible for overseeing the time used and calculating the time remaining. The Union must notify the City Manager or designee with each approved time off request. The Union president shall submit written requests for release time to the Employee's immediate supervisor. The supervisor's decision to approve will be based on the operational needs of the City. The Employee and the Union president will certify the Employee's attendance. Unused training hours may accrue to a maximum of 32 hours.
		5. <u>Labor/Management Committee</u> . The City and the Union agree to set up a Labor / Management Committee to encourage open communication, to promote harmonious relations, and to resolve matters of mutual concern. The Committee will meet quarterly or as mutually agreed to by the parties. The Committee will be composed of one representative from the City, one representative from the Union, and the Union Business Agent, if any. The meetings are informal and are not intended to be for discussion of issues handled under other provisions herein such as grievances, disciplinary actions, or negotiations.
		6. <u>Employee Orientation &amp; Contact Information</u> . All Employees will receive a New Employee Orientation within their first five (5) regular Workdays of employment with the City. The New Employee Orientation will be presented by Human Resources Division staff members at a time and place determined by the City. The purpose of the orientation is to review and complete required payroll, insurance, benefits, and similar required documentation; to train the Employee regarding City and/or Departmental policies, procedures, and specific requirements of the position; and to provide other necessary information. At no time during the orientation shall a City or Union representative provide derogatory information or advocacy about the other.





Article

City of Suisun City Date: June 23, 2022

Tentative Agreement

Subject

AITICIE	Jubject	Tentativ	Agreement
		Α.	The City will provide the Union notice of a pending New Employee Orientation within one (1) business day of the execution of an employment
		В.	offer letter. One (1) Union representative, officer, steward, or member will be provided an opportunity for a 15-minute private session with the new Employee during
			the New Employee Orientation. The Union may provide written information to be included with the orientation materials, in lieu of such a private session. Two (2) business days prior to the New Employee Orientation, the Union will provide to Human Resources the name and the contact information of its participating representative. The City and the Union will mutually agree to a
			suitable time during the New Employee Orientation for The Union's private meeting with the new Employee. Such private meeting will occur at the same location as the New Employee Orientation.
		C.	Within 30 days of hire, and annually thereafter, the City will provide the Union with Employee contact information in electronic format as required by State law for all represented Employees.
		D.	The Union will provide the City a minimum of thirty days' notice of any change in the amount of membership dues to be deducted.
		E.	The City will not provide the Union with any home address, home telephone number, personal cellular telephone number, or personal email address of any employee who has made a written request to the City regarding non- disclosure of said information (except, with respect to personal email addresses, as may be necessary to comply with the California Public Records Act).
		7.	<u>Dues Deduction</u> . The Union may request that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by the Union, from the wages and salaries of Union members. The Union hereby certifies that the Union has and shall maintain all such deduction authorizations signed by the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. Accordingly, Union membership dues shall be deducted over 24 pay periods in accordance with the City procedures and provisions of applicable law from the salary of each employee whose name is provided by the Union. Such deduction shall be made only when the Union member's earnings for the subject pay period are sufficient after other legally required deductions are made.
		А.	Remittance of the aggregate amount of all such monies shall be made by the City to the Union at the conclusion of each payroll period in which said dues were deducted. Any changes in Union dues must be given to the City a minimum of thirty (30) days prior to change to accommodate changes to payroll.



Article Subject	Tentative Agreement
	B. The Union shall have a duty to defend and shall indemnify and hold harmless the City against any liability arising from a claim, demand, or other action relating to any The Union requested deduction, or any provision or obligation set forth in this Article. The City reserves the right to select its own counsel for its defense hereunder at the Union's expense.
Article 8 Compensat	<ul> <li>retroactive to the first day of the assignment, while performing substantially the full range of duties and responsibilities of the higher job class.</li> <li>C. To receive Acting Pay, employees must meet the minimum qualifications of the higher job class, and employees may not refuse to perform any duty or responsibility of the higher job class.</li> <li>D. Acting Pay shall not be applied to a request to cash-out any form of paid leave, or payment for paid leave hours on the books at time of separation.</li> <li>3. Longevity Pay. Upon the completion of five (5) years of continuous full-time service, represented employees shall be entitled to a 3.0 percent increase in compensation; employees who complete ten (10) years of continuous full-time service shall be entitled to an additional 3.0 percent increase in compensation (for a total of 6.0 percent).</li> <li>4. <u>Bilingual Pay</u>. A represented employee fluent in Spanish, Tagalog or other language, the use of which the City Manager has determined to be of benefit to the City (based on the recommendation of the Fire Chief), shall be paid \$46.15 per pay period upon written approval by the City Manager. Fluency shall be certified by a test</li> </ul>
	administered through the Human Resources office. To become certified, an



Subject	Tentative Agreement
	employee must achieve a score of at least 9 on a scale of 12. A certified employee
	shall request Bilingual Incentive Pay on a form approved by the City Manager.
	Employees shall be recertified at least once every two years.
	1. <u>Attendance</u> . Employees shall be in attendance at their workstation in
Hours of Work	
	and one-half times the overtime hours worked. The maximum accumulation of CTO is as follows:
	A. First 10 years of City service: 160.0 hours;
	<ul><li>B. Over 10 years of City service: 200.0 hours;</li><li>C. Any Overtime worked in excess of these limits shall be compensated on a</li></ul>



Article	Subject	Tentative Agreement
		5. <u>Above CTO Limit.</u> If an Employee is at or above the CTO accumulation limit, then they will prospectively only get paid Overtime (as opposed to CTO) for Overtime worked. Once the CTO accumulation balance has been reduced by 40.0 hours below the accumulation limit, an Employee will again be allowed to accrue CTO as opposed to receiving Overtime pay. Upon separation of service, an Employee is entitled to receive the cash value of all accumulated CTO.
		6. <u>CTO Cash-Out</u> . Employees are allowed to cash out a maximum CTO amount as accumulated by January of each year (1-10 years of service to Suisun City: 40 hours; 10 years and above: 50 hours). The Finance Department will send out a request form in November of the preceding year that includes written verification of each Employee's current CTO balance. Employees may make an irrevocable request for the upcoming calendar year to cash-out CTO by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form which must be in the calendar year preceding the January cash-out. With the exception of the January cash-out, Employees may not cash out CTO except upon leaving City Service. No CTO cash-out election will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons.
		7. <u>Salaries.</u> The City will provide hourly compensation at the same monthly rate as contained in the Citywide Salary Schedule. Hourly rates will be calculated to reflect Alternative Work Schedule described herein.
		8. <u>Call Back.</u> All hours worked when called back to work will be paid at the Overtime rate. An employee will be paid a minimum of two (2) hours of Call Back Pay. Call Back Pay will commence when the employee departs to the requested work location.
		9. <u>Paid Leave</u> . All paid leave (Sick Leave, Vacation Leave, and CTO) shall be charged to the Employee's paid leave balance(s) for all hours not worked up to the scheduled hours for that day(s). For example, if an Employee is off sick on a 24.0-hour day that Employee's Sick Leave balance would be reduced by 24.0 hours for that absence.
Article 10	Vacation Leave	Use of Vacation Leave requires prior written approval by the Department Head or their designee. Employees are encouraged to take vacations lasting at least one week. Vacation Leave may not be granted in excess of the Vacation Leave balance that has been accrued at the time that the Vacation Leave is granted.
Article 10		1. <u>Vacation Accrual</u> . Accrual of Vacation Leave shall commence effective with the date of hire, according to the following schedule, prorated on a pay period basis (annual total divided by 26 bi-weekly pay periods to two decimal places of accuracy):



Article	Subject	Tentative Agreement
		A. For the First Five Years of Service: Employees shall earn and be credited with
		Vacation Leave at the rate of 112.0 hours per year for those working a 56
		hour per week schedule.
		B. Commencing at the start of the Six Year: Employees shall earn and be
		credited with Vacation Leave at the rate of 168.0 hours per year for those
		working a 56 hour per week schedule.
		C. Commencing at the start of the Eleventh Year: Employees shall earn and be credited with Vacation Leave at the rate of 224.0 hours per year for those
		working a 56 hour per week schedule.
		D. Commencing at the start of the Sixteenth Year: Employees shall earn and be credited with Vacation Leave at the rate of 257.6 hours per year for those working a 56 per week schedule.
		3. <u>Maximum Accumulation</u> . Employees with 15 or fewer years of service with the City may accumulate up to a maximum of 240.0 hours of Vacation Leave. Employees with over 15 years of service with the City may accumulate up to a maximum of 320.0 hours of Vacation Leave. Under exceptional circumstances, such as heavy workloads or staffing shortages, the City Manager may authorize the accumulation of additional Vacation Leave. If an Employee is at the limit, they must request to take Vacation Leave off. If a written request to do so is disapproved, the limit may be increased by the City Manager. Failure to request time off will result in stopping the accumulation/accrual of Vacation Leave until the balance is reduced by 40 hours.
		4. <u>Vacation Cash-Out</u> . Employees may Cash-out a maximum of forty (40) hours of Vacation Leave in January of each year as long as there remains a minimum of eight (8) hours in the employee's Vacation Leave balance after cash-out. The Finance Department will send out a request form, in November of the preceding calendar year, that includes written verification of each employee's current Vacation Leave balance. Employees may make an irrevocable request for the upcoming calendar year to cash-out Vacation Leave by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form. With the exception of the January cash-out, Employees may not cash-out Vacation Leave except upon leaving City Service. No Vacation cash-out election will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons.
		5. <u>Illness During Vacation</u> . If an Employee becomes ill while on Vacation Leave, Sick Leave may be authorized instead of Vacation Leave upon approval of the Department Head. The Department Head may require written physician's verification of the Employee's illness.
		7. <u>Separation from Service</u> . Upon separation from service, an Employee is entitled to receive the cash value of all accrued Vacation Leave.



Article	Subject	Tentative Agreement
		8. <u>Upon Death</u> . When separation is caused by death, payment equivalent to
		accrued Vacation Leave shall be made to the Employee's estate.
		1.         Recognized Holidays.         The following are recognized as Holidays:
		The first day of January, New Year's Day.
		The third Monday in January, Martin Luther King's Birthday.
		The third Monday in February, President's Day.
		The last Monday in May, Memorial Day.
		The nineteenth day of June, Juneteenth Day.
		The fourth day of July, Independence Day.
		The first Monday in September, Labor Day.
		The second Monday in October, Columbus Day.
		The eleventh day of November, Veteran's Day.
		The fourth Thursday in November, Thanksgiving Day.
		The fourth Friday in November, the day after Thanksgiving Day.
		The twenty-fifth day of December, Christmas Day.
		Any date proclaimed by the Mayor of Suisun City as a Holiday.
		Holidays proclaimed by the President of the United States or the Governor of the
Article 11	Municipal Holidays	State of California shall be subject to the meet and confer process.
	lionadys	2. Fire Unit Employees are required to work when scheduled on a Holiday as
		a matter of health and safety of the community.
		3. Prior to July 1, 2022, the City paid Fire Unit Employees scheduled to work on a holiday with five (5) days' notice an overtime rate of one and one half (1.5)
		times the Employee's regular rate of pay for each hour worked. Employees scheduled with less than five (5) days' notice were paid an overtime rate of two (2)
		times the Employee's regular rate of pay for each hour worked.
		4. Effective July 1, 2022, the City shall no longer provide any special pay for employees working a holiday, but rather all employees shall receive 2.0% of base
		salary paid as holiday compensation in lieu of observing time off on a holiday.
		Holiday compensation will be paid on a biweekly basis.
		5. Section 8.6 of the Personnel Rules shall not apply.
Article 12	Retirement Benefits	The Public Employees' Pension Reform Act of 2013 ("PEPRA") provides that all
		Employees who are currently participating in a CalPERS retirement plan, or those who
		have had a break in service that does not exceed six months, shall be considered
		"Classic" Employees. All "new" Employees as defined by CalPERS, hired after January 1, 2013, who do not meet this criteria shall be considered PEPRA "New Employees."
		1. <u>Classic Safety Fire Employee Benefits</u> . Except as otherwise provided in this
		Article, the City agrees to provide the 2.0 percent at 55 CalPERS Retirement Plan, with
		One-Year Final Compensation, including the 1959 Survivor's Benefit Level 3, for Safety



Article	Subject	Tentative Agreement
		Fire Employees. The City shall pay the Employer's contribution. The employee shall
		pay the Employee's contribution as established by CalPERS. The salaries for
		Employees covered under the Safety Fire CalPERS Plan have been increased by 5.0
		percent in lieu of the City's provision of 2.0 percent at 50 Safety Fire Retirement Plan.
		Effective October 1, 2021, all Fire Safety employees covered by this MOU received an
		increase to their base hourly rate of 7.5 percent in exchange for the Classic Safety Fire
		Employees paying the full Employee contribution.
		2. <u>PEPRA New Safety Fire Employee Benefits</u> . The City agrees to provide 2.0% at 57 CalPERS PEPRA Plan for New Safety Fire Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no Employer Paid Member Contribution ("EPMC") is allowed. Should any provision in this MOU be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.
		3. <u>Sick Leave Conversion</u> . The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965.
Article 13		1. <u>Core Flex Plan.</u> The City will contribute up to the equivalent of the Kaiser
	Medical and Dental Insurance	Permanente Region 1 Premium for Employee, Employee plus one, and Employee plus Family toward the monthly premium cost. Should the health plan premium selected by the employee cost be less than the Kaiser Permanente Region 1, the City shall pay no more that the full cost of the health plan premium rate for employees who select a health plan with a lower cost premium.
		2. <u>Flexible Benefit Options.</u> The City agrees to provide \$500.00 per month (employee only) and \$700.00 per month (employee plus one or more dependents) Flexible Benefit Credit that may be used in lieu of the Core Flex Plan enrollment per Section 1 of this Article. The Flexible Benefit Credit may be divided among Dental Premiums, Flexible Spending Accounts, and Taxable Cash Option. An Employee must choose the Flexible Benefit Options during the Open Enrollment Period established in the Suisun City Flexible Benefits Plan.
		3. <u>Restrictions.</u> An Employee may either enroll in the Core Flex Plan or be entitled to the Flexible Benefit Options as described in Section 2 of this Article, but may not participate in both, with the exception of the Voluntary Pre-Tax Payroll Deduction Flexible Spending Account.
		4. <u>Medical Insurance Benefits after Death While on Duty.</u> Should a Fire Safety member of this Union lose their life in the line of duty, the City agrees to continue to pay medical insurance payments as outlined above for the member's immediate dependent family, for those members enrolled in the City's health plan. Said payments will continue for a period of up to three years,



Article	Subject	Tentative Agreement
		<ul> <li>providing the City's insurance plan allows for continued participation. The surviving dependent family member(s) may remain on the City's medical plan at its own cost after the three years has elapsed, providing that the plan allows for continued participation.</li> <li><u>Sick Leave Conversion to Fund Medical Premiums.</u> Upon normal</li> </ul>
		retirement from the City by a Fire Safety member of this Union, 25.0 percent of an Employee's Sick Leave balance may be converted to a cash equivalent and used to fund medical premiums. This conversion will be deducted from the amount of unused sick leave reported for CalPERS credit pursuant to Government Code Section 20965.
	Life Insurance and Deferred Compensation	1. <u>Life Insurance</u> . The City agrees to provide a \$200,000 term and accidental death and dismemberment insurance policy for each represented Employee. The face value of the policy will begin reducing at age 65, per the policy's schedule of benefits.
Article 14		2. <u>Deferred Compensation Plan</u> . The City agrees to provide a Deferred Compensation Plan as an optional benefit to City Employees. The City will match the Employee's contribution up to 4% of the employee's base salary or \$118.00 (per pay period), whichever is greater. The City's match will be contributed to participating Employees on a pay-period basis.
Article 15	Workers' Compensation	The City shall provide Workers' Compensation Insurance coverage (hereinafter "Workers' Comp") for all Employees through its self-insured program.
Article 16	State Disability Insurance Coverage	1. <u>State Disability Insurance</u> . The City shall participate under the State Disability Insurance Program (hereinafter "SDI") for employees represented by the Union.
		2. <u>Payment of SDI Premiums</u> . SDI premiums shall be paid in full by the City on behalf of all participating Employees.
	Payroll Status	<ol> <li><u>Payroll Status</u>. Any Regular Employee shall be considered to be in a Payroll Status if the Employee is employed by the City under the one of the following conditions:</li> <li>Working Full-Time.</li> </ol>
Article 17		<ul> <li>B. Working Part-Time.</li> <li>C. Working on a restricted or limited duty basis.</li> <li>D. Off work due to an injury or illness covered under Workers' Compensation.</li> <li>E. Off work due to an injury or illness covered under State Disability Insurance.</li> <li>F. Off work while on an approved leave of absence covered under the Family and Medical Leave Act (FMLA).</li> <li>G. Off work while on an approved leave of absence covered under the California Family Rights Act (CFRA).</li> </ul>



Article	Subject	Tentative Agreement
		H. Off work while on an approved leave of absence covered under Pregnancy Disability Leave (PDL).
		2. <u>Continuation of City-Paid Insurance Premiums</u> . The City shall continue to contribute the City's share of the health, and life insurance premiums on behalf of an Employee who is receiving Workers' Comp/SDI benefits, as long as they are in a Payroll Status with the City or within the period provided in Chapter 10 of the Personnel Rules. An Employee is in a Payroll Status with the City, as long as they are using accrued Sick Leave, Vacation Leave, and/or CTO in conjunction with Workers' Comp/SDI benefits to create the equivalent of their normal paycheck.
		3. <u>Non-Payroll Status</u> . Any Employee who has exhausted their benefits under FMLA, CFRA, or PDL, and who is off work pursuant to Subsections 1.E. through 1.H. of this Article, and who has insufficient accrued paid leave balances to create the equivalent of a normal paycheck shall be considered to be in a Non-Payroll Status. Employees who are in a Non-Payroll Status will no longer accrue paid leave, and the City will no longer contribute the City's share of health insurance premiums on the Employee's behalf.
		A. An Employee off work pursuant to Subsection 1.D. of this Article, and who has insufficient accrued paid leave balances to create the equivalent of his/her normal paycheck shall be considered in a Non-Payroll Status. The Employee will no longer accrue paid leave (Vacation, Sick, and Holiday); however, the City will continue to contribute the City's share of health insurance premiums on the Employee's behalf for a period of no more than 12 months from the date of injury.
		1. <u>Employee Options Regarding SDI Medical Leave</u> . There are two options available to an Employee who is otherwise eligible for SDI insurance benefits, which are as follows:
Article 18	Workers' Compensation/SDI Medical Leave	<ul> <li>A. <u>Option 1</u>: Not applying for disability insurance benefits and using accrued Sick Leave, Vacation Leave, and/or Compensatory Time Off.</li> <li>B. <u>Option 2</u>: Applying for disability insurance benefits and integrating accrued paid leaves with the SDI benefits. Such accrued paid leaves shall include Sick Leave, Vacation Leave, and/or Compensatory Time Off, unless the Employee provides written notice to the City to limit the integration to only accrued Sick Leave with SDI benefits. If Option 2 is elected, the Employee shall stipulate on the application for SDI benefits whether the Employee is integrating Sick Leave with SDI benefits.</li> <li>C. The amount of supplement for any hour of any normal Workday shall not exceed the difference between 100.0 percent of the Employee's normal gross salary rate and the "weekly benefit amount."</li> </ul>
		2. <u>Medical Leave While on Workers' Comp/SDI</u> . Employees who are off work on medical leave covered under Workers' Comp or SDI may supplement their



Article	Subject	Tentative Agreement
		insurance coverage benefits to ensure that they receive up to 100.0 percent of their normal pay.
		3. <u>How a Supplement is Treated</u> . The Employee shall receive 100.0 percent of the Employee's gross salary rate until such time as the City is notified of the benefit paid to the Employee. The pay period following notification (normally the next pay period), the Employee will receive 100.0 percent of Employee's gross salary rate less the supplemental amount provided by Workers' Comp/SDI. Upon deduction of the amount equal to the supplemental amount from the Employee's gross pay, the Employee's Sick Leave, Vacation Leave, and/or Compensatory Time Off, shall be credited to the Employee's appropriate benefit accounts in an amount equal to the Employee's hourly Pay Rate.
		4. <u>Paid Leave Accrual</u> . An Employee shall earn Sick Leave and Vacation Leave benefits during any full bi-weekly pay period in which the Employee receives Workers' Comp/SDI benefits and is on Payroll Status. Furthermore, an Employee shall receive service credit for seniority and merit step increases during such a period, as long as the Employee is in a Payroll Status with the City, as provided herein.
		5. <u>Leave of Absence While on SDI</u> . An Employee who is receiving SDI benefits while absent from work, but who is in a Non-Payroll Status with the City is entitled to a leave of absence under Section 10.2 of the Personnel Rules subject to the requirements of that Section.
Article 19	Sick Leave	Rules regarding Sick Leave are set forth in Section 10.1 of the Personnel Rules. Employees off work on a protected leave status shall be required to use available accrued paid leave prior to using leave without pay.
		1. The City shall comply with applicable federal and state laws governing work- related injuries, leaves, and compensation.
Article 20	Leave of Absence Due to Injury Incurred While on Duty	2. Employees shall bring health and/or safety problems in the workplace to the attention of their supervisor as soon as possible.
		3. The City shall coordinate accrued Sick Leave with Workers' Compensation benefits.
		4. Employees who have exhausted their Sick Leave balances may use accrued Vacation Leave, and/or Compensatory Leave consistent with the provisions of Personnel Rules Subsection 10.3.1. Upon expiration of all paid leave time, an Employee shall be entitled to receive compensation only from the City's Workers' Compensation third-party administrator.
Article 21	Light Duty	1. Any Employee who previously has been off duty due to industrial injury or illness or other medical reason and who has been medically released by a doctor to



Article	Subject	Tentative Agreement
		return to work with restrictions may be assigned to light duty. Assignment to light duty will be based on the City's ability to accommodate the work restrictions.
		2. Light duty will not be approved unless there is work available which may be performed within the limitations and/or restrictions of the affected Employee.
Article 22	Uniforms and Uniform Allowances	<ol> <li><u>Uniform Allowances</u>. The City shall pay Fire Unit employees required to wear uniforms in the performance of their duties an annual uniform allowance of \$1300. Uniform allowance will be paid on the regular paychecks of a pro-rata basis, equally divided across each of the 26 paychecks.</li> <li><u>Uniforms</u>. During the term of this MOU, the City shall continue to supply the required uniform components as determined by the Fire Chief in a written departmental policy.</li> </ol>
Article 23	Reimbursement for Education or Training	<ol> <li><u>Approval.</u> On the recommendation of a Department Head and the approval of the City Manager, any Employee may embark on an approved course of education to enhance their job skills. A course of study may include courses needed to gain a degree in a job-related field or to improve opportunities for advancement or promotion with the City of Suisun City. If the Employee's Department Head will not recommend reimbursement for a course of study, the Employee may appeal to the City Manager or their designee.</li> <li><u>Reimbursement</u>. Employees are eligible for educational reimbursement for approved classes, including tuition and books, which shall not exceed \$1,500 per Employee per year. Upon successful completion of the coursework, the Employee shall submit to the Department Head and HR copies of dated receipts showing education costs (tuition, books, materials, mileage), as well as transcripts, grades or certificates showing successful course completion. If an Employee leaves City service within two years of receiving education reimbursement, the Employee must reimburse the City an amount equal to half of the total education reimbursement paid by the City.</li> <li><u>Certification and Educational Incentive Pay.</u> In order to encourage employees to provide optimum service to the public, employees may receive up to 5% incentive added to their base rate for a certification or relevant advanced education degree. A certification or advanced degree required for the position is not eligible for this incentive pay. To receive certification or education incentive pay, proof of completion must be submitted to the City Manager. The following list is eligible for incentive pay at the assigned incentive rate:</li> <li>Advanced degree beyond current requirement for job (AA, BA/BS, Masters) = 3%</li> </ol>
		B. Chief Officer (FIRE) = 1.5% C. Paramedic 1.5%



City of Suisun City Date: June 23, 2022

Article	Subject	Tentative Agreement
		4. <u>EMT Paramedic Incentive Pay Pilot Program.</u> As a pilot program, Fire Engineers and Fire Captains will receive incentive pay of 2% of their base salary for maintaining their EMT Certification as required for their positions. EMTs may not receive more than 5% total Incentive Pay when combined with the Certification and Educational Incentive Pay. Fire Engineers and Fire Captains who maintain their Paramedic Certification will receive an additional incentive pay of 8.5% of their base salary (for a total of 10%). Employees receiving Paramedic Incentive Pay are not eligible to receive EMT Incentive Pay. Paramedics may not receive more than 13% total Incentive Pay will cease / sunset June 30, 2023, at midnight.
Article 24	Physical Fitness Program	Upon approval of the Fire Chief, an Employee may apply up to \$250 of employee education and training incentive pay as reimbursement for 50 percent of actual cost of health club membership or other approved physical fitness training. Reimbursement will be made twice annually. Requests for reimbursement must be submitted by the Employee at least 30 days prior to the scheduled reimbursement date. This reimbursement may only be used for club dues or other approved physical fitness training regimen and may not be used to purchase home gym equipment.
Article 25	Probationary Period	<ul><li>Rules regarding Probationary Period are set forth in Section 7.5 of the Personnel Rules. These rules are amended to include the following provision:</li><li>All newly appointed Fire Engineers and Fire Captains shall serve a probationary period of 12 months.</li></ul>
Article 26	Performance Evaluations	<ol> <li><u>Annual Performance Evaluation</u>. Every represented Regular Employee shall receive a performance evaluation by their immediate supervisor at least annually. The annual review will normally occur within 30 days of the Employee's Anniversary Date, unless an alternate schedule is approved by the City Manager.</li> <li><u>Purpose</u>. The purpose of the Annual Performance Evaluation is to promote the successful performance of all City Employees through a process that provides feedback on past performance and directs future performance by identifying performance goals and objectives.</li> <li><u>Procedure</u>. The Employee's Department Head or designee will provide a written evaluation of the Employee's performance in a variety of skill or performance areas.</li> <li><u>Merit Increases</u>. In order to advance to a Pay Rate in the Pay Range, the evaluation must demonstrate that the advancement is merited on the basis of job performance. Performance ratings shall guide supervisors and Department Heads in determining whether merit advancements have been earned and should be recommended to the City Manager. Department Heads shall have the authority and responsibility to withhold or delay merit advancements if such advancement is not merited.</li> </ol>



City of Suisun City Date: June 23, 2022

Article	Subject	Tentative Agreement
Article 27	Disciplinary Action	Rules regarding Disciplinary Action are set forth in Chapter 12 of the Personnel Rules. The City recognizes the Firefighter Bill of Rights, Government Code Section 3250 through 3262.
Article 28	Grievance Procedure	Rules regarding the Grievance Procedure are set forth in Chapter 11 of the Personnel Rules.
Article 29	Contracting Out	In the event that the City decides to outsource work to a private contractor that would result in the displacement of current represented Employees, the City shall include a request in the Request for Proposal (hereinafter "RFP") that prospective contractors include a proposal to hire said Employees in their response to the RFP.
Article 30	Employee Assistance Program	The City will continue to provide an Employee Assistance Program (EAP). The program will include at a minimum but not limited to, five personal counseling sessions, counselors located within a reasonable commute distance, substance abuse counseling, availability of emergency visits, and workplace crisis response. Employees will be provided with a brochure outlining the benefits of the program.
Article 31	General Provisions	<ol> <li><u>Severability</u>. If any provision of this MOU should be held invalid or restrained by operation of law or by any court of competent jurisdiction, the remainder of this MOU shall not be affected.</li> <li><u>Full Understanding</u>. The Parties agree that this MOU sets forth the full and entire understanding of the Parties regarding the matters set forth herein, and verbal statements shall not supersede any of its provisions.</li> <li><u>No Requirement to Meet and Confer</u>. Except as otherwise provided in this Article, the Parties agree that neither Party shall be required to meet and confer concerning any specific provision of this MOU during the term of this MOU.</li> <li><u>Reopener</u>. Upon the written request of the City Manager, the Parties agree to reopen negotiations during the term of this MOU for the following purpose:</li> <li>Declaration of a Fiscal Emergency by the City Council which could result in Layoffs if the parties do not meet and confer on alternatives.</li> <li>If any other bargaining group has an employment contract with the City of Suisun City that contains applicable compensation provisions that are more advantageous for the Employees than this MOU.</li> <li>A positive or negative change occurs in the City's fiscal status that would affect the availability of funding for services provided in whole or in part by Employees represented by the Union.</li> <li>Update/Amend/Replace the City's Employer-Employee Relations Resolution; and</li> </ol>



City of Suisun City Date: June 23, 2022

Article	Subject	Tentative Agreement
		<ul> <li>E. Update/Amend the City's Administrative Directive AD7 – Personnel Rules &amp; Regulations.</li> <li>F. Notwithstanding the provisions of California Government Code section 20516.5, the parties agree that the above-indicated represent the only bases for reopening this MOU during its term.</li> </ul>
		5. <u>Savings Clause</u> . In the event that the implementation of any article, section or subsection of this MOU shall be frustrated on account of the operation of law or by any tribunal of competent jurisdiction, or if compliance with any article, section or subsection would be frustrated or restrained by such law or tribunal, representatives of the City and the Union shall, if possible, meet and confer for the purpose of endeavoring to agree on a replacement for such article, section or subsection.
		6. <u>No Strike/Lockout</u> . The Union agrees that there will be no strike, work stoppage, slowdown, "sick in", sit down, refusal to perform work, other interference with City operations, picketing, or refusal to enter upon City premises on any account or in connection with any grievance or dispute. The City agrees that it will not engage in any lockouts during the term of this MOU.
		7. <u>Successor MOU</u> . This MOU shall be in full effect from July 1, 2022, through and including June 30, 2023. Either party may serve upon the other its written request to commence negotiations for a successor MOU, as well as its initial written proposals for such successor MOU, as early as February 1, 2023. Upon receipt of such written notice and proposals, negotiations shall commence no later than 30 days thereafter. The Parties hereby declare that it is their mutual interest to negotiate a multi-year successor MOU consistent with City Council policy direction with the intent to be completed no later than June 30, 2023.
		8. <u>Distribution of MOU</u> . Within 10 days of the adoption of this MOU, all covered Employees shall receive a copy of the MOU. The "copy" may be provided in electronic format.
		9. <u>Effective Date</u> . The effective date of this MOU shall be July 1, 2022.

#### END

#### [SIGNATURES ON NEXT PAGE]

Item 5 Attachment 2



Γ.

City of Suisun City Date: June 23, 2022 Tentative Agreement IAFF, Local 1186

Subject to the foregoing, this Tentative Agreement is hereby executed by the authorized representatives of the City and the Union.

**City of Suisun City** 

Gregory Folsom City Manager

Christina Penland Human Resources Administrator



Kris Lofthus Deputy City Manager

Approved as to form Aleshire & Wynder, LLP

Elena Gerli, City Attorney

Suisun City Professional Firefighters' Association International Association of Firefighters (IAFF), Local 1186

Ken Martin // Labor Relations Consultant, IAFF, Local 1186

Jason Brassfield President IAFF, Local 1186

Aaron Leming Vice President IAFF, Local 1186

Page 20 of 20

# MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY PROFESSIONAL FIREFIGHTERS' ASSOCIATION, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF), LOCAL 1186

JULY 1, 2022 THROUGH JUNE 30, 2023

Tentative Agreement Approved 7/19/2022 MOU Approved 7/19/2022 Resolution 2022-\_\_\_

# Contents

Article	1	Preamble1
Article	2	Recognition1
1.	Job	Classes Represented1
2.	Tem	porary/Limited-Service Positions/Classifications1
Article	3	City Rights1
Article	4	Employee Rights2
Article	5	Personnel Rules and Regulations
Article	6	No Discrimination
Article	7	Union Access
1.	Unic	on Business
2.	Wor	k Locations4
3.	Sho	p Stewards4
4.	Rele	ase Time4
5.	Labo	or/Management Committee4
6.	Emp	loyee Orientation & Contact Information4
7.	Due	s Deduction5
Article	8	Compensation
1.	Sala	ries5
2.	Acti	ng Pay6
3.	Lon	gevity Pay6
4.	Bilin	gual Pay6
Article	9	Hours of Work6
1.	Atte	ndance6
2.	Wor	k Schedule6
3.	Ove	rtime Pay7
4.	Ove	rtime Credited as CTO7
5.	Abo	ve CTO Limit7
6.	сто	Cash-Out7
7.	Sala	ries
8.	Call	Back
9.	Paid	Leave

Article	10	Vacation Leave
1.	Vaca	ation Accrual8
2.	Max	kimum Accumulation
3.	Vaca	ation Cash-Out9
4.	Illne	ss During Vacation
5.	Sepa	aration from Service9
6.	Upo	n Death9
Article	11	Municipal Holidays9
1.	Reco	ognized Holidays9
Article	12	Retirement Benefits
1.	Clas	sic Safety Fire Employee Benefits10
2.	PEP	RA New Safety Fire Employee Benefits10
3.	Sick	Leave Conversion
Article	13	Medical and Dental Insurance11
1.	Core	e Flex Plan11
2.	Flex	ible Benefit Options11
3.	Rest	trictions11
4.	Med	dical Insurance Benefits after Death While on Duty11
5.	Sick	Leave Conversion to Fund Medical Premiums11
Article	14	Life Insurance and Deferred Compensation11
1.	Life	Insurance
2.	Defe	erred Compensation Plan12
Article	15	Workers' Compensation
Article	16	State Disability Insurance
1.	Stat	e Disability Insurance
2.	Рауі	ment of SDI Premiums
Article	17	Payroll Status
1.	Рауі	roll Status
2.	Con	tinuation of City-Paid Insurance Premiums12
3.	Non	-Payroll Status13
Article	18	Workers' Compensation/SDI Medical Leave
1.	Emp	ployee Options Regarding SDI Medical Leave13
2.	Med	dical Leave While on Workers' Comp/SDI13

3.	How	v a Supplement is Treated1	.3
4.	Paid	l Leave Accrual1	.4
5.	Leav	ve of Absence While on SDI1	.4
Article	19	Sick Leave1	.4
Article	20	Leave of Absence Due to Injury Incurred While on Duty1	.4
Article	21	Light Duty1	.4
Article	22	Uniforms and Uniform Allowances1	.4
1.	Unif	form Allowances1	.5
2.	Unif	forms1	.5
Article	23	Reimbursement for Education or Training1	.5
1.	Арр	roval1	.5
2.	Reir	nbursement1	.5
3.	Cert	ification and Educational Incentive Pay1	.5
4.	EMT	۲ Paramedic Incentive Pay Pilot Program1	.5
Article	24	Physical Fitness Program1	.6
Article	25	Probationary Period1	.6
Article	26	Performance Evaluations1	.6
1.	Ann	ual Performance Evaluation1	.6
2.	Purp	oose1	.6
3.	Proc	cedure1	.6
4.	Mer	it Increases1	.6
Article	27	Disciplinary Action1	.6
Article	28	Grievance Procedure1	.7
Article	29	Contracting Out1	.7
Article	30	Employee Assistance Program1	.7
Article	31	General Provisions1	.7
1.	Seve	erability1	.7
2.	Full	Understanding1	.7
3.	No I	Requirement to Meet and Confer1	.7
4.	Reo	pener1	.7
5.	Savi	ngs Clause1	.8
6.	No S	Strike/Lockout1	.8
7.	Suco	cessor MOU1	.8

8.	Distribution of MOU	18
9.	Effective Date	18

### Memorandum of Understanding Between The City of Suisun City And The Suisun City Professional Firefighters' Association, International Association of Firefighters (IAFF), Local 1186

#### Article 1 Preamble

This Memorandum of Understanding (hereinafter "MOU") is made and entered into between the CITY OF SUISUN CITY, (hereinafter "City"), and the Suisun City Professional Firefighters' Association formally recognized as the INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL 1186 (hereinafter "Union"), a formally Recognized Employee Organization pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code Section 3500 *et seq.*) representing the recently established Fire Unit.

The Parties have met and conferred in good faith through their designated representatives concerning those matters set forth in Government Code Section 3504 and have reached agreement thereon as set forth in this MOU. The Parties agree that this MOU shall be submitted to the City Council of the City of Suisun City with the joint recommendation of the designated representatives of the Parties that the City Council approve the MOU and take any additional action as may be necessary to implement its provisions.

#### Article 2 Recognition

1. <u>Job Classes Represented</u>. The City recognizes the Union as the exclusive representative for the Fire Unit consisting of the following represented Job Classes:

Fire Engineer Fire Captain

2. <u>Temporary/Limited-Service Positions/Classifications</u>. It is agreed that Temporary Employees, Part-Time Employees, Emergency Employees, Volunteer Employees, and contractors are not governed by this MOU and are not represented by the Union. Employees who work less than full time are not represented by the Union. If an employee who had occupied a Temporary, Provisional, or grant-funded Position/Classification is subsequently hired into the same job class as a Union represented Regular Employee, they shall be placed in the step level nearest to but not lower than their last Pay Rate as a Temporary, Provisional, or grant-funded Employee.

# Article 3 City Rights

1. Except as limited by the specific and express terms of this MOU, the City hereby retains and reserves unto itself all rights, powers, authority, duty and responsibilities confirmed on and vested

in it by the laws and the Constitution of the State of California, the Suisun City Code, and/or the laws and Constitution of the United States of America.

2. Regardless of any provision contained in this MOU or which may be inferred from this MOU, the City shall retain and shall have the right to exercise the following exclusive rights which include, but are not limited to, the following:

- A. The right to hire and fire.
- B. The right to determine the mission of its constituent departments, divisions, commissions, and boards.
- C. The right to set standards of service and municipal fees and charges.
- D. The right to determine the procedures and standards of selection for employment, assignment, transfer, and promotion of applicants and Employees, provided in the case of Employees that the exercise of such right shall not infringe on any rights that Employees have under this MOU.
- E. The right to direct its Employees.
- F. The right to discharge or suspend Employees for just cause and take other disciplinary actions against its Employees as set forth herein.
- G. The right to relieve its Employees from duty because of lack of work or other legitimate reasons.
- H. The right to maintain the efficiency of governmental operations.
- I. The right to determine the methods, means, and staffing to conduct governmental operations.
- J. The right to determine and re-determine job content and job classifications.
- K. The right to contract out any work which is now being performed by Employees of the City or which shall be performed in the future by Employees of the City, provided this only occurs in those situations where the tasks cannot be accomplished by current Union members as efficiently, economically, and expediently as can be achieved by such contracting out, provided that the City shall make every reasonable effort to place Employees displaced by such contracting out in other City service requiring similar skills as the work performed by the Employee when displaced by the contracting out and which requires minimal training to afford the Employee opportunity to adequately perform the new position.
- L. The right to take all necessary actions to carry out the mission of the City, its constituent departments, divisions, or commissions and boards in cases of emergencies.
- M. The right to exercise complete control and discretion over its organization and the technology of performing its work.

# Article 4 Employee Rights

Subject to the provisions of the City's Employer-Employee Relations Resolution No. 74-33 ("EERR") and any ensuing successor EERR resolutions, Employees of the City shall have the right to form, join, and participate in the activities of a Recognized Employee Organization of their own choosing for the purpose of representation on matters of employer-employee relations, including but not limited

to, wages, hours, and other terms and conditions of employment. Employees of the City also shall have the right to refuse to join or participate in the activities of Recognized Employee Organizations.

#### Article 5 Personnel Rules and Regulations

Administrative Directive - AD 7, the City's Personnel Rules and Regulations (hereinafter "Personnel Rules"), was approved by City Council Resolution No. 2011-52 on June 7, 2011. Except as may be provided in this MOU, the applicable sections of the Personnel Rules, as may be amended from time to time, shall apply to the Employees represented by the Union. Prior to amending Resolution No. 2011-52 regarding wages, hours, or other terms and conditions of employment, the Parties shall first meet and confer on the modifications as provided in the Meyers-Milias-Brown Act (Government Code Section 3500 *et seq*.). Unless otherwise provided in this MOU, the definitions of terms used in this MOU shall be the definitions provided in Chapter 2 of the Personnel Rules.

#### Article 6 No Discrimination

It is agreed that neither the Union, nor the City shall discriminate against any Employee because of race, national origin, gender, Union membership, protected concerted Union activity, or refusal to join the Union.

For an employer, because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person, to refuse to hire or employ the person or to refuse to select the person for a training program leading to employment, or to bar or to discharge the person from employment or from a training program leading to employment, or to discriminate against the person in compensation or in terms, conditions, or privileges of employment.

For a labor organization, because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person, to exclude, expel, or restrict from its membership the person, or to provide only second-class or segregated membership or to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of the person in the level of representation provided to that individual, the ability to run for an office in the Union or to discriminate in any way against any of its members.

#### Article 7 Union Access

1. <u>Union Business</u>. All Union business will be conducted by Employees and Union representatives outside of established working hours. Nothing herein shall be construed to prevent

a Union representative or an Employee from contacting the City Manager or other management representatives regarding personnel-related matters during working hours.

2. <u>Work Locations</u>. The authorized Union Representative, if any, shall be given access to the Fire Station during working hours, provided that prior to visiting the Fire Station, the Union Representative notifies the Fire Chief.

3. <u>Shop Stewards</u>. In addition to the Union president, one steward shall be appointed by the Union as alternate representative to assist in resolving workplace issues and other representational duties including but not limited to Grievances.

4. <u>Release Time</u>. The City may grant a total of 16 hours of paid time for the Union president and one steward to attend training scheduled during the Employee's normal working hours. Those hours may be split among the two Union officials at the Union's discretion. The Union will be responsible for overseeing the time used and calculating the time remaining. The Union must notify the City Manager or designee with each approved time off request. The Union president shall submit written requests for release time to the Employee's immediate supervisor. The supervisor's decision to approve will be based on the operational needs of the City. The Employee and the Union president will certify the Employee's attendance. Unused training hours may accrue to a maximum of 32 hours.

5. <u>Labor/Management Committee</u>. The City and the Union agree to set up a Labor / Management Committee to encourage open communication, to promote harmonious relations, and to resolve matters of mutual concern. The Committee will meet quarterly or as mutually agreed to by the parties. The Committee will be composed of one representative from the City, one representative from the Union, and the Union Business Agent, if any. The meetings are informal and are not intended to be for discussion of issues handled under other provisions herein such as grievances, disciplinary actions, or negotiations.

6. <u>Employee Orientation & Contact Information</u>. All Employees will receive a New Employee Orientation within their first five (5) regular Workdays of employment with the City. The New Employee Orientation will be presented by Human Resources Division staff members at a time and place determined by the City. The purpose of the orientation is to review and complete required payroll, insurance, benefits, and similar required documentation; to train the Employee regarding City and/or Departmental policies, procedures, and specific requirements of the position; and to provide other necessary information. At no time during the orientation shall a City or Union representative provide derogatory information or advocacy about the other.

- A. The City will provide the Union notice of a pending New Employee Orientation within one(1) business day of the execution of an employment offer letter.
- B. One (1) Union representative, officer, steward, or member will be provided an opportunity for a 15-minute private session with the new Employee during the New Employee Orientation. The Union may provide written information to be included with the orientation materials, in lieu of such a private session. Two (2) business days prior to the New Employee

Orientation, the Union will provide to Human Resources the name and the contact information of its participating representative. The City and the Union will mutually agree to a suitable time during the New Employee Orientation for The Union's private meeting with the new Employee. Such private meeting will occur at the same location as the New Employee Orientation.

- C. Within 30 days of hire, and annually thereafter, the City will provide the Union with Employee contact information in electronic format as required by State law for all represented Employees.
- D. The Union will provide the City a minimum of thirty days' notice of any change in the amount of membership dues to be deducted.
- E. The City will not provide the Union with any home address, home telephone number, personal cellular telephone number, or personal email address of any employee who has made a written request to the City regarding non-disclosure of said information (except, with respect to personal email addresses, as may be necessary to comply with the California Public Records Act).

7. <u>Dues Deduction</u>. The Union may request that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by the Union, from the wages and salaries of Union members. The Union hereby certifies that the Union has and shall maintain all such deduction authorizations signed by the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. Accordingly, Union membership dues shall be deducted over 24 pay periods in accordance with the City procedures and provisions of applicable law from the salary of each employee whose name is provided by the Union. Such deduction shall be made only when the Union member's earnings for the subject pay period are sufficient after other legally required deductions are made.

- A. Remittance of the aggregate amount of all such monies shall be made by the City to the Union at the conclusion of each payroll period in which said dues were deducted. Any changes in Union dues must be given to the City a minimum of thirty (30) days prior to change to accommodate changes to payroll.
- B. The Union shall have a duty to defend and shall indemnify and hold harmless the City against any liability arising from a claim, demand, or other action relating to any The Union requested deduction, or any provision or obligation set forth in this Article. The City reserves the right to select its own counsel for its defense hereunder at the Union's expense.

# Article 8 Compensation

1. <u>Salaries</u>. Assuming funding pursuant to the American Rescue Plan Act of 2021 as a condition precedent, the City proposes to provide additional pay to all bargaining unit employees as follows:

- A. The City will provide a \$6.00 per hour non-pensionable additional pay on top of the base pay rate for all represented safety job classes.
- B. Payments will be made on a bi-weekly basis.
- C. All the additional pay hourly increases authorized herein will sunset June 30, 2023.

2. <u>Acting Pay</u>. Employees covered by this MOU shall receive Acting Pay under the following conditions:

- A. Employees must qualify to receive Acting Pay by acting in the higher job class and performing substantially the full range of duties and responsibilities of the higher job class for a period of two weeks. The qualifying period may be satisfied one full workday at a time.
- B. Employees who are certified to act in a higher job class will receive Acting Pay in an amount of 5.0 percent of their current salary whenever they act in the higher job class for a minimum of two consecutive weeks, retroactive to the first day of the assignment, while performing substantially the full range of duties and responsibilities of the higher job class.
- C. To receive Acting Pay, employees must meet the minimum qualifications of the higher job class, and employees may not refuse to perform any duty or responsibility of the higher job class.
- D. Acting Pay shall not be applied to a request to cash-out any form of paid leave, or payment for paid leave hours on the books at time of separation.

3. <u>Longevity Pay.</u> Upon the completion of five (5) years of continuous full-time service, represented employees shall be entitled to a 3.0 percent increase in compensation; employees who complete ten (10) years of continuous full-time service shall be entitled to an additional 3.0 percent increase in compensation (for a total of 6.0 percent).

4. <u>Bilingual Pay</u>. A represented employee fluent in Spanish, Tagalog or other language, the use of which the City Manager has determined to be of benefit to the City (based on the recommendation of the Fire Chief), shall be paid \$46.15 per pay period upon written approval by the City Manager. Fluency shall be certified by a test administered through the Human Resources office. To become certified, an employee must achieve a score of at least 9 on a scale of 12. A certified employee shall request Bilingual Incentive Pay on a form approved by the City Manager. Employees shall be recertified at least once every two years.

# Article 9 Hours of Work

1. <u>Attendance</u>. Employees shall be in attendance at their workstation in accordance with departmental schedules unless on approved leave.

2. <u>Work Schedule.</u> Fire Captains and Fire Engineers will be assigned to a 48/96 work schedule consisting of 24-hour workdays to comprise a workweek on average of 56-hours, with two days

on and four days off (XXOOOO where X = workday and O = day off), as determined by the Fire Chief.

3. <u>Overtime Pay.</u> For the purpose of overtime and minimum time calculations as required by the federal Fair Labor Standards Act ("FLSA"), an employee may not be paid twice for the same time period. If time periods overlap, then the time shall be calculated as a continuous work period.

- A. The City agrees to compensate employees scheduled to a 48/96 schedule consisting of an average 56-hour workweek at a rate of one and one-half times the employees' regular rate of pay, as that phrase is defined in the FLSA (hereinafter "Overtime Rate") for each hour of work required in excess of the first 53 hours scheduled per workweek.
- B. The City will implement reporting of time worked over the FLSA threshold of 53 hours per workweek as premium pay in accordance with California Code of Regulations (CCR), Title 2, Section 571.
- C. Employees shall be compensated at the applicable Overtime Rate for work assigned in excess of the regularly scheduled workday, rounded to the nearest minute.
- D. For purposes of Overtime computation, all paid time, including Sick Leave, Vacation Leave, and Compensatory Time Off (the "CTO"), shall be considered hours worked.
- E. All overtime hours must be approved in advance by the Fire Chief or his/her designee; provided, however, that when emergency conditions exist, the Fire Chief or his/her designee may approve exceptions to this procedure.

4. <u>Overtime Credited as CTO.</u> Except as provided in Section 4.C below, overtime worked may be credited as Compensatory Time Off ("CTO") or be paid as overtime at the discretion of the Employee. CTO will be credited at a rate of one and one-half times the overtime hours worked. The maximum accumulation of CTO is as follows:

- A. First 10 years of City service: 160.0 hours;
- B. Over 10 years of City service: 200.0 hours;
- C. Any Overtime worked in excess of these limits shall be compensated on a paid basis.

5. <u>Above CTO Limit.</u> If an Employee is at or above the CTO accumulation limit, then they will prospectively only get paid Overtime (as opposed to CTO) for Overtime worked. Once the CTO accumulation balance has been reduced by 40.0 hours below the accumulation limit, an Employee will again be allowed to accrue CTO as opposed to receiving Overtime pay. Upon separation of service, an Employee is entitled to receive the cash value of all accumulated CTO.

6. <u>CTO Cash-Out</u>. Employees are allowed to cash out a maximum CTO amount as accumulated by January of each year (1-10 years of service to Suisun City: 40 hours; 10 years and above: 50 hours). The Finance Department will send out a request form in November of the preceding year that includes written verification of each Employee's current CTO balance. Employees may make an irrevocable request for the upcoming calendar year to cash-out CTO by filling out and signing the form provided by Finance. The form must be submitted to Finance by

the date provided on the form which must be in the calendar year preceding the January cashout. With the exception of the January cash-out, Employees may not cash out CTO except upon leaving City Service. No CTO cash-out election will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons.

7. <u>Salaries.</u> The City will provide hourly compensation at the same monthly rate as contained in the Citywide Salary Schedule. Hourly rates will be calculated to reflect Alternative Work Schedule described herein.

8. <u>Call Back.</u> All hours worked when called back to work will be paid at the Overtime rate. An employee will be paid a minimum of two (2) hours of Call Back Pay. Call Back Pay will commence when the employee departs to the requested work location.

9. <u>Paid Leave</u>. All paid leave (Sick Leave, Vacation Leave, and CTO) shall be charged to the Employee's paid leave balance(s) for all hours not worked up to the scheduled hours for that day(s). For example, if an Employee is off sick on a 24.0-hour day that Employee's Sick Leave balance would be reduced by 24.0 hours for that absence.

# Article 10 Vacation Leave

Use of Vacation Leave requires prior written approval by the Department Head or their designee. Employees are encouraged to take vacations lasting at least one week. Vacation Leave may not be granted in excess of the Vacation Leave balance that has been accrued at the time that the Vacation Leave is granted.

1. <u>Vacation Accrual</u>. Accrual of Vacation Leave shall commence effective with the date of hire, according to the following schedule, prorated on a pay period basis (annual total divided by 26 biweekly pay periods to two decimal places of accuracy):

- A. For the First Five Years of Service: Employees shall earn and be credited with Vacation Leave at the rate of 112.0 hours per year for those working a 56 hour per week schedule.
- B. Commencing at the start of the Six Year: Employees shall earn and be credited with Vacation Leave at the rate of 168.0 hours per year for those working a 56 hour per week schedule.
- C. Commencing at the start of the Eleventh Year: Employees shall earn and be credited with Vacation Leave at the rate of 224.0 hours per year for those working a 56 hour per week schedule.
- D. Commencing at the start of the Sixteenth Year: Employees shall earn and be credited with Vacation Leave at the rate of 257.6 hours per year for those working a 56 per week schedule.

2. <u>Maximum Accumulation</u>. Employees with 15 or fewer years of service with the City may accumulate up to a maximum of 240.0 hours of Vacation Leave. Employees with over 15 years of service with the City may accumulate up to a maximum of 320.0 hours of Vacation Leave. Under exceptional circumstances, such as heavy workloads or staffing shortages, the City Manager may authorize the accumulation of additional Vacation Leave. If an Employee is at the

limit, they must request to take Vacation Leave off. If a written request to do so is disapproved, the limit may be increased by the City Manager. Failure to request time off will result in stopping the accumulation/accrual of Vacation Leave until the balance is reduced by 40 hours.

3. <u>Vacation Cash-Out</u>. Employees may Cash-out a maximum of forty (40) hours of Vacation Leave in January of each year as long as there remains a minimum of eight (8) hours in the employee's Vacation Leave balance after cash-out. The Finance Department will send out a request form, in November of the preceding calendar year, that includes written verification of each employee's current Vacation Leave balance. Employees may make an irrevocable request for the upcoming calendar year to cash-out Vacation Leave by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form. With the exception of the January cash-out, Employees may not cash-out Vacation Leave except upon leaving City Service. No Vacation cash-out election will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons.

4. <u>Illness During Vacation</u>. If an Employee becomes ill while on Vacation Leave, Sick Leave may be authorized instead of Vacation Leave upon approval of the Department Head. The Department Head may require written physician's verification of the Employee's illness.

5. <u>Separation from Service</u>. Upon separation from service, an Employee is entitled to receive the cash value of all accrued Vacation Leave.

6. <u>Upon Death</u>. When separation is caused by death, payment equivalent to accrued Vacation Leave shall be made to the Employee's estate.

# Article 11 Municipal Holidays

1. <u>Recognized Holidays</u>. The following are recognized as Holidays:

The first day of January, New Year's Day. The third Monday in January, Martin Luther King's Birthday. The third Monday in February, President's Day. The last Monday in May, Memorial Day. The nineteenth day of June, Juneteenth Day. The fourth day of July, Independence Day. The fourth day of July, Independence Day. The first Monday in September, Labor Day. The second Monday in October, Columbus Day. The eleventh day of November, Veteran's Day. The fourth Thursday in November, Thanksgiving Day. The fourth Friday in November, the day after Thanksgiving Day. The twenty-fifth day of December, Christmas Day.

Any date proclaimed by the Mayor of Suisun City as a Holiday.

Holidays proclaimed by the President of the United States or the Governor of the State of California shall be subject to the meet and confer process.

2. Fire Unit Employees are required to work when scheduled on a Holiday as a matter of health and safety of the community.

3. Prior to July 1, 2022, the City paid Fire Unit Employees scheduled to work on a holiday with five (5) days' notice an overtime rate of one and one half (1.5) times the Employee's regular rate of pay for each hour worked. Employees scheduled with less than five (5) days' notice were paid an overtime rate of two (2) times the Employee's regular rate of pay for each hour worked.

4. Effective July 1, 2022, the City shall no longer provide any special pay for employees working a holiday, but rather all employees shall receive 2.0% of base salary paid as holiday compensation in lieu of observing time off on a holiday. Holiday compensation will be paid on a biweekly basis.

5. Section 8.6 of the Personnel Rules shall not apply.

#### Article 12 Retirement Benefits

The Public Employees' Pension Reform Act of 2013 ("PEPRA") provides that all Employees who are currently participating in a CalPERS retirement plan, or those who have had a break in service that does not exceed six months, shall be considered "Classic" Employees. All "new" Employees as defined by CalPERS, hired after January 1, 2013, who do not meet this criteria shall be considered PEPRA "New Employees."

1. <u>Classic Safety Fire Employee Benefits</u>. Except as otherwise provided in this Article, the City agrees to provide the 2.0 percent at 55 CalPERS Retirement Plan, with One-Year Final Compensation, including the 1959 Survivor's Benefit Level 3, for Safety Fire Employees. The City shall pay the Employer's contribution. The employee shall pay the Employee's contribution as established by CalPERS. The salaries for Employees covered under the Safety Fire CalPERS Plan have been increased by 5.0 percent in lieu of the City's provision of 2.0 percent at 50 Safety Fire Retirement Plan. Effective October 1, 2021, all Fire Safety employees covered by this MOU received an increase to their base hourly rate of 7.5 percent in exchange for the Classic Safety Fire Employees paying the full Employee contribution.

2. <u>PEPRA New Safety Fire Employee Benefits</u>. The City agrees to provide 2.0% at 57 CalPERS PEPRA Plan for New Safety Fire Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no Employer Paid Member Contribution ("EPMC") is allowed. Should any provision in this MOU be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence. 3. <u>Sick Leave Conversion</u>. The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965.

# Article 13 Medical and Dental Insurance

1. <u>Core Flex Plan.</u> The City will contribute up to the equivalent of the Kaiser Permanente Region 1 Premium for Employee, Employee plus one, and Employee plus Family toward the monthly premium cost. Should the health plan premium selected by the employee cost be less than the Kaiser Permanente Region 1, the City shall pay no more that the full cost of the health plan premium rate for employees who select a health plan with a lower cost premium.

2. <u>Flexible Benefit Options.</u> The City agrees to provide \$500.00 per month (employee only) and \$700.00 per month (employee plus one or more dependents) Flexible Benefit Credit that may be used in lieu of the Core Flex Plan enrollment per Section 1 of this Article. The Flexible Benefit Credit may be divided among Dental Premiums, Flexible Spending Accounts, and Taxable Cash Option. An Employee must choose the Flexible Benefit Options during the Open Enrollment Period established in the Suisun City Flexible Benefits Plan.

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

4. <u>Medical Insurance Benefits after Death While on Duty.</u> Should a Fire Safety member of this Union lose their life in the line of duty, the City agrees to continue to pay medical insurance payments as outlined above for the member's immediate dependent family, for those members enrolled in the City's health plan. Said payments will continue for a period of up to three years, providing the City's insurance plan allows for continued participation. The surviving dependent family member(s) may remain on the City's medical plan at its own cost after the three years has elapsed, providing that the plan allows for continued participation.

5. <u>Sick Leave Conversion to Fund Medical Premiums.</u> Upon normal retirement from the City by a Fire Safety member of this Union, 25.0 percent of an Employee's Sick Leave balance may be converted to a cash equivalent and used to fund medical premiums. This conversion will be deducted from the amount of unused sick leave reported for CalPERS credit pursuant to Government Code Section 20965.

# Article 14 Life Insurance and Deferred Compensation

1. <u>Life Insurance</u>. The City agrees to provide a \$200,000 term and accidental death and dismemberment insurance policy for each represented Employee. The face value of the policy will begin reducing at age 65, per the policy's schedule of benefits.

11

2. <u>Deferred Compensation Plan</u>. The City agrees to provide a Deferred Compensation Plan as an optional benefit to City Employees. The City will match the Employee's contribution up to 4% of the employee's base salary or \$118.00 (per pay period), whichever is greater. The City's match will be contributed to participating Employees on a pay-period basis.

# Article 15 Workers' Compensation

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

#### Article 16 State Disability Insurance

1. <u>State Disability Insurance</u>. The City shall participate under the State Disability Insurance Program (hereinafter "SDI") for employees represented by the Union.

2. <u>Payment of SDI Premiums</u>. SDI premiums shall be paid in full by the City on behalf of all participating Employees.

#### Article 17 Payroll Status

1. <u>Payroll Status</u>. Any Regular Employee shall be considered to be in a Payroll Status if the Employee is employed by the City under the one of the following conditions:

- A. Working Full-Time.
- B. Working Part-Time.
- C. Working on a restricted or limited duty basis.
- D. Off work due to an injury or illness covered under Workers' Compensation.
- E. Off work due to an injury or illness covered under State Disability Insurance.
- F. Off work while on an approved leave of absence covered under the Family and Medical Leave Act (FMLA).
- G. Off work while on an approved leave of absence covered under the California Family Rights Act (CFRA).
- H. Off work while on an approved leave of absence covered under Pregnancy Disability Leave (PDL).

2. <u>Continuation of City-Paid Insurance Premiums</u>. The City shall continue to contribute the City's share of the health, and life insurance premiums on behalf of an Employee who is receiving Workers' Comp/SDI benefits, as long as they are in a Payroll Status with the City or within the period provided in Chapter 10 of the Personnel Rules. An Employee is in a Payroll Status with the City, as long as they are using accrued Sick Leave, Vacation Leave, and/or CTO in conjunction with Workers' Comp/SDI benefits to create the equivalent of their normal paycheck.

3. <u>Non-Payroll Status</u>. Any Employee who has exhausted their benefits under FMLA, CFRA, or PDL, and who is off work pursuant to Subsections 1.E. through 1.H. of this Article, and who has insufficient accrued paid leave balances to create the equivalent of a normal paycheck shall be considered to be in a Non-Payroll Status. Employees who are in a Non-Payroll Status will no longer accrue paid leave, and the City will no longer contribute the City's share of health insurance premiums on the Employee's behalf.

A. An Employee off work pursuant to Subsection 1.D. of this Article, and who has insufficient accrued paid leave balances to create the equivalent of his/her normal paycheck shall be considered in a Non-Payroll Status. The Employee will no longer accrue paid leave (Vacation, Sick, and Holiday); however, the City will continue to contribute the City's share of health insurance premiums on the Employee's behalf for a period of no more than 12 months from the date of injury.

#### Article 18 Workers' Compensation/SDI Medical Leave

1. <u>Employee Options Regarding SDI Medical Leave</u>. There are two options available to an Employee who is otherwise eligible for SDI insurance benefits, which are as follows:

- A. <u>Option 1</u>: Not applying for disability insurance benefits and using accrued Sick Leave, Vacation Leave, and/or Compensatory Time Off.
- B. <u>Option 2</u>: Applying for disability insurance benefits and integrating accrued paid leaves with the SDI benefits. Such accrued paid leaves shall include Sick Leave, Vacation Leave, and/or Compensatory Time Off, unless the Employee provides written notice to the City to limit the integration to only accrued Sick Leave with SDI benefits. If Option 2 is elected, the Employee shall stipulate on the application for SDI benefits whether the Employee is integrating Sick Leave with SDI benefits.
- C. The amount of supplement for any hour of any normal Workday shall not exceed the difference between 100.0 percent of the Employee's normal gross salary rate and the "weekly benefit amount."

2. <u>Medical Leave While on Workers' Comp/SDI</u>. Employees who are off work on medical leave covered under Workers' Comp or SDI may supplement their insurance coverage benefits to ensure that they receive up to 100.0 percent of their normal pay.

3. <u>How a Supplement is Treated</u>. The Employee shall receive 100.0 percent of the Employee's gross salary rate until such time as the City is notified of the benefit paid to the Employee. The pay period following notification (normally the next pay period), the Employee will receive 100.0 percent of Employee's gross salary rate less the supplemental amount provided by Workers' Comp/SDI. Upon deduction of the amount equal to the supplemental amount from the Employee's gross pay, the Employee's Sick Leave, Vacation Leave, and/or Compensatory Time Off, shall be credited to the Employee's appropriate benefit accounts in an amount equal to the Employee's hourly Pay Rate.

4. <u>Paid Leave Accrual</u>. An Employee shall earn Sick Leave and Vacation Leave benefits during any full bi-weekly pay period in which the Employee receives Workers' Comp/SDI benefits and is on Payroll Status. Furthermore, an Employee shall receive service credit for seniority and merit step increases during such a period, as long as the Employee is in a Payroll Status with the City, as provided herein.

5. <u>Leave of Absence While on SDI</u>. An Employee who is receiving SDI benefits while absent from work, but who is in a Non-Payroll Status with the City is entitled to a leave of absence under Section 10.2 of the Personnel Rules subject to the requirements of that Section.

# Article 19 Sick Leave

Rules regarding Sick Leave are set forth in Section 10.1 of the Personnel Rules. Employees off work on a protected leave status shall be required to use available accrued paid leave prior to using leave without pay.

# Article 20 Leave of Absence Due to Injury Incurred While on Duty

1. The City shall comply with applicable federal and state laws governing work-related injuries, leaves, and compensation.

2. Employees shall bring health and/or safety problems in the workplace to the attention of their supervisor as soon as possible.

3. The City shall coordinate accrued Sick Leave with Workers' Compensation benefits.

4. Employees who have exhausted their Sick Leave balances may use accrued Vacation Leave, and/or Compensatory Leave consistent with the provisions of Personnel Rules Subsection 10.3.1. Upon expiration of all paid leave time, an Employee shall be entitled to receive compensation only from the City's Workers' Compensation third-party administrator.

# Article 21 Light Duty

1. Any Employee who previously has been off duty due to industrial injury or illness or other medical reason and who has been medically released by a doctor to return to work with restrictions may be assigned to light duty. Assignment to light duty will be based on the City's ability to accommodate the work restrictions.

2. Light duty will not be approved unless there is work available which may be performed within the limitations and/or restrictions of the affected Employee.

# Article 22 Uniforms and Uniform Allowances

14

1. <u>Uniform Allowances</u>. The City shall pay Fire Unit employees required to wear uniforms in the performance of their duties an annual uniform allowance of \$1300. Uniform allowance will be paid on the regular paychecks of a pro-rata basis, equally divided across each of the 26 paychecks.

2. <u>Uniforms</u>. During the term of this MOU, the City shall continue to supply the required uniform components as determined by the Fire Chief in a written departmental policy.

# Article 23 Reimbursement for Education or Training

1. <u>Approval</u>. On the recommendation of a Department Head and the approval of the City Manager, any Employee may embark on an approved course of education to enhance their job skills. A course of study may include courses needed to gain a degree in a job-related field or to improve opportunities for advancement or promotion with the City of Suisun City. If the Employee's Department Head will not recommend reimbursement for a course of study, the Employee may appeal to the City Manager or their designee.

2. <u>Reimbursement</u>. Employees are eligible for educational reimbursement for approved classes, including tuition and books, which shall not exceed \$1,500 per Employee per year. Upon successful completion of the coursework, the Employee shall submit to the Department Head and HR copies of dated receipts showing education costs (tuition, books, materials, mileage), as well as transcripts, grades or certificates showing successful course completion. If an Employee leaves City service within two years of receiving education reimbursement, the Employee must reimburse the City an amount equal to half of the total education reimbursement paid by the City.

3. <u>Certification and Educational Incentive Pay.</u> In order to encourage employees to provide optimum service to the public, employees may receive up to 5% incentive added to their base rate for a certification or relevant advanced education degree. A certification or advanced degree required for the position is not eligible for this incentive pay. To receive certification or education incentive pay, proof of completion must be submitted to the City Manager. The following list is eligible for incentive pay at the assigned incentive rate:

- A. Advanced degree beyond current requirement for job (AA, BA/BS, Masters) = 3%
- B. Chief Officer (FIRE) = 1.5%
- C. Paramedic 1.5%

4. <u>EMT Paramedic Incentive Pay Pilot Program.</u> As a pilot program, Fire Engineers and Fire Captains will receive incentive pay of 2% of their base salary for maintaining their EMT Certification as required for their positions. EMTs may not receive more than 5% total Incentive Pay when combined with the Certification and Educational Incentive Pay. Fire Engineers and Fire Captains who maintain their Paramedic Certification will receive an additional incentive pay of 8.5% of their base salary (for a total of 10%). Employees receiving Paramedic Incentive Pay are not eligible to receive EMT Incentive Pay. Paramedics may not receive more than 13% total

Incentive Pay when combined with the Certification and Educational Incentive Pay. This Incentive Pay will cease / sunset June 30, 2023, at midnight.

# Article 24 Physical Fitness Program

Upon approval of the Fire Chief, an Employee may apply up to \$250 of employee education and training incentive pay as reimbursement for 50 percent of actual cost of health club membership or other approved physical fitness training. Reimbursement will be made twice annually. Requests for reimbursement must be submitted by the Employee at least 30 days prior to the scheduled reimbursement date. This reimbursement may only be used for club dues or other approved physical fitness training regimen and may not be used to purchase home gym equipment.

# Article 25 Probationary Period

Rules regarding Probationary Period are set forth in Section 7.5 of the Personnel Rules. These rules are amended to include the following provision:

All newly appointed Fire Engineers and Fire Captains shall serve a probationary period of 12 months.

# Article 26 Performance Evaluations

1. <u>Annual Performance Evaluation</u>. Every represented Regular Employee shall receive a performance evaluation by their immediate supervisor at least annually. The annual review will normally occur within 30 days of the Employee's Anniversary Date, unless an alternate schedule is approved by the City Manager.

2. <u>Purpose</u>. The purpose of the Annual Performance Evaluation is to promote the successful performance of all City Employees through a process that provides feedback on past performance and directs future performance by identifying performance goals and objectives.

3. <u>Procedure</u>. The Employee's Department Head or designee will provide a written evaluation of the Employee's performance in a variety of skill or performance areas.

4. <u>Merit Increases</u>. In order to advance to a Pay Rate in the Pay Range, the evaluation must demonstrate that the advancement is merited on the basis of job performance. Performance ratings shall guide supervisors and Department Heads in determining whether merit advancements have been earned and should be recommended to the City Manager. Department Heads shall have the authority and responsibility to withhold or delay merit advancements if such advancement is not merited.

# Article 27 Disciplinary Action

Rules regarding Disciplinary Action are set forth in Chapter 12 of the Personnel Rules. The City recognizes the Firefighter Bill of Rights, Government Code Section 3250 through 3262.

16

# Article 28 Grievance Procedure

Rules regarding the Grievance Procedure are set forth in Chapter 11 of the Personnel Rules.

# Article 29 Contracting Out

In the event that the City decides to outsource work to a private contractor that would result in the displacement of current represented Employees, the City shall include a request in the Request for Proposal (hereinafter "RFP") that prospective contractors include a proposal to hire said Employees in their response to the RFP.

# Article 30 Employee Assistance Program

The City will continue to provide an Employee Assistance Program (EAP). The program will include at a minimum but not limited to, five personal counseling sessions, counselors located within a reasonable commute distance, substance abuse counseling, availability of emergency visits, and workplace crisis response. Employees will be provided with a brochure outlining the benefits of the program.

# Article 31 General Provisions

1. <u>Severability</u>. If any provision of this MOU should be held invalid or restrained by operation of law or by any court of competent jurisdiction, the remainder of this MOU shall not be affected.

2. <u>Full Understanding</u>. The Parties agree that this MOU sets forth the full and entire understanding of the Parties regarding the matters set forth herein, and verbal statements shall not supersede any of its provisions.

3. <u>No Requirement to Meet and Confer</u>. Except as otherwise provided in this Article, the Parties agree that neither Party shall be required to meet and confer concerning any specific provision of this MOU during the term of this MOU.

4. <u>Reopener</u>. Upon the written request of the City Manager, the Parties agree to reopen negotiations during the term of this MOU for the following purpose:

- A. Declaration of a Fiscal Emergency by the City Council which could result in Layoffs if the parties do not meet and confer on alternatives.
- B. If any other bargaining group has an employment contract with the City of Suisun City that contains applicable compensation provisions that are more advantageous for the Employees than this MOU, the parties may agree to meet and confer on the modification of this MOU.

- C. A positive or negative change occurs in the City's fiscal status that would affect the availability of funding for services provided in whole or in part by Employees represented by the Union.
- D. Update/Amend/Replace the City's Employer-Employee Relations Resolution; and
- E. Update/Amend the City's Administrative Directive AD7 Personnel Rules & Regulations.
- F. Notwithstanding the provisions of California Government Code section 20516.5, the parties agree that the above-indicated represent the only bases for reopening this MOU during its term.

5. <u>Savings Clause</u>. In the event that the implementation of any article, section or subsection of this MOU shall be frustrated on account of the operation of law or by any tribunal of competent jurisdiction, or if compliance with any article, section or subsection would be frustrated or restrained by such law or tribunal, representatives of the City and the Union shall, if possible, meet and confer for the purpose of endeavoring to agree on a replacement for such article, section or subsection.

6. <u>No Strike/Lockout</u>. The Union agrees that there will be no strike, work stoppage, slowdown, "sick in", sit down, refusal to perform work, other interference with City operations, picketing, or refusal to enter upon City premises on any account or in connection with any grievance or dispute. The City agrees that it will not engage in any lockouts during the term of this MOU.

7. <u>Successor MOU</u>. This MOU shall be in full effect from July 1, 2022, through and including June 30, 2023. Either party may serve upon the other its written request to commence negotiations for a successor MOU, as well as its initial written proposals for such successor MOU, as early as February 1, 2023. Upon receipt of such written notice and proposals, negotiations shall commence no later than 30 days thereafter. The Parties hereby declare that it is their mutual interest to negotiate a multi-year successor MOU consistent with City Council policy direction with the intent to be completed no later than June 30, 2023.

8. <u>Distribution of MOU</u>. Within 10 days of the adoption of this MOU, all covered Employees shall receive a copy of the MOU. The "copy" may be provided in electronic format.

9. <u>Effective Date</u>. The effective date of this MOU shall be July 1, 2022.

# [SIGNATURES ON NEXT PAGE]

Item 5 Attachment 3

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY PROFESSIONAL FIREFIGHTERS' ASSOCIATION, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF), LOCAL 1186 JULY 1, 2022, THROUGH JUNE 30, 2023

CITY OF SUISUN CITY REPRESENTATIVES

Gregory Folsom City Manager

Christina Penland Human Resources Administrator

Kris Loffhus Deputy City Manager

Approved as to form Aleshire & Wynder, LLP

Elena G. Gerli, City Attorney

SUISUN CITY PROFESSIONAL FIREFIGHTERS' ASSOCIATION IAFF, LOCAL 1186 REPRESENTATIVES:

Ken Martin, Labor Relations Consultant IAFF, Local 1186

Jason Brassfield, President IAFF, Local 1186

Aaron Leming, Vice President IAFF, Local 1186

# AGENDA TRANSMITTAL

#### MEETING DATE: July 19, 2022

**CITY AGENDA ITEM:** Council Adoption of Resolutions Amending the Citywide Classification and Compensation Plan to Create, Update, or Eliminate Various Classifications and Salaries:

- a. Council Adoption of Resolution No. 2022-\_\_: Amending the Citywide Classification Plan to Create Division Fire Chief and Amending the Fire Engineer and Fire Captain Class Specifications, Establishing Benefits for the Division Fire Chief, and Providing Uniform Allowance to the Deputy Fire Chief.
- b. Council Adoption of Resolution No. 2022-\_\_: Amending the Citywide Compensation Plan and Salary Schedule as Follows: Establish Compensation for Division Fire Chief; Amend Compensation for City Manager and City Engineer; and Convert the Unrepresented Department Heads and Human Resources Administrator to a Five-Step Pay Scale.

**FISCAL IMPACT:** The actions of this staff report were anticipated and included in the current fiscal year budget, and do not represent any increase in costs to the City.

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

**BACKGROUND:** Fire Division Chief was eliminated from the Fire Department position allocation list and abolished from the City's Classification and Compensation plans in FY 2021-23 based on the Council's decision to staff the Fire Department with three Battalion Chiefs and a Deputy Fire Chief to serve as Incident Commanders and Duty Chiefs during each work shift, and for the Deputy Fire Chief to serve as the second-in-command over the entire Fire Department Operation.

Council reevaluated the Fire Department staffing during the FY 2022-23 Budget Workshop discussions and provided new direction to eliminate the Battalion Chiefs and instead staff a second engine, resulting in adding additional Fire Engineers and Fire Captains, in order to help the City meet its obligations to the Public Private Partnership Agreement for ALS First Responder Emergency Services (PPP Agreement) and to reestablish the Division Fire Chief to work as Duty Chief on a rotational basis, shared with the Fire Chief and Deputy Fire Chief. Additionally, updates are needed to the classification specifications of Fire Engineer and Fire Captain to allow the city to recruit the appropriate personnel required for the PPP Program.

#### STAFF REPORT: Division Fire Chief

The new Division Fire Chief will assist with management of the fire operations division with primary responsibilities in training and managing the EMT/Paramedic program in support of the PPP Agreement between Suisun City and Medic Ambulance. Additionally, the Division Fire

Chief will serve as Duty Chief on a rotational basis, shared with the Fire Chief and Deputy Fire Chief, and may assist with other division management functions as may be necessary.

The Division Fire Chief will be represented by the Suisun City Management and Professional Employees' Association (SCMPEA). Staff has completed its obligation to meet and confer with SCMPEA on this classification action.

#### Fire Engineer and Fire Captain

The amended class specification for Fire Engineer includes updates to the minimum qualifications to allow current Suisun City volunteers in "good standing" to qualify, which creates a pathway for volunteers to compete for permanent employment with the City of Suisun City.

Additionally, the license requirement for both the Fire Engineer and Fire Captain, is being updated to identify that "some positions may be required to possess and maintain a valid Paramedic certificate." This will allow the City to recruit specifically for Paramedics in the Fire Service to help us meet our needs under the PPP Agreement.

Staff has completed its obligation to meet and confer with SCPFA, IAFF, Local 1186 on this classification action.

#### **Deputy Fire Chief**

The Deputy Fire Chief is a uniformed Fire Department employee. The incumbent reclassified to this position has continued receiving Uniform Allowance, however staff inadvertently did not include the authorization for Uniform Allowance in Resolution 2022-50 that authorized the creation of the Deputy Fire Chief on April 5, 2022. The current resolution recognizes the uniform allowance that has been provided and formally authorizes this allowance.

#### **Citywide Salary Schedule Adjustments**

Staff recommends amending the Citywide Compensation Plan to incorporate the salary of the Division Fire Chief and to amend the salary for City Manager.

The salary for Division Fire Chief will be set at approximately \$10,403 monthly, which aligns internally with the Fire Marshal and is consistent with the salary prior to abolishing the class last fiscal year.

The City Manager's contract, Section 2.3, states:

Effective July 1<sup>st</sup> of every year, the base salary shall be adjusted in accordance with any increase in the All Urban Consumer Price Index for the San Francisco-Oakland-Hayward Area ("CPI"), but will not be decreased in the event there is any year-to-year or cumulative decrease in the CPI during the Term of this Agreement. Any increase in the base salary as a result of an increase to the CPI will be rounded up to the nearest dollar. Any changes in Employee's base salary shall be based on the April year-to-year change.

The April 2022 CPI shows an increase of 5.0 percent in the CPI-U San Francisco Area, therefore, the City Manager's base salary will be increased by 5.0 percent effective July 1, 2022.

Additional updates to the salary schedule include converting the following open range salaries to a five-step scale consistent with the rest of the City's Classification Plan: Chief Building Official, City Engineer, Development Services Director, Finance Director, Fire Chief, Human Resources Administrator, Police Chief, Public Works & Building Director/City Engineer, and the Recreation, Parks & Marina Director. City Engineer compensation was adjusted by .01%, or less than once cent overall, to align the compensation with that of the Chief Building Official for compensation administration purposes.

**RECOMMENDATION:** Council Adoption of Resolutions Amending the Citywide Classification and Compensation Plan to Create, Update, or Eliminate Various Classifications and Salaries:

- a. Council Adoption of Resolution No. 2022-\_\_: Amending the Citywide Classification Plan to Create Division Fire Chief and Amending the Fire Engineer and Fire Captain Class Specifications, Establishing Benefits for the Division Fire Chief, and Providing Uniform Allowance to the Deputy Fire Chief.
- b. Council Adoption of Resolution No. 2022-\_\_: Amending the Citywide Compensation Plan and Salary Schedule as Follows: Establish Compensation for Division Fire Chief; Amend Compensation for City Manager and City Engineer; and Convert the Unrepresented Department Heads and Human Resources Administrator to a Five-Step Pay Scale.

#### **ATTACHMENTS:**

Council Adoption of Resolutions Amending the Citywide Classification and Compensation Plan to Create, Update, or Eliminate Various Classifications and Salaries:

- 1. Council Adoption of Resolution No. 2022-\_\_: Amending the Citywide Classification Plan to Create Division Fire Chief and Amending the Fire Engineer and Fire Captain Class Specifications, Establishing Benefits for the Division Fire Chief, and Providing Uniform Allowance to the Deputy Fire Chief.
  - a. Division Fire Chief Class Specification
  - b. Fire Engineer Redline Class Specification
  - c. Fire Engineer Final Class Specification
  - d. Fire Captain Redline Class Specification
  - e. Fire Captain Final Class Specification
- 2. Council Adoption of Resolution No. 2022-\_\_: Amending the Citywide Compensation Plan and Salary Schedule as Follows: Establish Compensation for Division Fire Chief; Amend Compensation for City Manager and City Engineer; and Convert the Unrepresented Department Heads and Human Resources Administrator to a Five-Step Pay Scale.
  - a. Citywide Salary Schedule

THIS PAGE INTENTIONALLY LEFT BLANK

	Item 6 Attachment 1
1	<b>RESOLUTION NO. 2022</b>
2	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
3	AMENDING THE CITYWIDE CLASSIFICATION PLAN TO CREATE DIVISION FIRE CHIEF AND AMENDING THE FIRE ENGINEER AND FIRE CAPTAIN CLASS
4	SPECIFICATIONS, ESTABLISHING BENEFITS FOR THE DIVISION FIRE CHIEF, AND PROVIDING UNIFORM ALLOWANCE TO THE DEPUTY FIRE CHIEF.
5	
6	<b>WHEREAS,</b> Suisun City Code Chapter 2.40 establishes a Personnel System that includes Classifications to group positions with similar duties and responsibilities into categories, and Pay
7	Ranges within a Compensation Plan to establish appropriate compensation for the various Classes; and
8	
9	<b>WHEREAS</b> , the authority to approve new job classifications, establish Pay Ranges for each Classification and approve placement of new Classifications in appropriate bargaining units
10	each by resolution is the purview of the City Council; and
11 12	WHEREAS, the City Manager is designated as the Personnel Officer with the responsibility to prepare, maintain and propose revisions to the Classification Plan and a
12	Compensation Plan to be effective upon approval by the City Council; and
14	WHEREAS, the City Manager has requested to establish a classification specification for
15 16	Division Fire Chief to be represented by the Suisun City Management and Professional Employees Association (SCMPEA), to receive the benefits as outlined in the SCMPEA Memorandum of Understanding (MOU), 2021-23, including Uniform Allowance of \$1300 annually; and
17	WHEREAS, the Division Fire Chief will be assigned to the Suisun City Management and
18	Professional Employees Association (SCMPEA), to receive the benefits as outlined in the SCMPEA Memorandum of Understanding, 2021-23, including Uniform Allowance of \$1300
19	annually; and
20	WHEREAS, the City Manager has requested amending the classification specifications
21	of Fire Engineer and Fire Captain; and
22	<b>WHEREAS,</b> the classification of Deputy Fire Chief was established on April 5, 2022 by Resolution 2022-50, represented by SCMPEA who's benefits are outlined in the SCMPEA MOU
23	2021-23; and
24	WHEREAS, the Deputy Fire Chief is a uniformed classification that has been receiving
25	uniform allowance of \$1300 annually; and
26	NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of
27	Suisun City, California:1. The new and updated Job Classifications of Division Fire Chief, Fire Engineer and Fire
28	Captain are adopted and added to the Citywide Classification Plan;

	Item 6 Attachment 1
1	<ol> <li>The Division Fire Chief is assigned to SCMPEA whose benefits are outlined in the SCMPEA MOU, 2021-23 and will include Uniform Allowance of \$1300 annually; and</li> </ol>
2 3	<ol> <li>City Council recognizes and authorizes Uniform Allowance of \$1300 annually for the Deputy Fire Chief effective April 5, 2022.</li> </ol>
4	PASSED AND ADOPTED at a Regular Meeting of said City Council of the City o
5	Suisun City duly held on Tuesday, the 19th day of July 2022, by the following vote:
6	AYES:       Councilmembers:         NOES:       Councilmembers:
7 8	ABSENT:       Councilmembers:         ABSTAIN:       Councilmembers:
о 9	WITNESS my hand and the seal of said City this 19th day of July 2022.
10	<b>WIT</b> RESS my hand and the sear of said City this 19th day of July 2022.
11	Anita Skinner
12	City Clerk
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23 24	
24	
26	
27	
28	
	Resolution No. 2022 Adopted April 5, 2022 Page 2 of 2



#### **DIVISION FIRE CHIEF**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

#### **SUMMARY DESCRIPTION**

Participates in the development of departmental goals and objectives; manages and supervises the activities of assigned functions; assists in the formulation of policies and procedures; coordinates activities with City staff and outside agencies; serves s a member of Incident Command at emergency scenes; may assume full responsibility for Fire Department administration in the absence of the Fire Chief and Deputy Fire Chief; and performs other related duties as required. The Division Fire Chief serves as Duty Chief on a rotational basis and is subject to emergency call while on and off duty.

#### **IDENTIFYING CHARACTERISTICS**

The Division Fire Chief is a management level classification responsible for providing administrative support to the Fire Chief and managing a variety of activities and programs within an assigned Division of the Fire Department. This classification is distinguished from the next higher-level classification of Deputy Fire Chief in that the latter functions as second in command of the Fire Department, has responsibility for the direction of Fire Department Divisions and assists in the overall management of the Fire Department.

#### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Supervises staff responsible for developing, coordinating, and implementing the Emergency Medical Services (EMS) quality assurance and training programs for Emergency Medical Technician and Paramedic personnel.

Manages, develops, recommends, schedules and identifies the need for long- and short-range training programs for shifts, engine companies and departmental staff including, in-service training, new personnel training, proficiency and performance testing, Federal and State mandated safety training and other departmental training needs; develops and maintains training record systems, including analysis of training needs and tracking of individual and company training activities; conducts training programs; develops and prepares training materials.

Develops and maintains a comprehensive written plan for the department's training and safety programs, including an analysis and identification of laws and standards which mandate, or significantly increase or change training requirements and safety practices.

Assists in the development, planning and implementation of the goals and objectives of the department; assists in the development and implementation of policies and procedures; assists with short- and long-range planning; analyzes and recommends strategies to improve effectiveness of operation; provides technical assistance and advice to the Fire Chief and Deputy Fire Chief.

Develops, maintains, and implements programs related to departmental activities.

Prepares a variety of reports and written documents; recommends, develops and implements changes in policies, rules and regulations; performs research and analysis of administrative or operational issues by gathering data, conducting feasibility studies, preparing reports and making recommendations.

May participate in the recruitment and selection activities for the department; supervises, trains, and evaluates assigned staff; assists subordinate staff in establishing program and objectives; interprets and explains regulations, policies, and procedures to staff; assists with staff orientation and training.

#### CITY OF SUISUN CITY Division Fire Chief (Continued)

Prepares budgets related to assigned activities; assists in Department budget development and implementation; participates in the forecast of additional funds need for staffing, equipment, materials, and supplies; administers the approved budget.

Seeks alternative funding sources such as grants and public/private partnerships.

Represents the Department at regional inter-agency association meetings and on various regional committees.

Oversees and participates in the development and implementation of the Department's Community Emergency Response Team (CERT) program and activities.

May acts as the Fire Chief or Deputy Fire Chief in their absence as required.

#### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### Knowledge of:

Thorough knowledge of Fire Department Vision, Mission, Values and Expectations; standard Fire Department policies, procedures, and practices; fire related codes and ordinances; applicable federal, state and local regulations.

Working knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS) and SEMS; strategic analysis and long-range planning; computerized record keeping and reporting systems; staff scheduling and resource allocation.

Principles, practices, methods and techniques of modern fire and life safety, fire suppression, fire investigation, emergency medical services and disaster preparedness activities; hazardous materials response, and associated programs, services, and operations.

Operational characteristics, maintenance and uses of firefighting apparatus and equipment.

Techniques, tools, equipment, and materials related to fire suppression, prevention, training, and incident command; principles and practices of staff supervision, training, evaluation and development; principles of program management and administration; course and lesson plan development.

Some knowledge of principles and practices of budget administration and monitoring.

#### **Ability to:**

Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.

Effectively use specialized fire suppression tools and equipment, including safety equipment.

Research, analyze, interpret, compile, and evaluate administrative and/or technical issues and make appropriate recommendations for action.

Plan, coordinate and implement comprehensive programs.

Develop effective curriculum and training materials.

Assist in developing and administering the department budget.

Supervise, lead, motivate, training and evaluate staff.

Assess emergency incidents and operations and develop, implement, and direct appropriate action.

Effectively utilize staff, equipment, and apparatus in emergency and non-emergency situations.

#### CITY OF SUISUN CITY Division Fire Chief (Continued)

Communicate clearly and concisely, both orally and in writing; write accurate and comprehensive reports and correspondence; communicate verbally in an effective manner to provide training and make presentation to groups.

Establish and maintain effective working relationships; tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status; represent the department to other agencies and the community.

Observe safety principles and work in a safe manner; maintain physical health, strength, stature, and agility to meet the physical demands of the position as determined by a pre-employment examination.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:* 

#### **Education/Training:**

An Associate's degree from an accredited college or university with major coursework in fire science, fire administration, public administration, or other related field, and successful completion of a state certified fire academy. A Bachelor's degree is highly desirable.

#### Experience:

Six years of increasingly responsible fire service experience including two years of supervisory or administrative experience at a level comparable to that of a Fire Captain with the City of Suisun City.

#### License or Certificate:

Possession of a valid California class C driver's license with firefighter endorsement is required.

Possession of Firefighter I and II, Fire Officer, and Chief Fire Officer certification issued by the State of California are required.

Possession of Fire Instructor certification or ability to obtain certification.

Possession of appropriate, valid EMT and CPR certifications.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work will include both office and field activities. Requires travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in a high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc.; wear protective apparel including goggles, face protector, aprons, safety shoes, and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside city boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information;

#### CITY OF SUISUN CITY Division Fire Chief (Continued)

ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment. Ability to operate in high stress fire suppression and rescue environment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

#### **OTHER CHARACTERISTICS**

Work Hours: May be assigned to a variety of shifts but primarily works a 40-hour or alternative 9/80 schedule.

FLSA	Exempt
B.U.	SCMPEA
Established	October 2006 – Johnson & Associates
Abolished	4/5/2022 – Resolution 2022-50
Re-Established	7/19/2022 – Resolution 2022



# **CLASS SPECIFICATION**

# FIRE ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

#### **SUMMARY DESCRIPTION**

Under general supervision typically from Fire Captain, safely and effectively operate fire apparatus and other assigned vehicles during emergency and non-emergency situations, including responding to Emergency Medical calls; wildland and structure fires, and other emergency calls for service; lead assigned crew in the performance of fire-fighting duties; perform routine maintenance and make minor repairs on vehicles, equipment, and the Fire Station; perform fire prevention tasks; perform EMT duties; perform rescues and to do other related work.

#### **IDENTIFYING CHARACTERISTICS**

This classification is at a non-management-journey level distinct from Fire Captain, which is responsible for supervising a truck or engine crew, and distinct from Firefighter, which is responsible for fire suppression and rescue operations. A Fire Engineer has primary responsibility for the proper operation and maintenance of assigned fire equipment and apparatus. Work requires a good understanding of first aid techniques and lifesaving methods. Incumbents may occasionally perform duties of Fire Captain in his/her absence.

#### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- 1. Operates pumps, and all apparatus to effectively suppress fires, determining the best location for apparatus; connects and lays hose lines and determines the correct operating pressures and water flows; makes minor adjustments and repairs.
- 2. Drives and maintains fire apparatus.
- 3. Assists with the overhaul, salvage, and clean-up operations at any incident.
- 4. Operates defibrillator, oxygen equipment, and dDelivers <u>ALS/BLS</u> as an EMT/Paramedic.
- 5. Selects route to be taken to fire and locates apparatus at proper place for efficient and safe operations.
- 6. Answers general questions of the public and provides information.
- 7. Prepares reports; and obeys and transmits, as required, all orders of superior.
- 8. May supervise subordinate personnel in the absence of the Fire Captain.
- 9. Performs related duties as assigned.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### Knowledge of:

- Operations, services, and activities of an emergency service operation, including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
- Fire science theory, principles, and practices, and their application to a wide variety of emergency service operations, including fire suppression, fire prevention, and fire investigation.
- Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other fire fightingfirefighting and emergency medical apparatus and equipment.

Mechanical and hydraulic principles of fire apparatus.

Modern and complex principles and practices of fire fightingfirefighting.

Principles and practices of disaster preparedness, response, and recovery.

Methods and techniques of basic life support and rescue.

Hazardous materials and chemical spill response techniques.

Principles, methods, and techniques used in confined space and rescue operations.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Principles of combustion and cause of fire.

Principles of building construction and fire protection systems.

Geography and street layout of the City and surrounding area.

Current safety practices related to equipment and procedures involved in the fire service.

Methods and techniques of public relations.

Record-keeping and basic report preparation principles and practices.

Basic office procedures and methods, including computer equipment and supporting word processing and spreadsheet applications.

#### Ability to:

Safely drive and maintain fire apparatus and equipment.

Retain presence of mind and act quickly and calmly in emergency situations.

Comprehend written, video, and oral presentations related to required training of position.

Analyze emergency situations and develop appropriate courses of action.

Respond to requests and inquiries from the general public.

Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.

Effectively use specialized fire suppression tools and equipment, including safety equipment.

Meet the physical requirements necessary to <u>perform the assigned duties</u> safely and effectively <u>perform the</u> assigned duties.

Observe and follow safe fire fighting firefighting and work practices.

Operate modern office equipment and computers, including applicable software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

High School diploma or equivalent, and successful completion of a state-certified fire academy and other required certification courses. Additional college level coursework in fire science or closely related field, up to and including an Associate's Degree, is highly desired.

#### **Experience:**

Equivalent to two<u>Two</u> (2) years of full-time <u>professional</u> fire-fighting experience <u>or firefighting experience as</u> <u>a current volunteer in good standing</u> with the Suisun City Fire Department<del>-or similar agency</del>.

#### License or Certificate:

Possession of a Class C California driver's license with a Firefighter endorsement.

Possession of Firefighter I certification issued by the State of California Sate Fire Marshal, Firefighter II is desired.

Possess and maintain a Class C driver's license with a appropriate endorsements.

Completed Fire Apparatus Driver/Operator 1A and 1B certification is required within the first six months of appointment.

Possession of valid EMT and CPR certifications. (Paramedic certification highly desired)

Some positions may require possession and maintenance of a valid Paramedic certification.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate, however, the noise level is occasionally very loud due to sirens, etc; wear appropriate personal protective equipment when operating at emergency scenes and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings, weekends, holidays and may be required to travel outside City boundaries to perform Fire Department duties.

**Physical:** Primary functions require sufficient physical ability to work in both an office setting and in a reactive emergency or disaster environment; walk, stand, or sit for prolonged periods of time; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling; ascending and descending stairs and ladders; work both inside and outside with exposure to extreme weather conditions, odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; frequent hand and arm motion; hand and finger dexterity sufficient to use small tools; turning and bending neck; regularly push, pull, lift, and/or carry equipment and objects weighing up to 100 pounds; the ability to stand, walk, bend and reach at, above or below shoulder height for extended periods of time; sustained concentration and prolonged

commitment to job tasks; interpersonal skills sufficient to work closely with others on a team; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles, firefighting, emergency medical, technical rescue and other equipment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

### **OTHER CHARACTERISTICS**

This classification is at a non-management journey level distinct from Fire Captain, which is responsible supervising truck or engine crew, and distinct from Firefighter, which is responsible for fire suppression and rescue operations.

#### FLSA Status: Non-Exempt

Work Hours: Fire Engineers work 24-hour shifts averaging 106 hours per pay period.

Similar Job Titles: Firefighter/Engineer, Firefighter II

FLSA	Non-Exempt
B.U.	SCPFA/IAFF, Local 1186
Established	9/3/2019 – Resolution 2019-93
Revised	7/21/2022 – Resolution 2022

Originated: September 3, 2019 by Resolution No. 2019 93



# **CLASS SPECIFICATION**

# FIRE ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

### **SUMMARY DESCRIPTION**

Under general supervision typically from Fire Captain, safely and effectively operate fire apparatus and other assigned vehicles during emergency and non-emergency situations, including responding to Emergency Medical calls; wildland and structure fires, and other emergency calls for service; lead assigned crew in the performance of fire-fighting duties; perform routine maintenance and make minor repairs on vehicles, equipment, and the Fire Station; perform fire prevention tasks; perform EMT duties; perform rescues and to do other related work.

### **IDENTIFYING CHARACTERISTICS**

This classification is journey level distinct from Fire Captain, which is responsible for supervising a truck or engine crew, and distinct from Firefighter, which is responsible for fire suppression and rescue operations. A Fire Engineer has primary responsibility for the proper operation and maintenance of assigned fire equipment and apparatus. Work requires a good understanding of first aid techniques and lifesaving methods. Incumbents may occasionally perform duties of Fire Captain in his/her absence.

#### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- 1. Operates pumps, and all apparatus to effectively suppress fires, determining the best location for apparatus; connects and lays hose lines and determines the correct operating pressures and water flows; makes minor adjustments and repairs.
- 2. Drives and maintains fire apparatus.
- 3. Assists with the overhaul, salvage, and clean-up operations at any incident.
- 4. Deliver ALS/BLS as an EMT/Paramedic.
- 5. Selects route to be taken to fire and locates apparatus at proper place for efficient and safe operations.
- 6. Answers general questions of the public and provides information.
- 7. Prepares reports; and obeys and transmits, as required, all orders of superior.
- 8. May supervise subordinate personnel in the absence of the Fire Captain.
- 9. Performs related duties as assigned.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### Knowledge of:

- Operations, services, and activities of an emergency service operation, including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
- Fire science theory, principles, and practices, and their application to a wide variety of emergency service operations, including fire suppression, fire prevention, and fire investigation.
- Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other firefighting and emergency medical apparatus and equipment.

Mechanical and hydraulic principles of fire apparatus.

Modern and complex principles and practices of firefighting.

Principles and practices of disaster preparedness, response, and recovery.

Methods and techniques of basic life support and rescue.

Hazardous materials and chemical spill response techniques.

Principles, methods, and techniques used in confined space and rescue operations.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Principles of combustion and cause of fire.

Principles of building construction and fire protection systems.

Geography and street layout of the City and surrounding area.

Current safety practices related to equipment and procedures involved in the fire service.

Methods and techniques of public relations.

Record-keeping and basic report preparation principles and practices.

Basic office procedures and methods, including computer equipment and supporting word processing and spreadsheet applications.

#### Ability to:

Safely drive and maintain fire apparatus and equipment.

Retain presence of mind and act quickly and calmly in emergency situations.

Comprehend written, video, and oral presentations related to required training of position.

Analyze emergency situations and develop appropriate courses of action.

Respond to requests and inquiries from the general public.

Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.

Effectively use specialized fire suppression tools and equipment, including safety equipment.

Meet the physical requirements necessary to perform the assigned duties safely and effectively.

Observe and follow safe firefighting and work practices.

Operate modern office equipment and computers, including applicable software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

High School diploma or equivalent, and successful completion of a state-certified fire academy and other required certification courses. Additional college level coursework in fire science or closely related field, up to and including an Associate's Degree, is highly desired.

#### **Experience:**

Two (2) years of full-time professional fire-fighting experience or firefighting experience as a current volunteer in good standing with the Suisun City Fire Department.

#### License or Certificate:

Possession of a Class C California driver's license with a Firefighter endorsement.

Possession of Firefighter I certification issued by the California Sate Fire Marshal, Firefighter II is desired.

Fire Apparatus Driver/Operator 1A and 1B certification is required within the first six months of appointment.

Possession of valid EMT and CPR certifications.

Some positions may require possession and maintenance of a valid Paramedic certification.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate, however, the noise level is occasionally very loud due to sirens, etc; wear appropriate personal protective equipment when operating at emergency scenes and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings, weekends, holidays and may be required to travel outside City boundaries to perform Fire Department duties.

**Physical:** Primary functions require sufficient physical ability to work in both an office setting and in a reactive emergency or disaster environment; walk, stand, or sit for prolonged periods of time; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling; ascending and descending stairs and ladders; work both inside and outside with exposure to extreme weather conditions, odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; frequent hand and arm motion; hand and finger dexterity sufficient to use small tools; turning and bending neck; regularly push, pull, lift, and/or carry equipment and objects weighing up to 100 pounds; the ability to stand, walk, bend and reach at, above or below shoulder height for extended periods of time; sustained concentration and prolonged commitment to job tasks; interpersonal skills sufficient to work closely with others on a team; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to

various locations; ability to operate and use specialized vehicles, firefighting, emergency medical, technical rescue and other equipment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

## **OTHER CHARACTERISTICS**

Work Hours: Fire Engineers work 24-hour shifts averaging 106 hours per pay period.

Similar Job Titles: Firefighter/Engineer, Firefighter II

FLSA	Non-Exempt
B.U.	SCPFA/IAFF, Local 1186
Established	9/3/2019 – Resolution 2019-93
Revised	7/21/2022 – Resolution 2022



# **CLASS SPECIFICATION**

# FIRE CAPTAIN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

#### **SUMMARY DESCRIPTION**

Under direction, performs a variety of administrative, supervisory, and technical duties involved in planning, coordinating, assigning, directing, and participating in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities of a volunteer fire department; and ensures that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.

#### **IDENTIFYING CHARACTERISTICS**

This classification is distinct from the Fire Division Chief, which is responsible for incident command and management of entire assigned division, and distinct from the Fire Engineer classification, which is responsible for operations of assigned apparatus. The Fire Captain is a supervisory position that plans, assigns, and evaluates the work of subordinates and is responsible for assigned programs, activities, and shifts. Positions at this level typically participate in the more complex functions of the work unit in addition to having direct supervisory responsibility.

#### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- 1. Oversees and personally performs work in the maintenance of departmental fire suppression and emergency equipment in peak operational condition.
- 2. Responds to scenes of fire, accident, illness or rescue and takes charge of operations until relieved by a chief officer.
- 3. Drives & operates fire apparatus and performs firefighting duties.
- 4. In cases of accident, sudden illness or rescue uses established first aid procedures in treating victim until the arrival of a paramedic or ambulance.
- 5. Directs, coordinates, supervises, and reviews the work plan for assigned personnel; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- 6. Trains, motivates, and evaluates assigned personnel; identifies the fire training needs of company personnel; provides or coordinates staff training and drills in firefighting methods, techniques, and related subjects; works with employees to correct deficiencies; enforces departmental policies and procedures and recommend disciplinary action, as necessary.
- 7. Responds to alarms involving fire, medical aid, hazardous substances, and rescue work; assumes incident command as required and conducts assessment tactics, strategy development, and implementation; supervises, directs, and participates in firefighting duties, equipment and apparatus operations, search and rescue services, rendering first aid and basic life support, and controls hazardous materials spills and releases.
- 8. Conducts, supervises, and participates in fire cause and origin determinations; determines preliminary origin and cause of fire at emergency scenes; obtains and preserves evidence.

- 9. Supervises and participates in public education and public relations activities; coordinates public relations activities and interacts with various news media; designs, develops, supervises, and participates in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
- 10. Completes and prepares a variety of forms, reports, and recommendations; prepares emergency scene reports; prepares accident, injury, and exposure reports; reviews reports submitted by subordinate staff.
- 11. Plans, supervises, reviews, and participates in the maintenance, repair, and testing of department apparatus and equipment, including radios, pagers, self-contained breathing apparatus, hoses, ladders, and fire pumps; evaluates, maintains, and replaces personal protective equipment; maintains medical aid equipment and supplies following accepted industry standards.
- 12. Directs and participates in fire station buildings and grounds maintenance, and cleaning of quarters, equipment, and apparatus.
- 13. Stays abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, technical rescue and personnel management.
- 14. Provides staff assistance to management staff; participates in the development and implementation of emergency plans; prepares and presents staff reports and other correspondence as appropriate and necessary; performs a full range of other departmental administrative duties.
- 15. Oversees, coordinates, and participates in regular and preventative maintenance for department vehicles and other firefighting equipment; performs minor troubleshooting and repair of department vehicles and equipment.
- 16. Serves as liaison for the Fire Department with other divisions, departments, and outside agencies.
- 17. Administers, oversees, and supervises assigned programs and special projects.
- 18. Performs related duties as required.

#### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### Knowledge of:

- Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and related services and activities.
- Principles and practices of supervision, training, and performance evaluation.

Basic principles and practices of program development and administration.

- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, technical rescue and fire investigation.
- Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other firefighting and emergency medical apparatus and equipment.

Mechanical and hydraulic principles of fire apparatus.

Modern and complex principles and practices of firefighting.

Principles and practices of disaster preparedness, response, and recovery.

Methods and techniques of basic life support and rescue.

#### CITY OF SUISUN CITY Fire Captain (Continued)

Hazardous materials and chemical spill response techniques and protocols.

Principles, methods, and techniques used in confined space and rescue operations.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Principles of combustion and cause of fire.

Principles of building construction and fire protection systems.

Geography and street layout of the City and surrounding area.

Current safety practices as they relate to equipment and procedures involved in the fire service.

Pertinent federal, state, and local laws, codes, and regulations.

Methods and techniques of public relations.

Mathematical concepts and principles.

Appropriate safety precautions and procedures.

Record keeping and basic report preparation principles and practices.

Basic office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.

#### Ability to:

Oversee and participate in services and activities of assigned engine company including fire suppression, fire prevention, emergency medical services, technical rescue, disaster preparedness, hazardous materials response, and associated services and activities.

Direct and coordinate the work of lower level staff.

Supervise, train, and evaluate staff of an assigned engine company.

Coordinate and conduct fire training programs.

Prepare a variety of technical and operational reports.

Maintain skill levels, stay up with new equipment and procedure familiarization, and maintain certifications that are relevant and/or required for assigned responsibilities.

Retain presence of mind and act quickly and calmly in emergency situations.

Analyze emergency situations, including risk assessment and develop appropriate courses of action.

- Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
- Drive, operate, and maintain fire suppression, emergency medical, and associated vehicles, apparatus, and equipment safely in varying traffic and weather conditions observing legal and defensive driving practices.

Perform field calculations of hydraulics for the proper and effective operation of equipment at emergency scenes.

Properly place vehicles and equipment at emergency scenes for most effective operation.

Demonstrate mechanical aptitude as required in the operation of firefighting equipment.

Inspect, troubleshoot, and repair a variety of fire suppression, emergency medical, and associated vehicles, apparatus, and equipment.

Render emergency medical care as necessary.

#### CITY OF SUISUN CITY Fire Captain (*Continued*)

Deal effectively with upset or emotional persons or patients.

Perform fire inspections and determine origin and cause of fires.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Prepare and present public information and educational programs.

Respond to requests and inquiries from the general public.

Work varied shifts, on weekends or during holidays.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.

Observe and follow safe fire fighting firefighting and work practices.

Operate modern office equipment and computers including applicable software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

# **Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

High School diploma or equivalent supplemented by college level course work in fire science, business administration, or related courses, and successful completion of a state-certified fire academy and other required certification courses. Associate of Arts degree from an accredited College with a Fire technology emphasis highly desired.

#### **Experience:**

Five years of increasingly responsible fire suppression, emergency medical response, and fire prevention experience.

#### License or Certificate:

Possession of a Class C California driver's license with appropriate a Firefighter endorsements.

Possession of Firefighter I and Firefighter II certifications issued by the State of California. State Fire Marshal.

Possession of, or ability to obtain California State Fire Marshal -Fire Officer certification is required.

Possession of valid EMT and CPR certifications.

Possession of, or ability to obtain Fire Prevention Officer, Fire Investigator, Fire Instructor, or CPR Instructor certification is desirable.

Some positions may require possession and maintenance of a valid Paramedic certification.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning, and asphyxiation; the

noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.

**Physical:** Primary functions require sufficient physical ability to work in an emergency response setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights up to 100 lbs.; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

### **OTHER CHARACTERISTICS**

This classification is at a mid-management level distinct from the Fire Division Chief, which is responsible for incident command and management of entire assigned division, and distinct from the Fire Engineer classification, which is responsible for operations of assigned apparatus.

#### FLSA Status: Non-Exempt

Work Hours: Fire Captains work 24-hour shifts averaging 106 hours per pay period.

Similar Job Titles: Fire Captain

FLSA	Non-Exempt
B.U.	SCPFA/IAFF, Local 1186
Established	October 2006 as Fire Station Officer
Revised	Amended title Administrative Fire Captain
Revised	9/3/2019 – Resolution 2019-93: Updated Class spec
Revised	7/21/22

Originated: October 2006 as Fire Station Officer

Amended to Administrative Fire Captain

Revised and Updated: September 3, 2019 by Resolution No. 2019 93

THIS PAGE INTENTIONALLY LEFT BLANK



# **CLASS SPECIFICATION**

# FIRE CAPTAIN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

#### **SUMMARY DESCRIPTION**

Under direction, performs a variety of administrative, supervisory, and technical duties involved in planning, coordinating, assigning, directing, and participating in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities of a volunteer fire department; and ensures that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.

#### **IDENTIFYING CHARACTERISTICS**

This classification is distinct from the Fire Division Chief, which is responsible for incident command and management of entire assigned division, and distinct from the Fire Engineer classification, which is responsible for operations of assigned apparatus. The Fire Captain is a supervisory position that plans, assigns, and evaluates the work of subordinates and is responsible for assigned programs, activities, and shifts. Positions at this level typically participate in the more complex functions of the work unit in addition to having direct supervisory responsibility.

#### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- 1. Oversees and personally performs work in the maintenance of departmental fire suppression and emergency equipment in peak operational condition.
- 2. Responds to scenes of fire, accident, illness or rescue and takes charge of operations until relieved by a chief officer.
- 3. Drives & operates fire apparatus and performs firefighting duties.
- 4. In cases of accident, sudden illness or rescue uses established first aid procedures in treating victim until the arrival of a paramedic or ambulance.
- 5. Directs, coordinates, supervises, and reviews the work plan for assigned personnel; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- 6. Trains, motivates, and evaluates assigned personnel; identifies the fire training needs of company personnel; provides or coordinates staff training and drills in firefighting methods, techniques, and related subjects; works with employees to correct deficiencies; enforces departmental policies and procedures and recommend disciplinary action, as necessary.
- 7. Responds to alarms involving fire, medical aid, hazardous substances, and rescue work; assumes incident command as required and conducts assessment tactics, strategy development, and implementation; supervises, directs, and participates in firefighting duties, equipment and apparatus operations, search and rescue services, rendering first aid and basic life support, and controls hazardous materials spills and releases.
- 8. Conducts, supervises, and participates in fire cause and origin determinations; determines preliminary origin and cause of fire at emergency scenes; obtains and preserves evidence.

- 9. Supervises and participates in public education and public relations activities; coordinates public relations activities and interacts with various news media; designs, develops, supervises, and participates in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
- 10. Completes and prepares a variety of forms, reports, and recommendations; prepares emergency scene reports; prepares accident, injury, and exposure reports; reviews reports submitted by subordinate staff.
- 11. Plans, supervises, reviews, and participates in the maintenance, repair, and testing of department apparatus and equipment, including radios, pagers, self-contained breathing apparatus, hoses, ladders, and fire pumps; evaluates, maintains, and replaces personal protective equipment; maintains medical aid equipment and supplies following accepted industry standards.
- 12. Directs and participates in fire station buildings and grounds maintenance, and cleaning of quarters, equipment, and apparatus.
- 13. Stays abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, technical rescue and personnel management.
- 14. Provides staff assistance to management staff; participates in the development and implementation of emergency plans; prepares and presents staff reports and other correspondence as appropriate and necessary; performs a full range of other departmental administrative duties.
- 15. Oversees, coordinates, and participates in regular and preventative maintenance for department vehicles and other firefighting equipment; performs minor troubleshooting and repair of department vehicles and equipment.
- 16. Serves as liaison for the Fire Department with other divisions, departments, and outside agencies.
- 17. Administers, oversees, and supervises assigned programs and special projects.
- 18. Performs related duties as required.

#### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### Knowledge of:

- Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and related services and activities.
- Principles and practices of supervision, training, and performance evaluation.

Basic principles and practices of program development and administration.

- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, technical rescue and fire investigation.
- Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other firefighting and emergency medical apparatus and equipment.

Mechanical and hydraulic principles of fire apparatus.

Modern and complex principles and practices of firefighting.

Principles and practices of disaster preparedness, response, and recovery.

Methods and techniques of basic life support and rescue.

#### CITY OF SUISUN CITY Fire Captain *(Continued)*

Hazardous materials and chemical spill response techniques and protocols.

Principles, methods, and techniques used in confined space and rescue operations.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Principles of combustion and cause of fire.

Principles of building construction and fire protection systems.

Geography and street layout of the City and surrounding area.

Current safety practices as they relate to equipment and procedures involved in the fire service.

Pertinent federal, state, and local laws, codes, and regulations.

Methods and techniques of public relations.

Mathematical concepts and principles.

Appropriate safety precautions and procedures.

Record keeping and basic report preparation principles and practices.

Basic office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.

#### Ability to:

Oversee and participate in services and activities of assigned engine company including fire suppression, fire prevention, emergency medical services, technical rescue, disaster preparedness, hazardous materials response, and associated services and activities.

Direct and coordinate the work of lower level staff.

Supervise, train, and evaluate staff of an assigned engine company.

Coordinate and conduct fire training programs.

Prepare a variety of technical and operational reports.

Maintain skill levels, stay up with new equipment and procedure familiarization, and maintain certifications that are relevant and/or required for assigned responsibilities.

Retain presence of mind and act quickly and calmly in emergency situations.

Analyze emergency situations, including risk assessment and develop appropriate courses of action.

- Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
- Drive, operate, and maintain fire suppression, emergency medical, and associated vehicles, apparatus, and equipment safely in varying traffic and weather conditions observing legal and defensive driving practices.

Perform field calculations of hydraulics for the proper and effective operation of equipment at emergency scenes.

Properly place vehicles and equipment at emergency scenes for most effective operation.

Demonstrate mechanical aptitude as required in the operation of firefighting equipment.

Inspect, troubleshoot, and repair a variety of fire suppression, emergency medical, and associated vehicles, apparatus, and equipment.

Render emergency medical care as necessary.

#### CITY OF SUISUN CITY Fire Captain *(Continued)*

Deal effectively with upset or emotional persons or patients.

Perform fire inspections and determine origin and cause of fires.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Prepare and present public information and educational programs.

Respond to requests and inquiries from the general public.

Work varied shifts, on weekends or during holidays.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.

Observe and follow safe firefighting and work practices.

Operate modern office equipment and computers including applicable software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

# **Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

High School diploma or equivalent supplemented by college level course work in fire science, business administration, or related courses, and successful completion of a state-certified fire academy and other required certification courses. Associate of Arts degree from an accredited College with a Fire technology emphasis highly desired.

#### **Experience:**

Five years of increasingly responsible fire suppression, emergency medical response, and fire prevention experience.

#### License or Certificate:

Possession of a Class C California driver's license with a Firefighter endorsement.

Possession of Firefighter I and Firefighter II certifications issued by the California State Fire Marshal.

Possession of, California State Fire Marshal Fire Officer certification.

Possession of valid EMT and CPR certifications.

Possession of, or ability to obtain Fire Prevention Officer, Fire Investigator, Fire Instructor, or CPR Instructor certification is desirable.

Some positions may require possession and maintenance of a valid Paramedic certification.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning, and asphyxiation; the

noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.

**Physical:** Primary functions require sufficient physical ability to work in an emergency response setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights up to 100 lbs.; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

### **OTHER CHARACTERISTICS**

Work Hours: Fire Captains work 24-hour shifts averaging 106 hours per pay period.

Similar Job Titles: Fire Captain

FLSA	Non-Exempt
B.U.	SCPFA/IAFF, Local 1186
Established	October 2006 as Fire Station Officer
Revised	Amended title Administrative Fire Captain
Revised	9/3/2019 – Resolution 2019-93: Updated Class spec
Revised	7/21/22

THIS PAGE INTENTIONALLY LEFT BLANK

	Item 6 Attachment 2
1	<b>RESOLUTION NO. 2022</b>
2	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
3	AMENDING THE CITYWIDE COMPENSATION PLAN AND SALARY SCHEDULE AS FOLLOWS: ESTABLISH COMPENSATION FOR DIVISION FIRE CHIEF;
4	AMEND COMPENSATION FOR CITY MANAGER AND CITY ENGINEER; AND
5	CONVERT THE UNREPRESENTED DEPARTMENT HEADS AND HUMAN RESOURCES ADMINISTRATOR TO A FIVE-STEP PAY SCALE.
6	
7	WHEREAS, on April 19, 2022, the City Council approved the current Salary Schedule
8	which addressed the City Manager's salary in accordance with the Second Amendment of the City Manager's Employment Agreement, Resolution 2022; and
9	WHEREAS, the City Manager's Employment Agreement provides an adjustment to the
10	City Manager's base salary, effective July 1 <sup>st</sup> of every year, in accordance with any increase in the All Urban Consumer Price Index for the San Francisco-Oakland-Hayward Area ("CPI"), but will
11	not be decreased in the event there is any year-to-year or cumulative decrease in the CPI during
12	the Term of this Agreement. Any increase in the base salary as a result of an increase to the CPI will be rounded up to the nearest dollar. Any changes in the Employee's base Salary shall be based
13	on the April year-to-year change; and
14 15	<b>WHEREAS,</b> the April 2022 CPI shows an increase of 5.0 percent in the CPI-U San Francisco Area resulting in an increase to the City Manger's base salary to \$21,870.00 monthly; and
16 17	<b>WHEREAS,</b> the City Manager has authorized the creation of the job classification and salary for Division Fire Chief with an approximate top step monthly salary of \$10,403; and
18 19	WHEREAS, the City Manager has authorized establishing a 5-step pay scale for all unrepresented Department Head classifications and the Human Resources Administrator, consistent with the rest of the City's Componentian Plan, which also results in a 0.01 percent or
20	consistent with the rest of the City's Compensation Plan, which also results in a 0.01 percent, or less than one cent, adjustment to the City Engineer classification; and
21	NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun
22	City hereby approves the established salary for Division Fire Chief, and amended salaries for City Manager, City Engineer and the Unrepresented Department Heads and Human Resources
23	Administrator.
24	PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of
25	Suisun City duly held on Tuesday, the 19th day of July 2022, by the following vote:
26	AYES:       Council Members:         NOES:       Council Members:
27	ABSENT: Council Members:
28	ABSTAIN: Council Members:

	Item 6 Attachment 2
1	WITNESS my hand and the seal of said City this 19th day of July 2022.
2	
3	Anita Skinner City Clerk
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
	Resolution No. 2022 Adopted July 19, 2022

City of Suisun City	Salary Schedule	<b>Resolution Date:</b>	
Subsection of the	IV .		

7/19/2022

	-										
Job Class	L Range	Step A	Step B	Step C	Step D	Step E	Starting E	Ending	 Effective Date B.U.		FLSA
Account Clerk I	500	\$18.54	\$19.47	\$20.44	\$21.46	\$22.54	\$3,214	\$3,907	10/01/21	SCEA	
Account Clerk II*	501	\$20.40	\$21.42	\$22.49	\$23.61	\$24.80	\$3,536	\$4,298	10/01/21	SCEA	
Account Clerk III	503	\$22.43	\$23.56	\$24.73	\$25.97	\$27.27	\$3,889	\$4,727	10/01/21	SCEA	
Accountant*	235	\$34.03	\$35.73	\$37.52	\$39.40	\$41.37	\$5,899	\$7,170	10/01/21	SCMPEA	Exempt
Accounting Services Manager	207	\$43.19	\$45.35	\$47.62	\$50.00	\$52.50	\$7,486	\$9,100	10/01/21	SCMPEA	Exempt
Accounting Technician	508	\$25.04	\$26.29	\$27.60	\$28.98	\$30.43	\$4,340	\$5,275	10/01/21	SCEA	
Administrative Assistant I	510	\$24.08	\$25.29	\$26.55	\$27.88	\$29.27	\$4,174	\$5,074	10/01/21	SCEA	
Administrative Assistant II*	560	\$25.78	\$27.07	\$28.42	\$29.85	\$31.34	\$4,469	\$5,432	10/01/21	SCEA	
Assistant Engineer	220	\$39.26	\$41.23	\$43.29	\$45.45	\$47.72	\$6,805	\$8,272	10/01/21	SCMPEA	Exempt
Assistant Planner	235	\$34.03	\$35.73	\$37.52	\$39.40	\$41.37	\$5,899	\$7,170	10/01/21	SCMPEA	Exempt
Associate Engineer*	270	\$43.19	\$45.35	\$47.62	\$50.00	\$52.50	\$7,486	\$9,100	10/01/21	SCMPEA	Exempt
Associate Planner*	236	\$37.44	\$39.31	\$41.28	\$43.34	\$45.51	\$6,490	\$7,888	10/01/21	SCMPEA	Exempt
Background Investigator	955	·	ı	ı	ı	\$49.92	ı	ı	12/24/21	Temp/PT	
Battalion Chief (2912 annual hours)	232	\$33.18	\$34.84	\$36.58	\$38.41	\$40.33	\$8,267	\$10,048	04/05/22	Unrep	Exempt
Building Inspection Services Manager*	270	\$43.19	\$45.35	\$47.62	\$50.00	\$52.50	\$7,486	\$9,100	10/01/21	SCMPEA	Exempt
Building Inspector I	520	\$28.93	\$30.38	\$31.90	\$33.49	\$35.16	\$5,015	\$6,095	10/01/21	SCEA	
Building Inspector II*	521	\$31.81	\$33.40	\$35.07	\$36.83	\$38.67	\$5,514	\$6,703	10/01/21	SCEA	
Bodding Maintenance Worker I	565	\$21.35	\$22.42	\$23.54	\$24.71	\$25.95	\$3,700	\$4,498	10/01/21	SCEA	
Building Maintenance Worker II*	566	\$23.48	\$24.66	\$25.89	<b>\$27.18</b>	\$28.54	\$4,070	\$4,947	10/01/21	SCEA	
Chief Building Official*	267	\$54.02	\$56.72	\$59.56	\$62.53	\$65.66	\$8,430	\$11,381	07/19/22	Unrep	Exempt
City Engineer*	267	\$54.02	\$56.72	\$59.56	\$62.53	\$65.66	\$8,430	\$11,381	07/19/22	SCMPEA	Exempt
City Manager**	100	ı	ı	ı	ı	\$126.17	ı	\$21,870	07/01/22	Unrep	Exempt
Community Services Officer I	535	\$21.12	\$22.18	\$23.29	\$24.45	\$25.68	\$3,661	\$4,451	10/01/21	SCEA	
Community Services Officer II	536	\$23.25	\$24.41	\$25.63	\$26.91	\$28.26	\$4,029	\$4,898	10/01/21	SCEA	
Computer Systems Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18	ı	I	12/24/21	Temp/PT	
Computer Technician*	545	\$33.44	\$35.11	\$36.87	\$38.71	\$40.65	\$5,796	\$7,046	10/01/21	SCEA	
Deputy Fire Chief	255	\$56.74	\$59.57	\$62.55	\$65.68	\$68.96	\$9,834	\$11,954	04/01/22	SCMPEA	Exempt
Development Services Director*	140	\$62.40	\$65.52	\$68.79	\$72.23	\$75.84	\$9,738	\$13,146	07/19/22	Unrep	Exempt
Dispatch/Records Supervisor*	223	\$31.93	\$33.53	\$35.20	\$36.96	<b>\$38.81</b>	\$5,535	\$6,727	10/01/21	SCMPEA	Exempt
Division Fire Chief	237	\$49.38	\$51.84	\$54.44	\$57.16	\$60.02	\$8,558	\$10,403	07/19/22	SCMPEA	Exempt
Economic Development Consultant	956	I	I	I	ı	\$65.00	ı	I	12/24/21	Temp/PT	At
Finance Director*	140	\$62.40	\$65.52	\$68.79	\$72.23	\$75.84	\$9,738	\$13,146	07/19/22	Unrep	Exemption
Financial Services Manager	225	\$45.00	\$47.25	\$49.62	\$52.10	\$54.70	\$7,800	\$9,482	10/01/21	SCMPEA	Exemption
Financial Services Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18	ı	ı	12/24/21	Temp/PT	
Fire Captain (2,912 annual hours)	202	<b>\$28.85</b>	\$30.29	\$31.81	\$33.40	\$35.07	\$7,189	\$8,738	10/01/21	IAFF	lte ent
Fire Chief*	110	\$70.92	\$74.47	\$78.19	\$82.10	\$86.20	\$11,068	\$14,942	07/19/22	Unrep	
Fire Engineer (2912 annual hours)	203	\$26.45	\$27.77	\$29.16	\$30.62	\$32.15	\$6,590	\$8,010	10/01/21	IAFF	<u>6</u> а
Fire Marshal*	237	\$49.38	\$51.84	\$54.44	\$57.16	\$60.02	\$8,558	\$10,403	10/01/21	SCMPEA	Exempt
(C) Denotes Confidential Class											

Page 1 of 3

\* City Manager's Salary is set by Contract

				Hourly			Monthly	thly			
Job Class	Range	Step A	Step B	Step C	Step D	Step E	Starting	Ending	Effective Date B.U.	e B.U.	FLSA
Firefighter	910	\$19.70	\$20.69	\$21.72	\$22.81	\$23.95	I	ı	12/24/21	Temp/PT	
Fleet Mechanic*	525	\$24.65	\$25.88	\$27.18	\$28.53	\$29.96	\$4,273	\$5,193	10/01/21	SCEA	
Housing Manager*	230	\$35.99	\$37.79	\$39.68	\$41.67	\$43.75	\$6,239	\$7,583	10/01/21	SCMPEA	Exempt
Housing Specialist I	560	\$25.78	\$27.07	<b>\$28.42</b>	<b>\$29.85</b>	\$31.34	\$4,469	\$5,432	10/01/21	SCEA	
Housing Specialist II*	561	\$27.06	\$28.42	\$29.84	\$31.33	\$32.90	\$4,691	\$5,702	10/01/21	SCEA	
Human Resources Administrator*	242	\$50.13	\$52.64	\$55.27	\$58.03	\$60.93	\$7,824	\$10,562	07/19/22	Unrep	Exempt
Human Resources Technician (C)	519	\$28.36	\$29.78	\$31.27	\$32.83	\$34.48	\$4,916	\$5,976	10/01/21	SCEA	
IT Services Manager	270	\$43.19	\$45.35	\$47.62	\$50.00	\$52.50	\$7,486	\$9,100	10/01/21	SCMPEA	Exempt
Maintenance Worker I	565	\$21.35	\$22.42	\$23.54	\$24.71	\$25.95	\$3,700	\$4,498	10/01/21	SCEA	
Maintenance Worker II*	566	\$23.48	\$24.66	\$25.89	\$27.18	\$28.54	\$4,070	\$4,947	10/01/21	SCEA	
Management Analyst I	235	\$34.03	\$35.73	\$37.52	\$39.40	\$41.37	\$5,899	\$7,170	10/01/21	SCMPEA	Exempt
Management Analyst II*	236	\$37.44	\$39.31	\$41.28	\$43.34	\$45.51	\$6,490	\$7,888	10/01/21	SCMPEA	Exempt
Marina & Waterfront Events Manager	236	\$37.44	\$39.31	\$41.28	\$43.34	\$45.51	\$6,490	\$7,888	10/01/21	SCMPEA	Exempt
Marketing Manager	245	\$34.18	\$35.88	\$37.68	\$39.56	\$41.54	\$5,924	\$7,200	10/01/21	SCMPEA	Exempt
Office Assistant	509	\$20.15	\$21.16	\$22.21	\$23.33	\$24.49	\$3,493	\$4,245	10/01/21	SCEA	
Permit Technician	519	\$28.36	\$29.78	\$31.27	<b>\$32.83</b>	\$34.48	\$4,916	\$5,976	10/01/21	SCEA	
Planning Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18	I	ı	12/24/21	Temp/PT	
Police Chief*	110	\$70.92	\$74.47	\$78.19	\$82.10	\$86.20	\$11,068	\$14,942	07/19/22	Unrep	Exempt
Police Commander	255	\$56.74	\$59.57	\$62.55	\$65.68	\$68.96	\$9,834	\$11,954	04/01/22	SCMPEA	Exempt
Police Evidence and Property Technician I	535	\$21.12	\$22.18	\$23.29	\$24.45	\$25.68	\$3,661	\$4,451	10/01/21	SCEA	
Police Evidence and Property Technician II	536	\$23.25	\$24.41	\$25.63	\$26.91	\$28.26	\$4,029	\$4,898	10/01/21	SCEA	
Police Officer Trainee	906	I	ı	I	\$28.63	\$30.06	I	ı	12/24/21	Temp/PT	
Police Officer*	400	\$33.22	\$34.88	\$36.62	\$38.46	\$40.38	\$5,758	\$6,999	10/01/21	SCPOA	
Police Sergeant*	450	\$43.64	\$45.83	\$48.12	\$50.52	\$53.05	\$7,565	\$9,195	04/01/22	SCPOA	
Police Support Services Manager	270	\$43.19	\$45.35	\$47.62	\$50.00	\$52.50	\$7,486	\$9,100	10/01/21		Exempt
Principal Planner	266	\$49.42	<b>\$51.89</b>	\$54.48	\$57.21	\$60.07	\$8,566	\$10,412	04/01/22		Exempt
Project Manager*	220	\$39.31	\$41.27	\$43.34	\$45.50	\$47.78	\$6,813	\$8,282	10/01/21	SCMPEA	Exempt
Public Safety Dispatcher I	525	\$24.65	\$25.88	\$27.18	<b>\$28.53</b>	\$29.96	\$4,273	\$5,193	10/01/21	SCEA	
Public Safety Dispatcher II*	526	\$26.39	\$27.71	\$29.09	<b>\$30.55</b>	\$32.08	\$4,574	\$5,560	10/01/21	SCEA	
Public Works & Building Director/City Engineer*	140	\$62.40	\$65.52	\$68.79	\$72.23	\$75.84	\$9,738	\$13,146	07/19/22	Unrep	Exempt
Public Works Inspector*	570	\$32.19	\$33.79	\$35.48	\$37.26	\$39.12	\$5,579	\$6,781	10/01/21	SCEA	
Public Works Specialist	917	\$19.07	\$20.02	<b>\$21.02</b>	\$22.08	<b>\$23.18</b>	I	I	12/24/21	Temp/PT	
Public Works Superintendent*	265	\$49.01	\$51.46	\$54.04	\$56.74	\$59.58	\$8,496	\$10,326	10/01/21	SCMPEA	Exempt
Public Works Supervisor*	222	\$31.78	\$33.37	\$35.03	\$36.79	\$38.63	\$5,508	\$6,695	10/01/21	SCMPEA	Exempt
Recreation Coordinator	580	\$25.13	\$26.39	\$27.71	\$29.10	\$30.55	\$4,357	\$5,295	10/01/21	SCEA	٩tt
Recreation Program Administrative Coordinator	510	\$24.08	\$25.29	\$26.55	\$27.88	\$29.27	\$4,174	\$5,074	10/01/21	SCEA	ac
Recreation Specialist I	935	I	\$15.28	\$16.05	\$16.85	\$17.69	ı	ı	12/24/21	Temp/PT	hr
Recreation Specialist II	936	\$16.01	\$16.81	\$17.65	\$18.53	\$19.46	I	I	12/24/21	Temp/PT	
Recreation Specialist III	937	\$17.61	\$18.49	\$19.41	\$20.38	\$21.40	ı	I	12/24/21	Temp/PT	nt
Recreation Specialist Supervisor	939	\$19.37	\$20.34	\$21.36	\$22.43	\$23.55	·	ı	12/24/21		m 2.
Recreation Supervisor*	241	\$27.65	\$29.03	\$30.48	\$32.01	\$33.61	\$4,792	\$5,825	04/01/22	A	
Recreation, Parks & Marina Director*	140	\$62.40	\$65.52	Ş68.79	Ş72.23	\$75.84	Ş9,738	Ş13,146	07/19/22	Unrep	Exempt
(C) Denotes Confidential Class											
* Denotes Benchmark Class											

Page 2 of 3

\*\* City Manager's Salary is set by Contract

	<u> </u>			Hourly			Month	hlv			
Job Class	Range	Step A	Step B	Step C	Step D	Step E	Starting	Ending	Effective Date B.U.		FLSA
Secretary to City Manager/Deputy City Clerk (C)*	300	\$29.85	\$31.34	\$32.91	\$34.55	\$36.28	\$5,174	\$6,289	10/01/21	SCMPEA	Exempt
Senior Account Clerk	508	\$25.04	\$26.29	\$27.60	\$28.98	\$30.43	\$4,340	\$5,275	10/01/21	SCEA	
Senior Accountant	220	\$39.31	\$41.27	\$43.34	\$45.50	\$47.78	\$6,813	\$8,282	10/01/21	SCMPEA	Exempt
Senior Associate Engineer	231	\$47.51	\$49.89	\$52.38	\$55.00	\$57.75	\$8,235	\$10,010	04/01/22	SCMPEA	Exempt
Senior Building Inspector	220	\$39.31	\$41.27	\$43.34	\$45.50	\$47.78	\$6,813	\$8,282	10/01/21	SCMPEA	Exempt
Senior Maintenance Worker	525	\$24.65	\$25.88	\$27.18	<b>\$28.53</b>	\$29.96	\$4,273	\$5,193	10/01/21	SCEA	
Senior Management Analyst	238	\$41.18	\$43.24	\$45.40	\$47.67	\$50.06	\$7,138	\$8,676	10/01/21	SCMPEA	Exempt
Senior Planner	238	\$41.18	\$43.24	\$45.40	\$47.67	\$50.06	\$7,138	\$8,676	10/01/21	SCMPEA	Exempt
Senior Public Safety Dispatcher	530	\$29.03	\$30.48	\$32.00	\$33.60	\$35.28	\$5,031	\$6,116	10/01/21	SCEA	
Youth Services Specialist	590	\$29.68	\$31.16	\$32.72	\$34.36	\$36.08	\$5,145	\$6,253	10/01/21	SCEA	

THIS PAGE INTENTIONALLY LEFT BLANK

# AGENDA TRANSMITTAL

# MEETING DATE: July 19, 2022

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_\_: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2022-23.

**FISCAL IMPACT:** The proposed rate for FY 2022-23 to make the debt service payments for the North Bay Aqueduct (NBA) is 0.002672 per \$100 of Assessed Value. As indicated in the attached table and chart, the NBA levy would go down by \$0.0001860 per \$100 or a decrease by about \$0.93 per year on a home with an Assessed Value of \$500,000.

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

**STAFF REPORT:** Each year the City Council is required to establish the *ad valorem* property tax rates to be levied on the properties that benefit from the voter-approved bond issues for the acquisition of water from the North Bay Aqueduct. These tax proceeds are used to make annual debt service payment. Staff uses the Preliminary 2022-2023 Assessed Valuations Estimates provided by Solano County to calculate the levy, because the actual assessed valuations are not available in time to meet legal deadlines for submitting the tax rate to the County. There is an inverse relationship between the assessed values and the tax rates needed to generate the funds necessary to make the annual bond payments. In other words, when assessed values (AVs) go up, the tax rate will go down while still generating the needed revenue. When AVs go down, the tax levy must go up in order to generate the amount needed for bond payments. For fiscal year 2022-223, the AVs went up and it resulted to a lower tax rate.

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

1. Adopt Council Resolution No. 2022-\_\_\_: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2022-23.

# ATTACHMENTS:

- 1. Council Resolution No. 2022-\_\_\_: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2022-23.
- 2. Calculation of Voter Approved Debt for 2022-23, including table and chart showing property tax rates for fiscal year 2014 to 2023.

THIS PAGE INTENTIONALLY LEFT BLANK

	Item 7 Attachment 1
1	<b>RESOLUTION NO. 2022-</b>
2	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
3	APPROVING THE DEBT SERVICE RATE FOR THE NORTH BAY AQUEDUCT BOND ISSUE FOR FISCAL YEAR 2022-23
4	WHEREAS, On October 22, 1985, the City of Suisun City ("City") entered into an
5 6	agreement with the Solano County Flood Control and Water Conservation District ("District") for the purpose of obtaining an additional water supply up to a maximum of 1,300 acre-feet per annum from the State's North Bay Aqueduct project; and
7	WHEREAS, Under the agreement, the City is required to make annual payments to the
8 9	District for the District's costs associated with wheeling that water until the agreement matures in July 1, 2036; and
	WHEREAS, City is obligated to make these interest-free payments to District by levying
10	a zone of benefit property tax; and
11 12	<b>WHEREAS,</b> City has made the necessary calculations and has determined the correct tax rate for the 2022-23 fiscal year is \$0.002672 per \$100.00 of assessed valuation;
13	NOW, THEREFORE, BE IT RESOLVED that the City of Suisun City Council does
14	hereby approve the rate of Debt Service designated in the number of cents upon each \$100.00 of
15	the full cash value of the property in the City of Suisun City, as equalized and returned to this City Council by the Auditor of Solano County, to raise the amount of money necessary to pay the FY 2022-23 indebtedness for the North Bay Aqueduct which rate is \$0.002672 per \$100.00 of
16	assessed valuation; and
17	BE IT ALSO RESOLVED that the City Clerk is hereby directed to transmit a certified
18 19	copy of this Resolution to the County Auditor as soon as possible, and to post three (3) copies thereof in the three (3) places designated by ordinance for posting in the City.
20	PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun
21	City duly held on Tuesday, the 19 <sup>th</sup> day of July 2022, by the following vote:
22	AYES:       Council Members:         NOES:       Council Members:
23	NOES:       Council Members:         ABSENT:       Council Members:         ABSTAIN:       Council Members:
24	WITNESS my hand and the seal of said City this 19 <sup>th</sup> day of July 2022.
25	
26	Anita Skinner
27	City Clerk
28	

THIS PAGE INTENTIONALLY LEFT BLANK

# NORTH BAY AQUEDUCT - Fund 079

#### Calculation of Voter Approved Debt for 2022-23

(Using schedules provided by the Solano County Auditor-Controller)

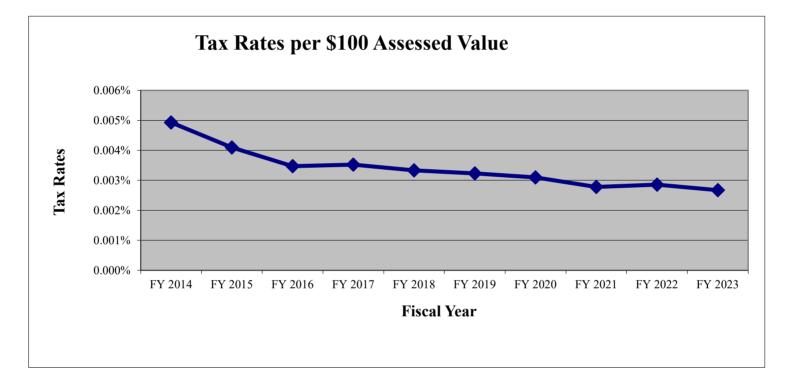
		Unsecured	Secured	Total
	lues (Less H.O.) E Values Subtotal	26,690,644  26,690,644	2,854,804,575 52,500 2,854,857,075	2,881,495,219 52,500 2,881,547,719
Less:	2% Delinquency .25% Delinquency Redevelopment	(533,813) -	(7,137,143) -	(533,813) (7,137,143) -
Add:	Homeowners	7,000	23,727,200	- 23,734,200
Adjusted Net Values		26,163,831	2,871,447,132	2,897,610,963
	Tax Rates *	0.002858%	0.002672%	
Amou	int of Taxes	\$ 748	\$ 76,729	\$ 77,476
	Amount Needed			\$ 88,083
	Current Reserves			10,607
	Interest Secured Taxes Unsecured Taxes			76,729 748
	Total			88,083
	Variance			-
	Payments to be M	ade in 2022-23		

Principal	77,740
Interest	-
Others- Cost Allocation new for 2023	2,569
Required Reserve	7,774
Total	88,083

\* The Previous Years Secured Rate is the Current Years Unsecured Rate

# Property Tax Rates for Northbay Aqueduct Agreement Rates per \$100 of Assessed Valuation (AV)

<u>Fiscal Year</u>	<u>NBA</u>
FY 2014	0.004929%
FY 2015	0.004095%
FY 2016	0.003474%
FY 2017	0.003522%
FY 2018	0.003335%
FY 2019	0.003233%
FY 2020	0.003099%
FY 2021	0.002781%
FY 2022	0.002858%
FY 2023	0.002672%



	NBA		
	FY 2021-22	FY 2022-23	Difference
Assessment Rate	0.002858	0.002672	(0.0001860)
Assessed Value of	\$ 14.29	\$ 13.36	\$ (0.93)
\$ 500,000			

\\CHSVRDATA\finsharedata\Bonds & Debts\No. Bay Aq\July 19 2022 - Debt Service Rate Chart

# AGENDA TRANSMITTAL

# MEETING DATE: July 19, 2022

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022 - \_\_\_\_: Authorizing the City Manager to Purchase the Extrication Equipment from L.N. Curtis and Sons for \$36,992.22

**FISCAL IMPACT:** The funds required for this purchase were budgeted in the Fiscal Year 22/23 Budget.

**STRATEGIC PLAN:** Ensure Public Safety.

**BACKGROUND:** The fire department was awarded grant funding from the Office of Traffic Safety in 2020 to purchase one set of electric extrication gear which allowed the department to begin upgrading our aged equipment. Currently, the department has two end of life sets of tools in operation.

**STAFF REPORT:** L.N. Curtis is the sole source vendor for Hurst's line of extrication tools named Edraulic. The line of battery-powered tools no longer requires hoses and a power unit, freeing up rescue crews to focus on extrication instead of the lengthy set up process needed by our current extrication equipment. The battery-operated tools provide more cutting and spreading force then our current outdated units. Another unique, crucial ability provided by the Hurst tools is that units are watertight and can operate underwater with ease.

**STAFF RECOMMENDATION:** Staff recommends that Council Authorizes the City Manager to Purchase the Extrication Equipment for L.N. Curtis and Sons for \$36,999.22

## ATTACHMENTS:

- 1. Resolution No. 2022 \_\_\_\_: Authorizing the City Manager to Purchase the Extrication Equipment from L.N. Curtis and Sons for \$36,992.22
- 2. Sales Quote

THIS PAGE INTENTIONALLY LEFT BLANK

				Item 8 Attachment 1
1		RESC	OLUTION NO. 2022-	
2			FY COUNCIL OF THE CITY O	
3			ANAGER TO PURCHASE THE L.N. CURTIS AND SONS FOR \$	
4			e purchase of the extrication equi	
5	2020-2025 Str	· · · · ·	optimizing the use of technology	1
6 7		<b>REAS</b> , the Suisun City of emergency rescue res	Fire Department is determined to sponse; and	continue to provide a
8			il of Suisun City recognizes that	
9	equipment can response; and	be used for an assortme	ent of emergencies from vehicle ext	rication, to earthquake
10			here resolved by the City Council	
11	the amount of S	1	ase extrication equipment from L.N	N. Curtis and Sons for
12			at a regular meeting of said C	City Council held on
13	Tuesday, the 1	9 <sup>th</sup> day of July 2022 by	the following vote:	
14	AYES: NOES:	Councilmembers: Councilmembers:		
15	ABSENT:	Councilmembers:		
16	ABSTAIN:	Councilmembers:		
17	WITNES	<b>S</b> my hand and the seal	of said City this 19 <sup>th</sup> day of July 2	022.
18				
19			Anita Skinner City Clerk	
20				
21				
22				
23				
24				
25				
26				
27				
28				

Ph: 510-839-5111 TF: 800-443-3556 Fax: 510-839-5325 oaksales@Incurtis.com UEI#: DDLSADSWN7U7



Item 8 Attachment 2 Pacific North Division 6723 Sierra Court, Suite C Dublin, CA 94568 www.LNCurtis.com Quotation No. 222383

## Quotation

CUSTO	OMER		SHIP TO:		QUOTATION NO.	ISSUED D	ATE EXF	PIRATION DATE
Suisur 701 C	n City Fire I ivic Center		Suisun City Fire De 621 Pintail Drive		222383	06/06/202	2 07/	06/2022
Suisui	n City CA 94	4585	Suisun City CA 94	585	SALESPERSON		CUSTOMER SE	RVICE REP
					Shawn Sweeney <u>ssweeney@Incurtis</u> 530-308-9575	<u>.com</u>	Diana Limbricl <u>dlimbrick@Incur</u> 510-268-3362	
REQU	ISITION NO.	RI	EQUESTING PARTY	CUSTOMER N	IO. TERI	IS	OFFER	CLASS
		G	reg Renucci	C36364	Net	30	FR	
F.O.B.		SI	HIP VIA	DELIVERY RE	Q. BY			
DEST		St	andard Shipping					
				NOTES & DIS	CLAIMERS			
I han <sup>i</sup>			y to quote. We are plea place an order, please					eed additional
inforn Safet by the produ SDS,	<b>y Warning</b> e manufactu ict. Applicat please con	Notice: Pro urer of the p ole SDS are tact Curtis o	ducts offered, sold, or roduct. Any handlers of included with shipmen or visit <u>https://www.lncu</u> below pricing.	invoiced herewit r users of produc at of products. Fo	th may have an app ct should refer to a pr other important p	blicable Safety	Data Sheet (SD prior to handling	or utilizing the
inform Safet by the produ SDS,	<b>y Warning</b> e manufactu ict. Applicat please con	Notice: Pro urer of the p ole SDS are tact Curtis o	ducts offered, sold, or roduct. Any handlers or included with shipmen or visit <u>https://www.lncu</u>	invoiced herewit r users of produc at of products. Fo	th may have an app ct should refer to a pr other important p	blicable Safety	Data Sheet (SD prior to handling	or utilizing the
inform Safet by the produ SDS, Trans	y Warning e manufactu ict. Applicat please con portation is	Notice: Pro urer of the p ole SDS are tact Curtis of included in	ducts offered, sold, or roduct. Any handlers of included with shipmen or visit <u>https://www.lncu</u> below pricing.	invoiced herewit r users of product of products. Fo <u>intis.com/product</u> DESCRIPTION S 789 EWXT (	th may have an app ct should refer to a or other important p <u>t-notices-warnings</u> Cutter Edraulic Wat of Package, Includir (T Cutter ies	olicable Safety oplicable SDS roduct notices	Data Sheet (SD prior to handling and warnings, o	or utilizing the or to request an

Ph: 510-839-5111 TF: 800-443-3556 Fax: 510-839-5325 oaksales@Incurtis.com UEI#: DDLSADSWN7U7

# CURTIS TOOLS FOR HEROES

Item 8 Attachment 2 Pacific North Division 6723 Sierra Court, Suite C Dublin, CA 94568 www.LNCurtis.com Quotation No. 222383

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
3	1	EA	274286000-9 HURST	R 522 EWXT Ram Edraulic Watertight Extrication Tool Package, Including: 1 - R 522 EWXT Ram 2 - 9Ah Batteries	\$8,925.00	\$8,925.00

1 - 110V Charger

\*\*\*THIS IS BUDGETARY PRICING ONLY\*\*\* \*\*\*\*PLEASE CONTACT CURTIS WHEN NEEDING PURCHASE PRICING\*\*\*\*

Small Business CAGE Code: 5E720 DUNS Number: 009224163 SIC Code: 5099 Federal Tax ID: 94-1214350

This pricing remains firm until 07/06/2022. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

\$34,140.00	Subtotal
\$2,859.22	Tax Total
\$0.00	Transportation
\$36,999.22	Total

View Terms of Sale and Return Policy

### AGENDA TRANSMITTAL

### MEETING DATE: July 19, 2022

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_\_: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Interactive Resources for City Hall Water Damage Remediation Project, Fire Station Bathroom Remodel & Building Updates Project, and Safety Facilities Security Gates Project, and Authorize Change Orders up to 10% of the Contract Amount.

**FISCAL IMPACT:** Funds for City facilities are budgeted under Municipal Facility Improvements (Fund 320) account 320-93310-6510 Professional Studies. The State has allocated funds in the amount of \$1.5 million to Suisun City for Public Safety Facility Improvements in the current fiscal year's State budget.

STRATEGIC PLAN IMPACT: Provide Good Governance; Ensure Public Safety.

**BACKGROUND:** Building Maintenance will be bidding three major projects this fiscal year and needs professional architectural services for the development of plans and specifications. The projects are the City Hall Water Damage Remediation Project, Fire Station Bathroom Remodel & Building Updates Project, and Safety Facilities Security Gates Project. The consultant will also be providing construction administration.

**STAFF REPORT:** Over the years, city facility maintenance and upgrades have been deferred. At City Hall, there have been water leaks above the Administration and Finance departments where the pitch roof and concrete meet since City Hall was built. Over the years, this leak has caused continual water damage and mold growth in the rafters, walls, and ceiling tiles in the Administration Department and Finance counter area. This needs to be addressed to remediate and repair these issues for the health and safety of the public and City employees.

The Fire Station needs updated bathrooms to accommodate male and female Fire employees by redesigning the current open bathroom to three individual bathrooms that will have showers and toilets. The public bathroom will be updated for accessibility and have a decontamination shower. The station also needs to have code compliance updates which includes constructing a fire wall between the station house and apparatus bay, changing the doors for egress, correcting Building Code deficiencies from previous construction, and other miscellaneous items.

The Police Department, Fire Station, and Corporation Yard need security gates. Currently, all these safety facilities are open to the public and this presents safety and security issues. The open facility allows public access to the buildings, vehicles, and equipment. The open gates also provide opportunity for theft of City property. The consultant will meet with City staff to assess each of the department's needs and design the security gates with those needs in mind.

The funding for these projects is as follows:

- City Hall Remediation, \$500,000 in 010-93140-3350 Building Maintenance Major Facilities
- Fire Department Remodel & Building Updates, \$165,000 in 012-93140-1912 Measure S Funds (construction only)
- Safety Facilities Security Gates Project, \$1.5 million in State allocated funds for Safety Facility Improvements (design and construction)

The Request for Proposals (RFP) for design services was published on May 15, 2022. At the preproposal meeting on May 19, 2022, six (6) firms attended. However, only one architect firm submitted a proposal, Interactive Resources. They have worked with the City previously on the Train Depot remodel and showed an understanding of the projects. After review of the submitted proposal, the City panel review team determined Interactive Resources, a California Corporation, to be qualified to perform the professional design services for the City. City staff negotiated a cost with Interactive Resources in the amount of \$238,448 to perform engineering services, including the production of construction documents and construction administration for these projects. Since this amount is above the City Manager's purchasing authorization threshold, City Council approval would be required to award this contract.

**RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2022-: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Interactive Resources for City Hall Water Damage Remediation Project, Fire Station Bathroom Remodel & Building Updates Project, and Safety Facilities Security Gates Project, and Authorize Change Orders up to 10% of the Contract Amount.

### **ATTACHMENTS:**

- 1. Council Resolution No. 2022-\_\_\_: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Interactive Resources for City Hall Water Damage Remediation Project, Fire Station Bathroom Remodel & Building Updates Project, and Safety Facilities Security Gates Project, and Authorize Change Orders up to 10% of the Contract Amount.
- 2. Interactive Resources Cost Proposal

	Item 9 Attachment 1
1	<b>RESOLUTION NO. 2022-</b>
2	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
3	AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT ON THE CITY'S BEHALF WITH INTERACTIVE
4	<b>RESOURCES FOR CITY HALL WATER DAMAGE REMEDIATION PROJECT, FIRE STATION BATHROOM REMODEL &amp; BUILDING UPDATES PROJECT, AND</b>
5 6	SAFETY FACILITIES SECURITY GATES PROJECT, AND AUTHORIZE CHANGE ORDERS UP TO 10% OF THE CONTRACT AMOUNT
7	
8	WHEREAS, the Building Maintenance will be bidding three major projects this fiscal year and need professional architectural services for the development of plans and specifications; and
9	WHEREAS, the City Hall needs water damage remediation, Fire Station needs a
10	bathroom remodel and Building Code updates, and the Safety Facilities needs safety gates; and
11	<b>WHEREAS,</b> on May 15, 2022, the City staff published a Request for Proposals (RFP) for design engineering services, including the preparation of construction documents and contract
12	administration, for the Projects; and
13 14	<b>WHEREAS,</b> for the design phase, City staff published a Request for Proposals (RFP) for professional architect services, including the preparation of construction documents, for the Project; and
15	WHEREAS, on May 19, 2022, six (6) firms attended the mandatory pre-proposal
16	meeting; and
17	<b>WHEREAS</b> , on June 16, 2022, the City received proposals from one (1) professional architect firm in response to the RFP; and
18	WHEREAS, the City panel review team reviewed and determined that Interactive
19	Resources, a California Corporation, to be the best qualified to perform the professional architect services for the City; and
20	<b>WHEREAS,</b> Interactive Resources has submitted a reasonable cost proposal to perform the necessary professional architect and construction administration services for the Projects.
21	NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun
22	City authorizes the City Manager to execute a Professional Services Agreement on the City's behalf with Interactive Resources for City Hall Water Damage Remediation Project, Fire Station
23	Bathroom Remodel & Building Updates Project, and Safety Facilities Security Gates Project for a total contact amount of \$262,292.80 including 10% contingency, and Authorize Change Orders
24	up to 10% of the Contract Amount.
25	<b>PASSED AND ADOPTED</b> by a Regular Meeting of said City Council of the City of
26	Suisun City duly held on Tuesday, the 19 <sup>th</sup> of July 2022, by the following vote:
27	AYES: Councilmembers:
28	NOES:       Councilmembers:         ABSENT:       Councilmembers:
	ABSTAIN: Councilmembers:

	Item 9 Attachment 1
1	WITNESS my hand and the seal of said City this 19 <sup>th</sup> day of July 2022.
2	
3	
4	Anita Skinner City Clerk
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15 16	
10	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
	Resolution No. 2020-
	Adopted May 19, 2020 Page 2 of 2
	108

	INTERACTIVE RESOURCES architects + engineers	Line Construction of the c	14, 05, 05, 05, 05, 05, 05, 05, 05, 05, 05			1994939 199493 1994 199493 1994	10-11/5 10-14 10-1	10,11,2,140,140,140,140,140,140,140,140,140,140	<sup>151</sup> U39814 Joe	10400 × elatures 15,03,07,000 × 10,020,000 15,03,000 × 10,000	Contraction of the state of the		TOTAL BASE FEE
		\$239	\$206			\$133	6	\$239		\$110			
	Task 1 - Investigation, existing Conditions												
	Administration		16								-	Ş	3,296.00
	One kick-off meeting with the City staff	1	2			2					1	Ş	917.00
	Site Survey - conditions / Create Base Drawings		9	20							ı	Ş	4,676.00
H	Conduct investigation, coordination of testing		8			4		2	8	3	-	Ş	4,148.00
	Analyis of destructive testing, existing conditions and test results	∞	12	9				ε	∞	10		Ŷ	8,393.00
	Coordination / Communication		6								-	Ş	1,236.00
	Subtotal task 1	6	50	26	0	9	0	5	16	13	•	Ş	22,666.00
2	Task 2 - 0%-60% Design												
•	Assemble package for 100% cost estimation											Ŷ	ı
n	Subtotal task 3	0	0	0	0	0	0	0	0	0			
	Total	6	50	26	0	9	0	5	16	13	125	Ş	22,666.00
	Base Fee (lump sum) Total Fee per Firm					\$	17,721.00			\$ 4,945.00		Ş	22,666.00
	Separate Reimbursables Total					\$	1,000					Ş	1,000.00
	Total Hours per firm						91			ſ	34		
	Conditions						18,721.00			\$ 4,945.00			23,666.00
	Please note that the hours (and resulting fee estimate) provided is highly dependant on existing conditions yet to be determinedby the investigation and therefore the actimate has a larger possible variance and is subject to												

Item 9 Attachment 2

# Suisun City Hall Water Damage Remediation - Exhibit B



change.

		32	155		2	362						Total Hours per firm
\$ 4,000.00			1,			2,						Separate Reimbursables Total
\$ 102,996.00	549	32	73	61	21	10	0	40	124	50	138	Total
		0	8	9	4	0	0	12	12	0	70	Subtotal task 4
<ul><li>5,108.00</li><li>4,032.00</li></ul>			2	2				4 0	t	0	。 16	Final Punch List and Project Closeout with three site visits 1 ea.
	,											Review and respond to Contractor's project reports / Forward to the City
	,		9	4	4			∞	∞		16	RFIs /ASIs / Change Orders / Submittals
\$ 4,968.00	ı										24	Project meetings (maximum 6 on site meetings assuming a 1 1/2 month duration)
						-	-					Construction Administration
		0	4	4	0	0	0	4	20	4		Subtotal task 4
ې 414.00 \$ 2,956.00			4	4					4		4 2	Coordination / Communication Answer Bidder's Questions
\$ 1,172.00									2			Site meeting for Bid Walk
								4	9	2		Develop Bid Specifications
\$ 1,766.00									∞	2		Develop Bid Drawings
\$ 14,420.00		16	15	13	4	2	•	4	12	10	4	Subtotal task 3 Bid phace
\$ 3,248.00		16							4			Assemble package for 100% cost estimation
\$ 390.00	ı									2		One meeting with City staff to discuss City's management team comments
	ı		5	2	-				1	1		
\$ 0,982.00 \$ 2.694.00			10 3	x m	4	7		4	9 ~	4 0	4	Design / arawing time to aevelop Permit Set / specifictions Respond to Plan Check comments and resubmit
\$ 1,110.00 \$	,		2	2		,		-	,	7		Respond to viability of City's comments on the design.
00.9/5/62 ¢		5	5	77	Þ	•	-	7	87 	74	87	90%-100% Design
	,	•	20	16	4	•	•	}	∞ {	4		Design drawings: Plans, details, schedules
\$ 1,172.00	ı								2		4	One meeting with City staff to discuss City's management Team comments
									2	2		Coordination / Communication
\$ 6,072.00			2	2	2			∞		4		Outline Specifications
\$ 1,164.00 \$ 9.504.00			1	1		~		12	16	2	4	Respond to viability of City's comments on the design. Design / drawing time to develop preferred schemes
					-	-				-		50% - 90% Design
\$ 1,242.00		16	<i>c</i>	10	-	-	-	-	2	;	م د	Coordination / Communication
\$ 9,920.00	,	16	20	16	4							Design/drawing up to two design alternatives with cost implications
									24	∞		Utility Location, Facilities, Water, Public Works
			2	2	7				24	4	5 7	Site Survey - conditions / dimensions / Create Base Drawings
\$ 1,656.00 \$			•	•	•							Administration
		-	-	-	-	-			-	-	-	0% - 50% Design
		, v	\$180	\$180	\$220 \$220	\$139 \$139	\$133			\$195	\$206	
TOTAL BASE FEE	TOTAL	10164115 10106 8113 101101 10110 8113 101101 10100 8113 10110100000000000000000000000000000	Table Contract of the second s	1980 LERN 22 000	1980-1990 1980-1990 1980-1990 1990-19900 1990-19900 1990-1900 1990-1900 1900-1900 1900-1900 1900-1900 1900	1400 1494 1400 149412 e4115 1400 1495 1621415 1400 1495 1621415 1400 1410 1410 1400 1410 1410 1400 1410 141	190 190 190 190 190 190 190 190 190 190	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Seven 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	1edjouija 1919-1919 1919-1919	RESOURCES architects + engineers
			130									

Item 9 Attachment 2

# Suisun City, Fire Department Restrooms and Use Separation - Exhibit C



TOTAL BASE FEE		1,236.00	2,822.00	10,722.00	2,832.00	8,518.00 2 308 00	28.438.00		1,282.00	9,362.00	4,178.00	3,514.00	2,318.00	9.520.00	30,174.00		1,990.00	3,052.00	3,094.00	1,142.00	4,268.00	13,546.00		3,886.00	1,382.00	1,214.00	510.00	9 412 00	00:371/0	5,608.00	6 668 00		2,024.00	3,552.00	20,146.00	101,716.00	101,716.00	6,070.00		107,786.00
TØTAL HOURS		- \$	۰ ک	۰ ک	۰ ۱	v, v	T	-	، ا	. بې ۱		- \$	۰ ب	۔ د	ي. ۱	1	ۍ ۱	Ŷ	Ŷ	ۍ ۱	Ŷ	- \$	-	- ج	ŝ	<u>۰۰</u> ۱				ۍ ۱	ا	<b>γ</b> υ		י י י		346 <b>\$</b>		- v		Ś
+0,et,115,5,10,00 +0,et,115,5,10,00 2160 2160 2160						×	~	- '							•						∞	8						-	,						•	16	\$ 2,560.00		16	
S160 S160 S160 S160 S170 S160 S170 S170 S170 S170 S170 S170 S170 S17						-	-	-		2			ъ	4	7				2			2		4				4				T			•	14	\$ 15,370.00			
A adessure the top of			3			ہ م	16		ε	4	4		9	12	29		ε	2	ß	2		11		2		ς τ		-		с		T			m	99		,		
285 5570 5 2270 5 270 5			£			2	ъ	,			2				2		1					1		1				-	•						•	6				
5285 5285				12			12								0							0						-	,						•	12	<sup>m</sup>	1,300	186	
C 2216 5285 5216 5285 5216 5285 5216 5285 5216 5285 528				4			4	-							•							0						-	,						•	4	Ŷ	Ŷ		
				∞	8		16			8	2			8	18		4	∞	4		4	20		4				4	·		α	, -	+	2	14	72				
Solution States Street				2	∞		10			4	2	4		∞	18		2	4	2		4	12	-	2	2	(	7 r	v م	>	∞	×	> <	~ t	7 7	24	72				
Viz, ter			2		2	ſ	9	-				2	2	2	9					2		2	-				ſ	<b>م</b> ا	4	2	~ 	1	, ,	14	10	26		8		
S220 5180 5180 5180 5180 5180 5180 5180 518				2		7	4	_			2			9	∞						4	4					-	-			-	•			-	18	\$ 5,660.00	\$ 800.00	29	
\$139 \$139 \$139 \$139 \$220				2		2	4	_						2	7							1					-	+ -	-		-	•		2	n w	11		0		
\$133 \$133 \$133 \$133 \$133 \$133 \$133 \$133							•			∞					∞				2			2						c	>						•	10	\$ 46,626.00	\$ 3,000.00	250	
							•								•							0						c	, ,						•	0				
							•			9					9				2			2	-					c	, 		, ,	1		0	7	10				
2195 \$195 \$195 \$195 \$195 \$195 \$195 \$195 \$			4	18	9	18	4	-		16		2	2	∞		-		9	2		4			∞	9	2	~	7 2	2		×	>	<		12	112				
\$206 \$195 \$195 \$105		6	2	2 4	_	2 4 6	18	-		2 6			2	2 4		-	2		2	2		0 6	-	2		2	ſ	• •	-	16	×		7 4		40		-			
∾	·	cration	y staff	awings	Works	ations			lesign.	hemes	ations	cation	ments	edules			lesign.	ictions	submit	ments	nation	task 3		awings	ations	d Walk	cation	tack 4	t ven		duration) uhmittals	City,	ration					es Total	ber firm	Total
<b>CTIVE</b> JRCES - engineers		Administration	One kick-off meeting with the City staff	Site Survey - conditions / dimensions / Create Base Drawings	Facilities, Water, Public Works	Design/drawing up to two design alternatives with cost implications	Subtotal task 1		Respond to viability of City's comments on the design.	Design / drawing time to develop preferred schemes	Outline Specifications	Coordination / Communication	management Team comments	s: Plans. details. schedules	Subtotal task 2		City's comments on the design.	Design / drawing time to develop Permit Set / specifictions	Check comments and resubmit	One meeting with City staff to discuss City's management team comments	Assemble package for 100% cost estimation	Subtotal task 3		Develop Bid Drawings	Develop Bid Specifications	Site meeting for Bid Walk	Coordination / Communication	Subtotal task 4	200000	Project meetings (maximum 6 on site meetings assuming a 1 1/2 month	auration) BEIs /ASIs / Change Orders / Submittals	Provine and received to Cranter and received to the Cranter / Energy and the City	controlination / Communication	Final Punch List and Project Closeout with three site visits 1 ea.	Subtotal task 4	SubTotal All Phases	Base Fee (lump sum) Total Fee per Firm	Separate Reimbursables Total	Total Hours per firm	
			One kick-off m	tions / dimensio	Utility Location, Facili	o design alternati	2001		viability of City's	awing time to de		Coorc	scuss City's mane	Design drawings: Plans.	D			time to develop	Respond to Plan Check	scuss City's man	semble package					Ċ	Coort	L		on site meetings	BEIS / ASIS / CF	- / cich/ ci M		Project Closeout			Base Fee (			
RESOI architects				Survey - condi	Utilit	ving up to twc			Respond to	Design / dr			City staff to dis				Respond to viability of	sign / drawing	Respo	City staff to di	As								stration	; (maximum 6		octrol of par		inch List and F						
	0% - 50% Design			Site 5		Design/drav		50% - 90% Design					One meeting with City staff to discuss City's			90%-100% Design		De		e meeting with			ase						Construction Administration	roject meetings		out and rocky		Final Pu						
	0% - 5(							50% -				2	Oné			90%-1							<b>Bid Phase</b>			4			Constr	4		2	ć							

Item 9 Attachment 2

# Suisun City, Fences and Gates at PD, Fire and Corp Yard - Exhibit D



### AGENDA TRANSMITTAL

### MEETING DATE: July 19, 2022

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_\_: Authorizing the City Manager to apply and join the AARP Network of Age-Friendly States and Communities.

### FISCAL IMPACT: None

### STRATEGIC PLAN GOALS: Provide Good Governance

**BACKGROUND:** The AARP Network of Age-Friendly States and Communities is the United States affiliate of the World Health Organization Global Network for Age-Friendly Cities and Communities, an international effort launched in 2006 to help cities prepare for rapid population aging and the parallel trend of urbanization.

**STAFF REPORT:** AARP's participation in the program advances efforts to help people live easily and comfortably in their homes and communities as they age. AARP's presence encourages older adults to take a more active role in their communities and have their voices heard. Initiatives focus on areas such as housing, caregiving, community engagement, volunteering, social inclusion and combating isolation among older citizens. AARP works with local officials and partner organizations around the country to identify communities for membership in the age-friendly network. AARP facilitates the community's enrollment and guides its representatives through the network's implementation and assessment process.

Combined with the resources provided by AARP — either through AARP.org/Livable (this website) or the AARP Public Policy Institute — the AARP Network of Age-Friendly States and Communities program supports AARP's goal of being recognized by elected officials and others as a leading resource for how to improve the livability of communities for people aged 50 or older and their families. The program emphasizes both the built and the social environment and helps refine what it means for AARP to have a community presence. The AARP Network of Age-Friendly States and Communities program is a tool that can be used by AARP staff and others to help local leaders prepare and ultimately change their communities to become great places for everyone to live.

Key components of the program include:

### Membership in the network

- Helps local leaders identify and understand community needs
- Serves as an organizing structure for making community improvements
- Fosters partnerships among community groups and local stakeholders
- Provides leadership opportunities for volunteers
- Enables changes that benefit people of all ages

### Membership provides a community with

• Public recognition for committing to becoming age-friendly

PREPARED BY: APPROVED BY:

- Resources for identifying and assessing community needs
- Access to technical assistance and expert-led webinars
- Support and best practice materials from AARP

### What Membership Isn't

- Communities in the AARP age-friendly network are not retirement villages, gated developments, nursing homes or assisted living facilities, nor are they planned communities or age-restricted housing developments.
- Membership in the network does not mean that the community is currently, "age-friendly" or a great place to retire.
- Membership in the network does not mean AARP endorses the towns, cities, counties or states as places to live.

### Benefits

- Helps understand community needs
- Creates partnerships with community groups
- Educates local leaders
- Encourages leaders to implement changes that make communities more livable for people of all ages, especially older adults
- Provides the City with resources to become more age-friendly
- Provides leadership opportunities for volunteers
- Work towards age-friendly livability requires a continuous process of improvement:
- Conduct a community needs assessment (AARP can provide survey examples, templates and an online tool in English and Spanish)
- Develop an action and evaluation plan based on the assessment results
- Submit the plan for review by AARP
- Implement and work toward the goals of the plan
- Share solutions, successes, and best practices with AARP
- Assess the plan's impact and submit progress reports

This is an ongoing project that is never complete. As the community demographics change, so should this process.

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

Adopt Resolution No. 2022-\_\_\_: Authorizing the City Manager to apply and join the AARP Network of Age-Friendly States and Communities.

### **ATTACHMENTS:**

1. Resolution No. 2022-\_\_\_: Authorizing the City Manager to apply and join the AARP Network of Age-Friendly States and Communities.

	Item 10 Attachment 1
1	RESOLUTION NO. 2022
2	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY,
3	CALIFORNIA, AUTHORIZING THE CITY MANAGER TO APPLY AND JOIN THE AARP NETWORK OF AGE-FRIENDLY STATES AND COMMUNITIES
4	
5 6	WHERSAS, the City of Suisun City recognizes the increasing growth of the aging population and is committed to providing safe, walkable streets; age-friendly housing and transportation options; access to needed services; and opportunities for residents of all ages to participate in community life; and
7	participate in community life; and
8	WHEREAS, the City of Suisun City desires all community residents, including older persons and persons with disabilities, to fully and meaningfully participate in and contribute to the social and economic fabric of the community; and
9 10	WHEREAS, the City of Suisun City strives to equitably serve residents of all ages,
	ability levels, incomes, races, ethnicities, and other backgrounds; and
11 12	WHEREAS, the City of Suisun City recognizes there are numerous social and economic benefits to building a community that is inclusive and meets the changing needs of residents as they age; and
13	WHEREAS, the City of Suisun City acknowledges and fully meets the aging
14	population where they are while building the path to inclusiveness; and
15	WHEREAS, the City of Suisun City recognizes the growing number of states and municipalities, including the State of California, which have joined efforts to become more
16	intentionally inclusive to older adults.
17 18	<b>NOW, THEREFORE, BE IT RESOLVED,</b> The City Council Affirms support for the Age-Friendly Resolution behalf of the City of Suisun City, a public entity established under the laws of the State of California.
	<b>PASSED AND ADOPTED</b> at a Regular Meeting of the City Council of the City of
19	Suisun City duly held on Tuesday, the 19th of July 2022, by the following vote:
20 21	AYES: Councilmembers:
22	NOES:       Councilmembers:         ABSENT:       Councilmembers:
22	ABSENT:       Councilmembers:         ABSTAIN:       Councilmembers:
23 24	WITNESS my hand and the seal of the City of Suisun City this 19 <sup>th</sup> of July 2022.
24 25	
	Anita Skinner
26	City Clerk
27	
28	

### AGENDA TRANSMITTAL

**MEETING DATE:** July 19, 2022

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_\_: Authorizing the City Manager to accept grant funds from First 5 Solano's Annual Grant Program in the amount of \$20,000.

### FISCAL IMPACT: Grant award of \$20,000.

**STRATEGIC PLAN GOALS:** Ensure Fiscal Solvency

**BACKGROUND:** Every year, First 5 Solano disperses a total of \$200,000 in grants - \$20,000 per agency - as part of their Annual Grants Program. The purpose of these grants is to fill community gaps, pilot new or innovative ideas, and/or to address time sensitive community needs for those ages 0-5. The Recreation, Parks, and Marina (RPM) Department submitted a grant application in May, 2022 to provide new programming for ages 2-4.

**STAFF REPORT:** In June, 2022, RPM was notified that their grant application was accepted and approved for funding. The grant application centered on a series of recreation classes that would be offered to community members ages 2-4 at no cost. There will be a total of twenty, hour-long classes offered at the Joseph Nelson Community Center over a four-week period, ranging from tumbling to toddler yoga. There is limited availability of classes in this age range, and for those that are available, price is a barrier to some families. Up to 240 children will be able to participate in a free recreation program thanks to this program.

Participation in recreation programs at a young age can develop socialization, motor skills, and can instill healthy exercise habits. In Solano County, 2 in 5 youth are overweight or obese, according to a 2016 Solano County Public Health report, so organized programs are of importance for children this age, and the funding opportunity allows those programs to become accessible for all. The program will also bring more families to the Joseph Nelson Center and creates a county-wide audience for the RPM Department to develop more programs for that age range in the future. Progress will be tracked via pre and post program surveys assessing the quality of the class, and how their child's involvement in the class affected their social and motor skills.

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

Adopt Resolution No. 2022-\_\_\_: Authorizing the City Manager to accept grant funds from First 5 Solano's Annual Grant Program in the amount of \$20,000

### **ATTACHMENTS:**

1. Resolution No. 2022-\_\_\_: Authorizing the City Manager to accept grant funds from First 5 Solano's Annual Grant Program in the amount of \$20,000.

PREPARED BY: REVIEWED BY: APPROVED BY: Marvin Mora, Recreation Supervisor Kris Lofthus, Deputy City Manager Greg Folsom, City Manager

			Item 11 Attachment 1
1		RESOL	UTION NO. 2022
2	A RESOL	UTION OF THE CIT	Y COUNCIL OF THE CITY OF SUISUN CITY,
3		<i>,</i>	G THE CITY MANAGER TO ACCEPT GRANT NO'S ANNUAL GRANT POROGRAM IN THE
4			MOUNT OF \$20,000
5 6		ps, pilot new or innova	o provides annual grants for up to \$20,000 to fill ative ideas, and/or to address time sensitive community
7	WHEF	<b>REAS.</b> there are limited	l recreation programs for ages 2-4 in Suisun City and its
8 9		·	hat are offered are not affordable to all community
10		· <b>1</b>	n organized recreation programs helps to develop
11	socialization sl	sills, motor skills, and i	nstill healthy exercise habits in children; and
12			rtunity through First 5 Solano will allow up to 240 ree recreation program at the Joseph Nelson Community
13	Center; and	· · · · · · · · · · · · · · · · · · ·	rg
14	· · · · · · · · · · · · · · · · · · ·	,	T RESOLVED, The City Council authorizes the City
15 16			Annual Grant Program grant in the amount of \$20,000 on public entity established under the laws of the State of
17	DASSE	D AND ADOPTED (	at a Regular Meeting of the City Council of the City of
18			19 <sup>th</sup> of July 2022, by the following vote:
19	AYES:	Councilmembers:	
20	NOES: ABSENT:	Councilmembers: Councilmembers:	
21	ABSTAIN:	Councilmembers:	
22	WITNESS my	hand and the seal of the	e City of Suisun City this 19 <sup>th</sup> of July 2022.
23			
24			Anita Skinner City Clerk
25			
26			
27			
28			
			119

### AGENDA TRANSMITTAL

**MEETING DATE:** July 19, 2022

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_\_\_: Amending the Council Norms and Procedures Manual.

FISCAL IMPACT: There would be no fiscal impact to the City.

**STRATEGIC PLAN:** Provide Good Governance.

**STAFF REPORT:** At the July 5<sup>th</sup> Council meeting, the City Council provided consensus to bring back modifications to the Norms and Procedures manual for Council consideration. Based on that consensus, staff has the following minor edits to recommend:

- Update Councilmembers on front page.
- Amend the order of business in Section 8.6 to put City Council Reports and Mayor Report near the beginning of the agenda.

**STAFF RECOMMENDATION:** It is recommended that the City Council Adopt Resolution No. 2022-\_\_\_\_: Amending the Council Norms and Procedures Manual.

### **ATTACHMENTS:**

- 1. Resolution No. 2022-\_\_\_\_: Amending the Council Norms and Procedures Manual
- 2. Amended Draft Council Norms and Procedures Manual (clean)
- 3. Amended Draft Council Norms and Procedures Manual (redlined)

	Item 12 Attachment 1	
1	<b>RESOLUTION NO. 2022</b>	
2 3	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AMENDING THE COUNCIL NORMS AND PROCEDURES MANUAL	
4	WHEREAS, on July 30, 2019 the City Council of the City of Suisun City established th	
5 6	Norms and Procedures to promote communication, understanding, fairness, and trust among th members of the City Council and staff concerning their roles, responsibilities, and expectations for management of the business of the City of Suisun City; and	e
7	WHEREAS, on February 18, 2020 the City Council of the City of Suisun City amende the Council Norms and Procedures; and	d
8 9	WHEREAS, on February 15, 2022 the City Council of the City of Suisun City amende the Council Norms and Procedures; and	d
10	WHEREAS, staff has reviewed the Council Norms and Procedures and has recommende	d
11	some minor changes. NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisu	
12	City hereby amends the Council Norms and Procedures as follows:	11
13		
14	8.6 Order of Agenda - Regular Meeting.	
15	(a) The prescribed order of the agenda for Regular Meetings of the Council will be a follows: Roll Call, Pledge of Allegiance, Invocation, Conflict of Interes Notification, City Council Reports, Mayor Report, Informational Reports (Cit	st
16	Manager/Executive Director/Staff), Presentations/Appointments, Conser	nt
17 18	Calendar, Public Comments on Items not on the Agenda, Public Hearings, Genera Business Items, Non-presented Reports, and Adjournment.	ıl
19		
20	<b>PASSED AND ADOPTED</b> at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 19 <sup>th</sup> day of July 2022, by the following vote:	٥f
21	AYES:       Council Members:         NOES:       Council Members:	
22	ABSENT: Council Members:	
23	ABSTAIN: Council Members:	
24	WITNESS my hand and the seal of said City this 19 <sup>th</sup> day of July 2022.	
25		
26	Anita Skinner	
27	City Clerk	
28		



# COUNCIL

Norms & Procedures

### SUISUN CITY COUNCIL:

Mayor Pro Tem Alma Hernandez Councilmember Jane Day Councilmember Michael J. Hudson Councilmember Wanda Williams

ORIGINAL ADOPTION: July 30, 2019

AMENDED: FEBRUARY 18, 2020 FEBRUARY 15, 2022 JULY 19, 2022

## SUISUN CITY COUNCIL NORMS & PROCEDURES

### Table of Contents

Section 1	. GENERAL	1
1.1	Purpose	1
1.2	Code of Conduct	1
1.3	Decorum	1
1.4	Overview of Council responsibilities	1
1.5	Overview of City Manager responsibilities.	5
1.6	Annual Review	5
1.7	Ralph M. Brown Act	5
SECTION	2. COUNCIL REORGANIZATION	5
2.1	Mayor Pro Tem Selection Process	5
2.2	Duties of the Mayor Pro Tem/Vice Mayor	5
2.3	Appointment of a Council Vacancy	7
SECTION	3. ADMINISTRATIVE MATTERS	7
3.1	Attendance	7
3.2	Correspondence	7
3.3	Regional Boards, Committees and Ad Hocs	3
3.4	Distribution of Information	3
3.5	Reimbursement	3
3.6	Ethics and Sexual Harassment Prevention & Education Training.	)
3.7	City Seal	)
3.8	Use of City Email and Social Media	)
3.9	Compensation	)
SECTION	4. COUNCIL RELATIONSHIP WITH STAFF1	L
4.1	City Manager1	L
4.2	Agenda Item Questions11	L
4.3	Interaction of City Council with Staff12	L
4.4	Individual Council Member's Requests1	L
SECTION	5. PROCEDURES FOR APPOINTMENTS TO BOARDS/COMMISSIONS/COMMITTEES	<u>)</u>
5.1	Definitions12	<u>)</u>
5.2	Recruitment Process	2
5.3	Requirement for Appointment13	3

		Item 12 Attachment 2
5.4	Council Notification	
5.5	Incumbents	
5.6	Application	
5.7	Attendance	
5.8	Norms and Procedures and Conflicts of Interest	
5.9	Conflicts with Federal, State or Local Law.	
SECTION	6. MEETINGS	
6.1	Open to Public	
6.2	Broadcasting of City Council Meetings.	
6.3	Regular Meetings	
6.4	Cancelling Meetings	
6.5	Special Meetings	
6.6	Closed Sessions.	
6.7	Quorum	
6.8	Minutes	
6.9	Adjourned Meetings.	
SECTION	7. POSTING NOTICE AND AGENDA	
7.1	Posting of Notice and Agenda	
7.2	Location of Posting	
SECTION	8. AGENDA CONTENTS	
8.1	Mayor's Responsibility	
8.2	Description of Matters	
8.3	Availability to the Public	
8.4	Limitation to Act Only on Items on the Agenda	
8.5	"Timing" of Agenda	
8.6	Order of Agenda – Regular Meeting	
8.7	Order of Agenda – Closed Session.	
8.8	Change in Order of Business.	
8.9	Agenda Request Policy	
8.10	Presentations.	
8.11	Proclamations.	
8.12	Redress	
SECTION	9. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS	
9.1	Role of Mayor	

		Item 12 Attachment 2
9.2	Rules of Order	
9.3	Appeal Procedures	20
9.4	Applicants	20
9.5	Staff and Consultant Reports	20
9.6	Public Comment	20
9.7	Motions	21
9.8	Reconsideration.	21
9.9	Discussion	22
9.10	Council Member Respect	24
9.11	Council and Staff Reports and Directions on Future Agenda Items	24
SECTION	10. CLOSED SESSIONS	24
10.1	Purpose	24
10.2	Rule of Confidentiality.	24
10.3	Breach of Rule of Confidentiality.	25
10.4	Agenda	25
10.5	Permissible Topics	25
10.6	Rules of Decorum	25
10.7	Conduct of Meeting.	25
10.8	Public Disclosure After Final Action.	26
SECTION	11. DECORUM	26
11.1	Council Members	26
11.2	City Employees	26
11.3	Public	27
11.4	Noise in the Chambers	27
11.5	Removal	27
11.6	Dangerous Instruments.	27
11.7	Prosecution.	27
SECTION	12. ENFORCEMENT OF DECORUM	27
SECTION	13. PUBLIC RELATIONS	28
13.1	City Spokesperson	28
13.2	Press Release	28
SECTION	14. MAYOR'S OFFICE	28
SECTION	15. VIOLATIONS OF PROCEDURES	

# SUISUN CITY COUNCIL NORMS & PROCEDURES

### Section 1. GENERAL

### 1.1 Purpose.

The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the members of the City Council and staff concerning their roles, responsibilities, and expectations for management of the business of the City of Suisun City.

In the interest of promoting best practices in our local government as Municipal Legislators, this document will include operational procedures, policies, and practices.

### 1.2 Code of Conduct.

The residents and businesses of Suisun City are entitled to have a fair, ethical and accountable local government, which has earned the public's full confidence for integrity. The effective function of our democratic government requires that:

- Our public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Our public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for the public good, and not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

### 1.3 Decorum.

All Council Members shall practice a high degree of decorum and courtesy. Respect for each Council Member's interpersonal style will be the standard of operation. Courtesy and respect for individual points of view will be practiced at all times.

All Council Members shall respect each other's right to disagree. Council Members shall commit to avoiding personal attacks, using language that is demeaning, or using words or phrases that tend to "shut others down."

When addressing the public in any way, all Council Members shall make certain their opinions are expressed solely as their own, and do not in any way necessarily reflect the opinions of any other Council Member or the City.

This subject is expanded in Section 11.

### **1.4** Overview of Council responsibilities.

Suisun City is a California General Law city with a council/manager form of government. The City Council, which is elected directly by city voters, is assisted by a number of appointed and

separately elected officials to provide services for City residents. The City Council has the following duties and responsibilities:

(a) Appointment of the City Manager and City Attorney. The City Council shall appoint the City Manager and the City Attorney. The City Manager shall implement City Council policy and run day-to-day operations of Suisun City. The City Attorney shall provide legal advice and act as counsel to elected officials and city staff in adherence to all federal, state and local laws pertaining to city operations and public policy. There should be an annual review for the City Manager and the City Attorney.

The City Manager's annual review shall follow closely the format included in the City Manager's contract and include goals for the next period. Less formal evaluations may take place quarterly or every six months at the pleasure of the Council. A separate procedure will be established for this evaluation.

The City Attorney's annual review shall be at a format proposed by the Mayor and agreed upon by the Council informally.

The Mayor at his/her discretion may annually create an ad hoc to oversee annual review process and prepare a summary evaluation.

- (b) Establishment of boards and appointment of members. With the consent of the Council, the Mayor may establish Boards, Commissions, and Committees, and make appointments of members of all Boards, Commissions, and Committees. The Mayor may, from time to time, cede this authority by resolution of the Council.
- (c) Legislative decisions. The Council is the legislative body; its members are the community's decision makers. Power is centralized in the elected City Council collectively and not in individual members of the Council. The City Council approves the budget and determines the public services. It focuses on the community's goals, major projects and such long term considerations as community growth, financing and strategic planning. The City Council hires a professional City Manager to carry out administrative responsibilities and they collectively supervise the City Manager's performance.

### 1.5 Overview of City Manager responsibilities.

The City Manager is hired to serve the City Council and the community and to bring the benefits of education, training and experience in administering the City's projects, programs, and public services on behalf of the City Council. The City Manager follows the direction of the entire City Council and not individual members of the Council or the public, and serves at the sole discretion of the Council.

As the City's Chief Executive Officer, the City Manager oversees:

- Department heads and department operations
- Budget development and fiscal management

- Policy implementation
- Personnel administration and human resources
- Labor relations
- Intergovernmental relations
- Service delivery
- Elected official support
- A variety of special projects and assignments

The City Manager appoints, removes, promotes, and demotes any and all officers and employees of the city except the City Clerk, City Attorney, and City Treasurer. Appointment, removal, promotion, or demotion of department heads shall require prior approval of the City Council. (Ord § 2.08.110)

Among the chief duties, the City Manager will implement the Council's policies, projects, programs, and public services in an effective and efficient manner, providing professional advice on policy matters, intergovernmental affairs, economic development, and environmental issues.

### 1.6 Annual Review.

The City Council shall conduct a review of this document annually within three months prior to the start of a new fiscal year, or whenever Council deems necessary, to assist Council Members in being more productive in management of the business of the City.

### 1.7 Ralph M. Brown Act.

All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with the Ralph M. Brown Act.

### SECTION 2. COUNCIL REORGANIZATION

### 2.1 Mayor Pro Tem Selection Process.

In December of each year, the Mayor shall select and appoint a Mayor Pro Tem, with consent of the City Council, from among the members of the Council. Selection and appointment shall be at the first meeting of a new term following each General Municipal Election or at the first meeting in December during non-election years. For all intents and purposes, the title Mayor Pro Tem and Vice Mayor are used interchangeably. The term of the appointment shall be for a 12-month period commencing on January 1<sup>st</sup> of each year, unless otherwise provided for by majority vote of the Council.

### 2.2 Duties of the Mayor Pro Tem/Vice Mayor

The Vice Mayor remains as one member of the City Council and has no rights or authority different from any other member of the Council. The Vice Mayor is the designated individual to represent the Mayor and perform any duties as required when the Mayor is unavailable. If the Mayor will be unavailable for an extended period of time, the Mayor shall provide notification to the Vice Mayor, City Manager, and City Clerk, in addition to outlining any additional duties.

### 2.3 Appointment of a Council Vacancy.

In the event of a vacancy of office or the death or resignation of any Council Member, the Mayor shall appoint a new Council Member, with the consent of the Council, within sixty (60) days after a vacancy or death or resignation becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Mayor, with the consent of the Council, shall determine by resolution the process for appointment prior to the application process and in accordance with State law.

### SECTION 3. ADMINISTRATIVE MATTERS

### 3.1 Attendance.

City Council Members acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Council Members shall make a good faith effort to attend all such meetings unless unable. Council Members will notify the Mayor, City Manager, and City Clerk, if they will be absent from a meeting.

Per Gov Code §36513, "if a city councilmember is absent without permission from all regular city council meetings for 60 days consecutively from the last regular meeting he or she attended, his or her office becomes vacant and shall be filled as any other vacancy."

### 3.2 Correspondence.

With some exceptions, proposed correspondence (including electronic) from individual Council Members/Mayor on City stationery shall be reviewed by the Council in draft form prior to release.

On occasion, there are urgent requests from the League of California Cities for correspondence concerning legislation directly affecting municipalities. Assuming there is agreement between the Mayor and City Manager that the League's position corresponds with that of the Council, the Mayor may send a letter without first obtaining Council review.

City letterhead will be made available for routine, discretionary correspondence (e.g., thank you notes, etc.), or such correspondence will be prepared by staff for signature, without prior consent of the Council.

The City will provide stationary designated as "The Office of" for each member of the Council to use for correspondence as it relates to your elected position (e.g., thank you notes, letters of recommendation, direct communication to residents or businesses, etc). This letterhead will have the same information as provided on your business card. Any views expressed in this correspondence (including electronic) are solely your own and do not represent the views of the City or the Council.

E-mails from Council Members should be respectful and professional. This form of correspondence is a public record subject to disclosure under the California Public Records Act.

### 3.3 Regional Boards, Committees and Ad Hocs

The role of the Council on regional boards will vary depending on the nature of the appointment. Representing the interests of Suisun City is appropriate on some boards; this is generally the case when other local governments have their own representation. The positions taken by the appointed representatives are to be in alignment with the positions that the Council has taken on issues that directly impact Suisun City. If an issue should arise that is specific to Suisun City and the Council has not taken a position, the issue should be discussed by the Council prior to taking a formal position at a regional board meeting, to assure that it is in alignment with a majority of the Council's position.

Council representatives to such various boards shall keep the Council informed of ongoing business through brief oral or written reports to the Council during properly posted Council meetings.

Council Members shall make a good faith effort to attend all regional meetings to which they are assigned. Attendance should not be less than 75% of all annual scheduled meetings and all absences should be reported to the Mayor. If a Council Member is unable to attend, the Council Member shall notify his/her alternate as far in advance of the meeting as possible so as to allow the alternate to attend.

A list of these assignments are maintained by the Deputy City Clerk and will be distributed to the Council when updated.

### 3.4 Distribution of Information.

It is essential that every member of the City Council have the same information from which to form decisions and actions. Any information distributed to one Council Member shall also be distributed to all Council Members.

The Mayor, by virtue of the position, may receive information in advance of other members of the Council in order for the City Manager to effectively proceed with the day-to-day operation of the City. The City Manager will make every effort to disseminate this information to the remaining members of the Council in a timely manner, whether through the City Manager Report or Council Member/Manager 1:1.

### 3.5 Reimbursement.

Every effort shall be made to limit the need to reimburse Council Members for expenses. City Council Members may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Council Member. The reimbursement of expenses is limited in the following manner: Members shall be reimbursed subject to the Administrative Directive related to travel expense (AD1.) Any additional expenses that fall outside the scope of this policy may be reimbursed only if approved by the City Council, at a public meeting, before the expenses are incurred. Any request for reimbursement of expenses shall be accompanied by an expense form and receipts to document the expenditure. These documents are public records subject to disclosure under the California Public Records Act. Brief reports must be given on any outside meeting attended at the expense of the City at the next regular Council meeting.

### 3.6 Ethics and Sexual Harassment Prevention & Education Training.

Any member of the City Council and commissions, or advisory committees formed by the City Council, shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her public service every two years, as mandated by AB 1234, and at least two hours of sexual harassment prevention training, as mandated by AB 1661. New members must receive this training within their first year of service for ethics and six months for sexual harassment prevention training and education, and file a certificate of completion with the City Clerk. Members shall attend training sessions that are offered through the League of California Cities or locally in the immediate vicinity of Solano County, or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two hours of each training every two years to satisfy this requirement for all applicable public service positions. If the City offers either course, the City will use a course that has been reviewed and approved by the Fair Political Practices Commission and the California Secretary of State.

The City Clerk is required to keep ethics training records for five years to document and prove that these continuing education requirements have been satisfied. These documents are public records subject to disclosure under the California Public Records Act.

### 3.7 City Seal.

The City Seal is an important symbol of Suisun City. No change to the City Seal shall be made without Council approval. Individual Council Members shall be careful in use of the City Seal so as not to create an appearance that the Council Member is acting on behalf of or with official endorsement of Suisun City.

### 3.8 Use of City Email and Social Media.

Except for emergencies, public officials who are not City employees ("public officials") conducting City business should not create any "public record" (as that term is defined in California Government Code § 6253(e)) by using any email account that is not a City email account, or by using any non-City-controlled social media account. Instead, public officials should use a City email or City-controlled social media account.

In an emergency, a public official may send an email on a non-City email account, but only if a copy of any public record that is created as a result is contemporaneously copied to the City email account of that same public official, or a hard copy is provided to the City for retention in City records.

Practically speaking, this means that public officials should rarely, if ever, use a personal email account to conduct City business, and should never use personal social media accounts to conduct City business. Nothing in this policy is intended to limit a public official's use of private email and social media accounts for non-City business such as personal communications and

### Attachment 2

campaign related activities. Nor is this policy intended to require public officials to provide privileged communications or documents to the City, or to waive any applicable privileges which may apply to documents purely because they have been turned over to the City in compliance with this policy.

For purposes of this policy "City-controlled social media account" is an account on a social media platform (e.g. Facebook, Instagram, Twitter) that is created and used by the City (e.g. the City's official Facebook page, if any).

Use of City Electronic Devices. In general, when creating or modifying public records in the conduct of City business on an electronic device that can create and modify public records (e.g. computers, mobile phones, tablets), public officials should only use City-issued devices. There are two exceptions:

Exception: Using City Accounts. Public officials may use non-City electronic devices when accessing an official City account (e.g. City email address, City-controlled social media account).

Exception: Contemporaneous Copying. If, in a given situation, using a City electronic device is clearly impractical or if a public official has not been issued or does not have in the public official's possession a City electronic device, a public official may use a non-City device, but only if a copy of each affected public record is contemporaneously copied to a City account of that same public official, or to the related City-controlled social media account, or a hard copy is provided to the City for retention in City records.

Texting Only on City Devices. Except for emergencies or when communicating with the City Attorney's Office, public officials conducting City business shall not send or receive texts on any device other than a City owned device. In an emergency, a public official may use a non-City device to text, but only if a copy of any public record that is created as a result is contemporaneously copied to a City account of that same public official, or a hard copy is provided to the City for retention in City records. Practically speaking, this means that public officials should rarely, if ever, use a non-City owned device to text in the conduct of City business.

Provide Copies to City. If a public official has possession of a public record that is not in the possession of the City, the public official shall promptly provide a copy of the record to the City, and take reasonable precautions to prevent this from occurring again. For example, if a public official receives an email regarding City business on a non-City email account, and the email was not sent to or from a City email account (i.e. the City doesn't already have a copy), the public official shall promptly forward a copy of the email to the public official's City email account, or provide a hard copy to the City for retention in City records, and should request that the sender send future correspondence to a City controlled email account.

### 3.9 Compensation.

Council members are compensated in accordance with California Government Code Sections 36516 and 36516.5. The amount is memorialized in the City's Municipal Code.

### SECTION 4. COUNCIL RELATIONSHIP WITH STAFF

Note: The foundation of a healthy and productive relationship between City Council and all City Staff is based on staying within the chain of command.

### 4.1 City Manager.

City Council Members are always free to go to the City Manager to discuss City business. Issues concerning the performance of a Department or any employee must be directed to the City Manager. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Council Members. The City Manager may delegate this responsibility to Department Heads.

### 4.2 Agenda Item Questions.

If a Council Member has a question on an agenda item, the Council Member should contact the City Manager, if at all possible, prior to any meeting at which the item may be discussed. This does not restrict Council Members from asking questions during a Council meeting.

### 4.3 Interaction of City Council with Staff.

The Council shall treat staff with respect and shall not abuse staff, nor embarrass staff in public. The City Council Members are welcome to have contact with any city employee. However, the Council are to work through the City Manager or City Attorney on all issues, concerns and questions. This is to allow the senior professional staff, with the proper education, training, experience and knowledge of issues, laws and City Council's policies to coordinate a full and complete response and reduce error or misunderstanding by staff members not necessarily knowledgeable on all issues. This can provide a better overall response, allow any new issues to properly be considered and avoid unintended redirection of staff efforts.

Council Members are free to speak to Department Heads and may ask for information related to their department or agenda items. However, at no point is it acceptable to provide direction. All direction should be given to the City Manager, and the City Manager should be informed of contacts made with Department Heads. This informal system of direct communication is not to be abused.

City Council Members shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy.

### 4.4 Individual Council Member's Requests.

Council Members shall make their requests for information to the City Manager and not directly to individual members of staff. The use of City staff, including the City Manager, to respond to an individual Council Member's request for any purpose that exceeds more than one hour of total staff time must be approved by the majority vote of the full Council. The individual City Council Member may make his/her request orally or in writing to the City Manager. The City Manager shall provide an estimate of the cost and how the request affects the Council's Goals and Objectives. This request will then be considered by the City Council at the next possible City

## SECTION 5. PROCEDURES FOR APPOINTMENTS TO BOARDS/COMMISSIONS/COMMITTEES

### 5.1 Definitions.

three to five requests per week.

- (a) Task Force: <u>A temporary grouping</u> of individuals and resources for the accomplishment of a specific objective.
- **(b) Committee:** A group of people <u>officially delegated</u> to perform a function, such as investigating, considering reporting, or acting on a matter.
- (c) Ad Hoc: <u>Committees established</u> for a specific purpose. Formed for or concerned with <u>one specific purpose</u> (e.g. ad hoc compensation committee); for the particular end or case at hand without consideration of wider application; formed or used for specific or immediate problems or needs; <u>often improvised or impromptu</u>; contrived purely for the purpose in hand rather than carefully planned in advance.
- (d) Commission: A group of people officially authorized to perform certain duties or <u>functions with certain powers or authority granted</u>; the act of granting certain powers or the authority to carry out a particular task or duty; the rank and powers so conferred.
- (e) Board: A group of persons having <u>managerial</u>, <u>supervisory</u>, <u>or</u> <u>advisory</u> <u>powers</u>. In parliamentary law, a board is a form of deliberative assembly and is distinct from a committee, which is usually subordinate to a board or other deliberative assembly in having greater autonomy and authority.

### 5.2 Recruitment Process.

- (a) On or before December 31<sup>st</sup> of each year, the City Clerk shall prepare and post a list of all Council-appointed board, commission and committee terms that expire during the next calendar year in compliance with the Maddy Act (Government Code Section 54972).
- (b) The City Clerk shall annually advertise in a newspaper and on the City's website for applicants wishing to be considered for appointment to boards, commissions and committees.
- (c) Although there may be multiple applicants, the Mayor is not required to choose from the pool of applicants and may nominate his/her own appointee, provided the appointee qualifies. This applies to individual Council Members where the Mayor has ceded his/her authority.

- (d) All persons seeking appointment to a City board, commission or committee shall complete and submit an application form to the City Clerk as set forth in Section 5.6. Applications shall be kept on file for two years in the City Clerk's office and vacancies may be considered from applications on file, as well as new applications.
- (e) If an unscheduled board or commission vacancy occurs during the year, the following steps should be taken to publicize vacancies on boards, commissions and committees:
  - **1.** Public announcement of the vacancy at a Council meeting.
  - 2. A newspaper advertisement announcing the vacancy.
  - **3.** A recruitment period of at least ten (10) days.
  - **4.** A vacancy notice posted at City Hall, the Nelson Center, and on the City's website for at least 20 days.
  - **5.** Announcements in the local media, such as press releases, online news outlets and free weekly sales papers.
  - **6.** Distribution to appropriate professional and community organizations and all groups that have requested notification.

### 5.3 Requirement for Appointment.

- (a) All persons appointed to City boards, commissions and committees shall be residents of the City of Suisun City at the time of their appointment and shall remain so throughout their term of appointment. Should any person so appointed move from the City during their term of office, such office shall be forfeited. The Mayor with the consent of the Council shall, upon forfeiture, make a new appointment to fill the unexpired term.
- (b) All persons appointed to City boards, commissions and committees shall complete and submit an application form to the City Clerk as set forth in Section 5.6.
- (c) Except as provided by state or local statute, the appointee shall not be a current City employee or currently appointed to another City board, committee or commission.

### 5.4 Council Notification.

By October 1 of each year, the City Clerk will notify the Mayor of expiring terms for members of those City boards, commissions, and committees.

### 5.5 Incumbents.

- (a) At the end of the first term, the incumbent board, commission or committee member may, at the discretion of the Mayor, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the board, commission or committee member shall submit to the City Clerk a letter or email expressing interest in re-appointment 60 days prior to the expiration of the member's first term.
- (b) Any incumbent interested in re-appointment who has served two or more terms must apply for re-appointment as set forth in Section 5.6.

### 5.6 Application.

Except as set forth in Section 5.5, all persons considered for appointment or re-appointment shall complete an application form. This application form must be received by the City Clerk by the required deadline.

### 5.7 Attendance.

- (a) Board, commission and committee members are expected to regularly attend and participate on their respective boards, committees and commissions.
- (b) All absences should be reported to the Mayor in advance of missing the meeting.
- (c) A board, commission or committee member whose attendance is less than seventy-five percent (75%) of the required meetings over a period of a year may be subject to removal at the discretion of the Mayor. Council will be notified of any actions taken.
- (d) The Council may grant an approved leave of absence for a board, commission or committee member for such reasons as the Mayor determines appropriate. Council will be notified of any actions taken

### 5.8 Norms and Procedures and Conflicts of Interest.

- (a) Board, committee and commission members shall be expected to adhere to the Council Norms and Procedures.
- (b) Board, committee and commission members shall comply with all state and local laws with respect to ethics and conflicts of interests to the extent that such laws apply to their position, including state and local requirements to timely file Statements of Economic Disclosure if the member is designated as a filer by state law or by the City's Conflict of Interest Code.
- (c) Members of City boards, commissions or committees may not use their board, commission or committee position title for political endorsements.

### 5.9 Conflicts with Federal, State or Local Law.

In case of a conflict between this section of the Norms and Procedure policy with federal, state or local law, such federal, state or local law shall be the controlling factor.

## SECTION 6. MEETINGS

### 6.1 Open to Public.

All meetings of the City Council whether regular, special, or study sessions, shall be open to the public, unless a closed session is held as authorized by law. All meetings shall be noticed as required to allow action to be taken by the Council.

### 6.2 Broadcasting of City Council Meetings.

All regular Council meetings shall be scheduled in the Council Chambers to allow for web streaming, unless the number of participants exceeds room capacity. The final decision shall be the responsibility of the Mayor.

### 6.3 Regular Meetings.

At the first regular meeting in January, the City Council will approve the schedule of meetings for the calendar year, which in addition to the regular meeting schedule, may include the cancellation of regular meetings and the addition of special meetings and study sessions. This practice does not, however, preclude the Mayor from calling additional meetings pursuant to Section 6.5, if necessary.

The City Council shall convene its regular City Council meetings at 6:30 p.m. on the first and third Tuesday of each month. However, each Tuesday is a regular meeting day if necessary to carry out the business of the city and Council members should be prepared to meet on any Tuesday evening.

The City Council hopes to conclude its public business at Regular Meetings by 10:00 p.m. Ordinarily, at the discretion of the Mayor, 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.

### 6.4 Cancelling Meetings.

Pursuant to Government Code Section 36805, City Council shall hold a Regular Meeting at least once each month. Outside of this provision, the Mayor may cancel no more than four (4) Regular Meetings at his/her discretion no less than 7 days before the planned meeting. The Mayor may cancel a meeting at any time in the case of an emergency or when a majority of members have confirmed their unavailability to attend a meeting.

### 6.5 Special Meetings.

A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act. Written notice of any such meeting must specify the purpose of the meeting. Notice of the meeting must be given in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

The City Council may hold study sessions or joint meetings with other boards, commissions, committees, or agencies as deemed necessary to resolve City business. These meetings will be coordinated by the City Clerk. Study sessions are scheduled to provide Council Members the opportunity to better understand a particular item. While Council may legally take action at any noticed meeting, generally no formal action is taken at study sessions. If action is to be taken at a study session, then the agenda will state that action may be taken.

### 6.6 Closed Sessions.

The City Council may hold closed sessions at any time authorized by law (and in consultation with the City Attorney), to consider or hear any matter, which is authorized by law. The Mayor or any three Council Members may call closed session meetings at any time.

### 6.7 Quorum.

Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If fewer than three Council Members appear at a regular meeting, the Mayor, Vice Mayor in the absence of the Mayor, any Council Member in the absence of the Mayor and Vice Mayor, or in the absence of all Council Members, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

Business of the City Council may be conducted with a minimum of three members being present; however, pursuant to the California Government Code, matters requiring the expenditure of City funds and all resolutions and non-urgency ordinances must receive three affirmative votes for approval.

### 6.8 Minutes.

The City Clerk shall prepare minutes of all public meetings of the City Council. Electronic copies will be distributed to the Council for review one (1) week following the meeting. Council Members will have one (1) week to provide feedback to the City Clerk for corrections or clarifications. The City Clerk will provide the corrected minutes to the City Manager one (1) week before the meeting to ensure inclusion in the Agenda Packet.

### 6.9 Adjourned Meetings.

The City Council may adjourn any regular, adjourned regular, special, or closed session meeting to a time and place specified in the order of adjournment and permitted by law.

## SECTION 7. POSTING NOTICE AND AGENDA

### 7.1 Posting of Notice and Agenda.

For every regular, special, or study session meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be according to law.

### 7.2 Location of Posting.

The notice and agenda shall be posted at City Hall in a place to which the public has unrestricted access and where the notice and agenda are not likely to be removed or obscured by other posted material, and to the City website.

Although not required, additional posting places have been identified to increase civic engagement:

• Joseph Nelson Center

- Fire Department
- Harbor Master Building
- City Controlled Social Media
- Non-City Partnership Buildings

## SECTION 8. AGENDA CONTENTS

### 8.1 Mayor's Responsibility.

The Mayor is responsible for running a timely and orderly meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting. The Mayor, in consultation with the City Manager or his/her designee, shall organize the agenda and agenda forecast. The agenda forecast will be distributed with the City Manager's report.

### 8.2 Description of Matters.

All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.

As stated in Section 4.2, if a Council Member has a question on a subject, the Council Member should contact the City Manager prior to any meeting at which the subject may be discussed.

### 8.3 Availability to the Public.

The agenda for any regular, special, or study session meeting, shall be made available to the general public as required by law.

### 8.4 Limitation to Act Only on Items on the Agenda.

No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:

(a) Upon a majority determination that an "emergency situation" (as defined by State Law) exists; or

(b) Upon determination by a 4/5 vote of the full City Council, or a unanimous vote if less than a full Council, that there is a need to take immediate action and that the need to take the action came to the attention of the City Council subsequent to posting of the agenda.

### 8.5 "Timing" of Agenda.

The Mayor may "time" the agenda as a way for the Council to maintain a sense of how much time can be committed to any one item without going past an established ending time for the meeting.

### 8.6 Order of Agenda – Regular Meeting.

The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Roll Call, Pledge of Allegiance, Invocation, Conflict of Interest Notification, City Council Reports, Mayor Report, Informational Reports (City Manager/Executive Director/Staff),

Presentations/Appointments, Consent Calendar, Public Comments on Items not on the Agenda, Public Hearings, General Business Items, Non-presented Reports, and Adjournment.

### 8.7 Order of Agenda – Closed Session.

The prescribed order of the agenda for a Special Meeting – Closed Session of the Council will be as follows: Roll Call, Conflict of Interest Notification, Closed Session, Closed Session Announcement, and Adjournment.

### 8.8 Change in Order of Business.

The Mayor may decide to take matters listed on the agenda out of the prescribed order. Council Members shall be given the opportunity to ask questions about Consent Items for clarification without having them removed.

### 8.9 Agenda Request Policy.

Requests for placement of items on the agenda can be submitted to the Mayor or City Manager at any time. The Mayor and City Manager will review the request and determine appropriate timing to bring the item forth.

Also, any member of the Council may request that an item be placed on a future agenda by indicating their desire to do so under the Council Member Report portion of the City Council agenda. The request will require the consensus of the Council to have the item brought back at a certain time versus at the pleasure of the Mayor or City Manager.

### 8.10 Presentations.

Presentations are put on the agenda with concurrence of the Mayor or City Manager. The Mayor or City Manager will use their best judgment on scheduling presentations and recognitions. Time limits shall normally be 5 minutes. Presentations may be extended by special circumstances as needed. Exceptions can be made at the Mayor's discretion.

To promote a proactive policy concerning state, regional and federal legislative issues, presentations shall include a periodic legislative update by the City Manager (or City Manager designee), to include information on important legislative issues and/or those matters that the City has a stated a position on during the Legislative Session

### 8.11 Proclamations.

Requests for proclamations can be submitted to the Mayor at any time. Proclamations or Special Recognition are created at the Mayor's full discretion.

The agenda will include Proclamations presented during the council meetings and a list provided of those for information purposes or presented outside of the meeting.

### 8.12 Redress.

Agenda items for redress or reconsideration are expanded in Section 9.8.

## SECTION 9. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

### 9.1 Role of Mayor.

- (a) The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Council Members and among Council, staff and public. The Mayor shall intervene when a Council Member, staff or other meeting participant is being verbally or otherwise attacked by a member of the public.
- (b) Communication with Council Members:
  - 1. Council Members shall request the floor from the Mayor before speaking.
  - 2. When one member of the Council has the floor and is speaking, other Council Members shall not interrupt or otherwise disturb the speaker.
- (c) Communication with members of the public addressing the Council on agendized items:
  - 1. The Mayor shall open the floor for public comment as appropriate.
  - 2. Council Members may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak in order to gain additional information. At no point should Council Members engage in additional back and forth with members of the public.
  - **3.** Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Council Members and among Council Members and members of the public.
  - 4. Members of the public shall direct their questions and comments to the Council.

### 9.2 Rules of Order.

The City Council shall follow the "spirit" of *Rosenberg's Rules of Order* as a guide for the conduct of meetings, with the following modifications:

(a) A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agendized item so that a motion can more easily be made that takes into account what appears to be the majority position.

(b) All motions require a second.

(c) A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.

(d) A motion to amend may still be used.

The Mayor has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting.

### 9.3 Appeal Procedures.

Appellants shall be given the opportunity to speak first. Appellants and applicants responding to appeals may be given a total of up to 10 minutes each to present their positions to the City Council prior to hearing public comments. Appellants shall be given up to 5 minutes of rebuttal time after public comments are heard.

### 9.4 Applicants.

Persons bringing to the City Council a request for approval shall be given a total of up to 10 minutes to present their positions/input prior to hearing public comments. An extension can only be granted by consent of a majority of the Council Members. Applicants shall be given up to 5 minutes of rebuttal time after public comments are heard.

### 9.5 Staff and Consultant Reports.

In general, staff and consultant reports should be clear, brief and concise. Staff is to assume that the Council has read all materials submitted. Council shall be given an opportunity to ask questions of staff prior to hearing public comments.

### 9.6 Public Comment.

- (a) Persons present at meetings of the City Council may comment on individual items on the agenda at the time the items are scheduled to be heard. During Regular City Council meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment.
- (b) The limit for speakers will be up to 3 minutes, depending on the number of speakers. Speakers are not allowed to delegate their time to another speaker. The Mayor may limit the time to be spent on an item and may continue the item, with the approval of the majority of the Council, to a future meeting at his/her discretion.
- (c) Upon addressing the Council, each speaker is requested, but not required, to first state his/her name, whom they represent and/or city of residence.
- (d) After the speaker has completed their remarks, the Mayor may direct the City Manager or City Attorney to briefly address the issues brought forth by the speaker. Council Members shall be respectful of the speakers and shall not enter into a debate with any member of the public nor discuss amongst themselves.

- (e) All Council Members shall listen to all public discussion as part of the Council's community responsibility. Individual Council Members should remain open-minded to informational comments made by the public.
- (f) The Mayor has the right to ask a member of the public to step down if over the allotted time or if the speaker's comments are not within the city's jurisdiction.

### 9.7 Motions.

It will be the practice of the City Council for the Mayor to provide Council Members an opportunity to ask questions of staff, comment on, and discuss any agendized item in order to help form a consensus before a motion is offered. After such discussion, the Mayor or any Council Member may make a motion. Before the motion can be considered or discussed, it must be seconded. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and thereafter, to any Council Member recognized by the Mayor. Customarily, the Mayor will take the floor after all other Council Members have been given the opportunity to speak.

If a motion clearly contains divisible parts, any Council Member may request the Mayor or moving party divide the motion into separate motions to provide Council Members an opportunity for more specific consideration.

Tie Votes: Tie votes shall be lost motions. When all Council Members are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter. If a tie vote results at a time when fewer than all members of the Council, who may legally participate in the matter are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

### 9.8 Reconsideration.

- (a) Request for reconsideration.
  - 1. <u>Request by a member of the public.</u> Notwithstanding *Rosenberg's Rules of Order*, a request for reconsideration may be made by a member of the public to the City Council at the next regular meeting of the City Council or at any intervening special meeting of the City Council.
  - 2. <u>Request by a member of the City Council.</u> Only a member of the City Council who voted on the prevailing side may request reconsideration. The request may be made at the same meeting or at the next regular meeting of the City Council or at any intervening special meeting of the City Council.
  - **3.** The member of the public or City Council Member making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.
- (b) Motion to reconsider any Council action.

- 1. <u>Reconsideration at the same meeting.</u> A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting). A motion to reconsider an action taken by the City Council may be made only by a Council Member who voted on the prevailing side, but may be seconded by any Council Member and is debatable. The motion must be approved by a majority of the entire City Council.
- 2. <u>Reconsideration at a subsequent meeting.</u> If an intent to request a motion for reconsideration is communicated to the City Council prior to the deadline for posting the City Council meeting agenda, then the request for reconsideration may be agendized if support for said action exists in accordance with the *Council Norms* Section 10.8. Otherwise, no City Council discussion or action on a possible reconsideration may occur unless the item is appropriately added to the agenda pursuant to Government Code section 54954.2(b), which addresses adding items that are not listed on a posted agenda (urgency agenda item). At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion.
- (c) Effect of approval of motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken and all interested persons (including applicants, owners, supporters and opponents) are still present, the matter may be reconsidered at that meeting or at the next regular meeting or intervening special meeting (subject to the discretion of the maker of the motion) and no further public notice is required.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken but all interested persons are not still present, or if the motion is made and approved at the next regular meeting or intervening special meeting, the item shall be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed in accordance with the Government Code, the City Municipal Code and the *Council Norms and Procedures*. The Clerk shall provide notice to all interested parties as soon as possible when a matter becomes the subject of a motion to reconsider.

### 9.9 Discussion.

(a) The discussion and deliberations at meetings of the City Council are to secure the mature judgment of Council Members on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

To the extent possible, Council Members should disclose any ex parte communication prior to discussion on an item. Ex parte communications are those made in private between an interested party and an official in a decision making process.

Discussion and deliberation are regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

(b) Obtaining the floor for discussion.

After the Council has commented on an issue, and a motion has been stated to the Council and seconded, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor. A member who has been recognized should make their comments clear, brief and concise.

(c) Speaking more than once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Council Member has already spoken, other Council Members wishing to speak shall then be recognized. No Council Member shall be allowed to speak a second time until after all other Council Members have had an opportunity to speak.

(d) Relevancy of discussion.

All discussion must be relevant to the issue before the City Council. A Council Member is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. Council Members shall avoid repetition and strive to move the discussion along.

A motion, its nature, or consequences, may be attacked vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the Mayor to instantly rule out of order any Council Member who engages in personal attacks. It is the motion, not its proposer, that is subject to debate.

Arguments, for or against a measure, should be stated as concisely as possible. It is the responsibility of each Council Member to maintain an open mind on all issues during discussion and deliberation.

It is not necessary for all City Council Members to speak or give their viewpoints if another Council Member has already addressed their concerns. Although issues with potential to be litigated or otherwise appealed should have comments by each Council Member on the record.

(e) Mayor's duties during discussion.

The Mayor has the responsibility of controlling and expediting the discussion. A Council Member who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

### 9.10 Council Member Respect.

At all times, Council Members in the minority on an issue shall respect the decision and authority of the majority.

### 9.11 Council and Staff Reports and Directions on Future Agenda Items.

Council and staff reports at the end of Council meetings shall be limited to announcing Mayorappointed Regional Board activities on which Council Members serve, City and City-sponsored activities and items which directly affect the City. Community groups may announce their activities during Public Comments at the beginning of Council meetings. Council Members should refrain from making personal comments, stating personal activities, or items that do not impact their role as a Council Member.

## SECTION 10. CLOSED SESSIONS

### 10.1 Purpose.

It is the policy of the City Council to conduct its business in public to the greatest extent possible. However, state law recognizes that, in certain circumstances, public discussion could potentially jeopardize the public interest, compromise the City's position, and could cost the taxpayers of Suisun City financially. Therefore, closed sessions shall be held from time to time as allowed by law. The procedures for the conduct of these meetings shall be the same as for public meetings, except that the public will be excluded.

Prior to convening the closed session meeting, the Mayor shall publicly announce the closed session items and ask for public input regarding any items on the closed session agenda.

City Council Members shall keep all written materials and verbal information provided to them in closed session in complete confidence to insure that the City's position is not compromised. No mention of information in these materials shall be made to anyone other than Council Members, the City Attorney or City Manager, except where authorized by a majority of the City Council.

### **10.2** Rule of Confidentiality.

The City Council recognizes that breaches in confidentiality can severely prejudice the City's position in litigation, labor relations and real estate negotiations. Further, breaches of confidentiality can create a climate of distrust among Council Members and can harm the Council's ability to communicate openly in closed sessions, thereby impairing the Council's ability to perform its official duties.

The City Council further recognizes that confidentiality of discussions and documents are at the core of a closed session. Confidentiality is essential if the closed session is to serve its purpose. Therefore, the City Council will adhere to a strict policy of confidentiality for closed sessions.

### **10.3** Breach of Rule of Confidentiality.

No person who attends a closed session may disclose any statements, discussions, or documents used in a closed session except where specifically authorized by State law. Any authorized disclosure shall be in strict compliance with these rules and the Ralph M. Brown Act. Violation of this rule shall be considered a breach of this rule of confidentiality.

### 10.4 Agenda.

The City Council agenda will contain a brief general description of the items to be discussed at the closed session, as required by law.

### 10.5 Permissible Topics.

All closed sessions will be held in strict compliance with the Ralph M. Brown Act. The City Attorney, or his/her designee, will advise in advance on topics that may be discussed in a closed session.

### 10.6 Rules of Decorum.

- (a) The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be courtesy, respect and tolerance for all viewpoints and for the right of Council Members to disagree. Council Members shall strive to make each other feel comfortable and safe to express their points of view. All Council Members have the right to insist upon strict adherence to this rule.
- (b) Prior to a vote, the Mayor shall ensure that the motion is clearly stated and clearly understood by all Council Members.
- (c) The Mayor shall keep the discussion moving forward so that debate and a vote can occur in the time allotted for the closed session. The Mayor will determine the order of debate in a fair manner.

### 10.7 Conduct of Meeting.

- (a) The Mayor will call the closed session to order promptly at its scheduled time.
- (b) The Mayor will keep discussion focused on the permissible topics.
- (c) The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.
- (d) If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions

or disposal, a proposed or pending claim or litigation, or employee negotiations, all contact with the other party will be through the designated City person(s) representing the City in the handling of the matter. A Council Member, not so designated by the Council, will not under any circumstances have any contact or discussion with the other party or its representative concerning the matter which was discussed in the closed session, and will not communicate any discussions conducted in closed session to such party.

### **10.8** Public Disclosure After Final Action.

- (a) The Ralph M. Brown Act requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the City Council shall publicly report any final action taken in closed session, and the vote, including abstentions, at a publicly noticed meeting as follows:
  - Real Estate negotiations: After the agreement is final and accepted by the other party;
  - 2. Litigation: After approval to defend or appeal a lawsuit or to initiate a lawsuit;
  - 3. Settlement: After final settlement of litigation or claims;
  - 4. Employees: Action taken to appoint or dismiss a Council-appointed employee;
  - **5.** Labor relations: After the Memorandum of Understanding is final and has been accepted by both parties.
- (b) The report may be oral or written. The report will state only the action taken and the vote. Unless authorized by the majority of the City Council, the report will not state the debate or discussion that occurred. Except for the action taken and the vote, all closed session discussions will remain confidential.

## SECTION 11. DECORUM

### **11.1** Council Members.

Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Council Members shall accord the utmost courtesy to each other, City employees, and the public appearing before the City Council. The City Manager or his/her designee shall act as the sergeant-at-arms.

### **11.2** City Employees.

Members of the City staff shall observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business and professional manner towards Council Members and members of the public.

### 11.3 Public.

Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. These Norms and Procedures shall apply to all City Council Meetings.

### **11.4** Noise in the Chambers.

Noise emanating from the audience, whether expressing opposition or support within the Council Chambers or lobby area, which disrupts City Council meetings, shall not be permitted. All cell phones and other electronic devices shall be muted while in the chambers. Refusal is grounds for removal.

### 11.5 Removal.

Any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, shall be removed from the Council Chambers by the Police Chief, or his/her designee, and may be barred from further attendance before the Council during that meeting.

Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Mayor/Presiding Officer. The Mayor/Presiding Officer may direct the Police Chief, or his/her designee, to remove such offenders from the room.

### **11.6** Dangerous Instruments.

No person may enter the chambers of a legislative body as defined in Section 54852 of the Government Code of the State of California or any place were such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.

### 11.7 Prosecution.

Aggravated cases shall be prosecuted on appropriate complaint signed by the Mayor/Presiding Officer.

## SECTION 12. ENFORCEMENT OF DECORUM

In extreme cases, such as when a meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals as provided for in this Policy, the Mayor/Presiding Officer may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session.

Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Section. Nothing in

this Section shall prohibit the City Council from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

## SECTION 13. PUBLIC RELATIONS

### 13.1 City Spokesperson.

The Mayor will serve as the general spokesperson for the City. When Council has not taken a position on an issue, neither the Mayor nor any Council Member will speak on behalf of the Council. In these situations, the Mayor or Council Member will use a phrase such as, "Council has not taken an official position, personally I think..."

### 13.2 Press Release.

Any proposed Press Release may only use the City Seal and picture of the Council Member issuing such release if the subject matter pertains to official government business of Suisun City.

The group picture of the Council may only be used on a Press Release if the release is being issued on behalf of the entire Council.

## SECTION 14. MAYOR'S OFFICE

The opportunity to meet with a member of the public is an honor. It also creates an opportunity for our citizens to know that their elected officials are willing to listen and willing to act. There is a place for meeting over coffee or food, as some discussions are best had when "breaking bread." However, some discussions should happen in a professional environment, free from distractions allowing for private discussion.

To help facilitate meetings with members of the public as a Council Member, the Mayor's office is listed as a Resource Room in Outlook for advance scheduling.

Reach out to the Deputy City Clerk if you have questions regarding scheduling.

## SECTION 15. VIOLATIONS OF PROCEDURES

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

This document shall remain in effect until modified by resolution of the City Council.

THIS PAGE INTENTIONALLY LEFT BLANK



# COUNCIL

Norms & Procedures

SUISUN CITY COUNCIL: Mayor Lori Wilson Mayor Pro Tem Alma Herr

Mayor Pro Tem Alma Hernandez Councilmember Jane Day Councilmember Michael J. Hudson Councilmember Wanda Williams

ORIGINAL ADOPTION: July 30, 2019

AMENDED: FEBRUARY 18, 2020 FEBRUARY 15, 2022 JULY 19, 2022

## SUISUN CITY COUNCIL NORMS & PROCEDURES

## Table of Contents

Section 1	. GENERAL	4
1.1	Purpose	4
1.2	Code of Conduct	4
1.3	Decorum	4
1.4	Overview of Council responsibilities	4
1.5	Overview of City Manager responsibilities.	5
1.6	Annual Review.	6
1.7	Ralph M. Brown Act	6
SECTION	2. COUNCIL REORGANIZATION	6
2.1	Mayor Pro Tem Selection Process.	6
2.2	Duties of the Mayor Pro Tem/Vice Mayor	6
2.3	Appointment of a Council Vacancy	7
SECTION	3. ADMINISTRATIVE MATTERS	7
3.1	Attendance	7
3.2	Correspondence	7
3.3	Regional Boards, Committees and Ad Hocs	8
3.4	Distribution of Information.	8
3.5	Reimbursement	8
3.6	Ethics and Sexual Harassment Prevention & Education Training.	9
3.7	City Seal	9
3.8	Use of City Email and Social Media	9
3.9	Compensation1	.0
SECTION	4. COUNCIL RELATIONSHIP WITH STAFF	.1
4.1	City Manager1	.1
4.2	Agenda Item Questions1	.1
4.3	Interaction of City Council with Staff1	.1
4.4	Individual Council Member's Requests1	.1
SECTION	5. PROCEDURES FOR APPOINTMENTS TO BOARDS/COMMISSIONS/COMMITTEES 1	.2
5.1	Definitions1	.2
5.2	Recruitment Process1	.2
5.3	Requirement for Appointment1	.3

		Item 12 Attachment 3
5.4	Council Notification	
5.5	Incumbents	
5.6	Application.	14
5.7	Attendance	14
5.8	Norms and Procedures and Conflicts of Interest	
5.9	Conflicts with Federal, State or Local Law.	
SECTION	6. MEETINGS	
6.1	Open to Public	
6.2	Broadcasting of City Council Meetings.	
6.3	Regular Meetings	
6.4	Cancelling Meetings	
6.5	Special Meetings	
6.6	Closed Sessions.	
6.7	Quorum	
6.8	Minutes	
6.9	Adjourned Meetings.	
SECTION	7. POSTING NOTICE AND AGENDA	
7.1	Posting of Notice and Agenda	
7.2	Location of Posting	
SECTION	8. AGENDA CONTENTS	
8.1	Mayor's Responsibility	
8.2	Description of Matters	
8.3	Availability to the Public	
8.4	Limitation to Act Only on Items on the Agenda	
8.5	"Timing" of Agenda	
8.6	Order of Agenda – Regular Meeting	
8.7	Order of Agenda – Closed Session.	
8.8	Change in Order of Business.	
8.9	Agenda Request Policy	
8.10	Presentations	
8.11	Proclamations.	
8.12	Redress	
SECTION	9. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS	
9.1	Role of Mayor	

		Item 12 Attachment 3
9.2	Rules of Order.	
9.3	Appeal Procedures	20
9.4	Applicants	20
9.5	Staff and Consultant Reports.	20
9.6	Public Comment	20
9.7	Motions	21
9.8	Reconsideration.	21
9.9	Discussion	22
9.10	Council Member Respect	24
9.11	Council and Staff Reports and Directions on Future Agenda Items	24
SECTION	10. CLOSED SESSIONS	24
10.1	Purpose	24
10.2	Rule of Confidentiality.	24
10.3	Breach of Rule of Confidentiality.	25
10.4	Agenda	25
10.5	Permissible Topics	25
10.6	Rules of Decorum	25
10.7	Conduct of Meeting.	25
10.8	Public Disclosure After Final Action.	26
SECTION	11. DECORUM	26
11.1	Council Members.	26
11.2	City Employees	26
11.3	Public	27
11.4	Noise in the Chambers	27
11.5	Removal	27
11.6	Dangerous Instruments.	27
11.7	Prosecution	27
SECTION	12. ENFORCEMENT OF DECORUM	27
SECTION	13. PUBLIC RELATIONS	28
13.1	City Spokesperson	28
13.2	Press Release	28
SECTION	14. MAYOR'S OFFICE	28
SECTION	15. VIOLATIONS OF PROCEDURES	28

# SUISUN CITY COUNCIL NORMS & PROCEDURES

## Section 1. GENERAL

### 1.1 Purpose.

The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the members of the City Council and staff concerning their roles, responsibilities, and expectations for management of the business of the City of Suisun City.

In the interest of promoting best practices in our local government as Municipal Legislators, this document will include operational procedures, policies, and practices.

### 1.2 Code of Conduct.

The residents and businesses of Suisun City are entitled to have a fair, ethical and accountable local government, which has earned the public's full confidence for integrity. The effective function of our democratic government requires that:

- Our public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Our public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for the public good, and not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

### 1.3 Decorum.

All Council Members shall practice a high degree of decorum and courtesy. Respect for each Council Member's interpersonal style will be the standard of operation. Courtesy and respect for individual points of view will be practiced at all times.

All Council Members shall respect each other's right to disagree. Council Members shall commit to avoiding personal attacks, using language that is demeaning, or using words or phrases that tend to "shut others down."

When addressing the public in any way, all Council Members shall make certain their opinions are expressed solely as their own, and do not in any way necessarily reflect the opinions of any other Council Member or the City.

This subject is expanded in Section 11.

### **1.4** Overview of Council responsibilities.

Suisun City is a California General Law city with a council/manager form of government. The City Council, which is elected directly by city voters, is assisted by a number of appointed and

separately elected officials to provide services for City residents. The City Council has the following duties and responsibilities:

(a) Appointment of the City Manager and City Attorney. The City Council shall appoint the City Manager and the City Attorney. The City Manager shall implement City Council policy and run day-to-day operations of Suisun City. The City Attorney shall provide legal advice and act as counsel to elected officials and city staff in adherence to all federal, state and local laws pertaining to city operations and public policy. There should be an annual review for the City Manager and the City Attorney.

The City Manager's annual review shall follow closely the format included in the City Manager's contract and include goals for the next period. Less formal evaluations may take place quarterly or every six months at the pleasure of the Council. A separate procedure will be established for this evaluation.

The City Attorney's annual review shall be at a format proposed by the Mayor and agreed upon by the Council informally.

The Mayor at his/her discretion may annually create an ad hoc to oversee annual review process and prepare a summary evaluation.

- (b) Establishment of boards and appointment of members. With the consent of the Council, the Mayor may establish Boards, Commissions, and Committees, and make appointments of members of all Boards, Commissions, and Committees. The Mayor may, from time to time, cede this authority by resolution of the Council.
- (c) Legislative decisions. The Council is the legislative body; its members are the community's decision makers. Power is centralized in the elected City Council collectively and not in individual members of the Council. The City Council approves the budget and determines the public services. It focuses on the community's goals, major projects and such long term considerations as community growth, financing and strategic planning. The City Council hires a professional City Manager to carry out administrative responsibilities and they collectively supervise the City Manager's performance.

### 1.5 Overview of City Manager responsibilities.

The City Manager is hired to serve the City Council and the community and to bring the benefits of education, training and experience in administering the City's projects, programs, and public services on behalf of the City Council. The City Manager follows the direction of the entire City Council and not individual members of the Council or the public, and serves at the sole discretion of the Council.

As the City's Chief Executive Officer, the City Manager oversees:

- Department heads and department operations
- Budget development and fiscal management

- Policy implementation
- Personnel administration and human resources
- Labor relations
- Intergovernmental relations
- Service delivery
- Elected official support
- A variety of special projects and assignments

The City Manager appoints, removes, promotes, and demotes any and all officers and employees of the city except the City Clerk, City Attorney, and City Treasurer. Appointment, removal, promotion, or demotion of department heads shall require prior approval of the City Council. (Ord § 2.08.110)

Among the chief duties, the City Manager will implement the Council's policies, projects, programs, and public services in an effective and efficient manner, providing professional advice on policy matters, intergovernmental affairs, economic development, and environmental issues.

### 1.6 Annual Review.

The City Council shall conduct a review of this document annually within three months prior to the start of a new fiscal year, or whenever Council deems necessary, to assist Council Members in being more productive in management of the business of the City.

### 1.7 Ralph M. Brown Act.

All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with the Ralph M. Brown Act.

## SECTION 2. COUNCIL REORGANIZATION

### 2.1 Mayor Pro Tem Selection Process.

In December of each year, the Mayor shall select and appoint a Mayor Pro Tem, with consent of the City Council, from among the members of the Council. Selection and appointment shall be at the first meeting of a new term following each General Municipal Election or at the first meeting in December during non-election years. For all intents and purposes, the title Mayor Pro Tem and Vice Mayor are used interchangeably. The term of the appointment shall be for a 12-month period commencing on January 1<sup>st</sup> of each year, unless otherwise provided for by majority vote of the Council.

### 2.2 Duties of the Mayor Pro Tem/Vice Mayor

The Vice Mayor remains as one member of the City Council and has no rights or authority different from any other member of the Council. The Vice Mayor is the designated individual to represent the Mayor and perform any duties as required when the Mayor is unavailable. If the Mayor will be unavailable for an extended period of time, the Mayor shall provide notification to the Vice Mayor, City Manager, and City Clerk, in addition to outlining any additional duties.

### 2.3 Appointment of a Council Vacancy.

In the event of a vacancy of office or the death or resignation of any Council Member, the Mayor shall appoint a new Council Member, with the consent of the Council, within sixty (60) days after a vacancy or death or resignation becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Mayor, with the consent of the Council, shall determine by resolution the process for appointment prior to the application process and in accordance with State law.

## SECTION 3. ADMINISTRATIVE MATTERS

### 3.1 Attendance.

City Council Members acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Council Members shall make a good faith effort to attend all such meetings unless unable. Council Members will notify the Mayor, City Manager, and City Clerk, if they will be absent from a meeting.

Per Gov Code §36513, "if a city councilmember is absent without permission from all regular city council meetings for 60 days consecutively from the last regular meeting he or she attended, his or her office becomes vacant and shall be filled as any other vacancy."

### 3.2 Correspondence.

With some exceptions, proposed correspondence (including electronic) from individual Council Members/Mayor on City stationery shall be reviewed by the Council in draft form prior to release.

On occasion, there are urgent requests from the League of California Cities for correspondence concerning legislation directly affecting municipalities. Assuming there is agreement between the Mayor and City Manager that the League's position corresponds with that of the Council, the Mayor may send a letter without first obtaining Council review.

City letterhead will be made available for routine, discretionary correspondence (e.g., thank you notes, etc.), or such correspondence will be prepared by staff for signature, without prior consent of the Council.

The City will provide stationary designated as "The Office of" for each member of the Council to use for correspondence as it relates to your elected position (e.g., thank you notes, letters of recommendation, direct communication to residents or businesses, etc). This letterhead will have the same information as provided on your business card. Any views expressed in this correspondence (including electronic) are solely your own and do not represent the views of the City or the Council.

E-mails from Council Members should be respectful and professional. This form of correspondence is a public record subject to disclosure under the California Public Records Act.

### 3.3 Regional Boards, Committees and Ad Hocs

The role of the Council on regional boards will vary depending on the nature of the appointment. Representing the interests of Suisun City is appropriate on some boards; this is generally the case when other local governments have their own representation. The positions taken by the appointed representatives are to be in alignment with the positions that the Council has taken on issues that directly impact Suisun City. If an issue should arise that is specific to Suisun City and the Council has not taken a position, the issue should be discussed by the Council prior to taking a formal position at a regional board meeting, to assure that it is in alignment with a majority of the Council's position.

Council representatives to such various boards shall keep the Council informed of ongoing business through brief oral or written reports to the Council during properly posted Council meetings.

Council Members shall make a good faith effort to attend all regional meetings to which they are assigned. Attendance should not be less than 75% of all annual scheduled meetings and all absences should be reported to the Mayor. If a Council Member is unable to attend, the Council Member shall notify his/her alternate as far in advance of the meeting as possible so as to allow the alternate to attend.

A list of these assignments are maintained by the Deputy City Clerk and will be distributed to the Council when updated.

### 3.4 Distribution of Information.

It is essential that every member of the City Council have the same information from which to form decisions and actions. Any information distributed to one Council Member shall also be distributed to all Council Members.

The Mayor, by virtue of the position, may receive information in advance of other members of the Council in order for the City Manager to effectively proceed with the day-to-day operation of the City. The City Manager will make every effort to disseminate this information to the remaining members of the Council in a timely manner, whether through the City Manager Report or Council Member/Manager 1:1.

### 3.5 Reimbursement.

Every effort shall be made to limit the need to reimburse Council Members for expenses. City Council Members may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Council Member. The reimbursement of expenses is limited in the following manner: Members shall be reimbursed subject to the Administrative Directive related to travel expense (AD1.) Any additional expenses that fall outside the scope of this policy may be reimbursed only if approved by the City Council, at a public meeting, before the expenses are incurred. Any request for reimbursement of expenses shall be accompanied by an expense form and receipts to document the expenditure. These documents are public records subject to disclosure under the California Public Records Act.

### 3.6 Ethics and Sexual Harassment Prevention & Education Training.

Any member of the City Council and commissions, or advisory committees formed by the City Council, shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her public service every two years, as mandated by AB 1234, and at least two hours of sexual harassment prevention training, as mandated by AB 1661. New members must receive this training within their first year of service for ethics and six months for sexual harassment prevention training and education, and file a certificate of completion with the City Clerk. Members shall attend training sessions that are offered through the League of California Cities or locally in the immediate vicinity of Solano County, or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two hours of each training every two years to satisfy this requirement for all applicable public service positions. If the City offers either course, the City will use a course that has been reviewed and approved by the Fair Political Practices Commission and the California Secretary of State.

The City Clerk is required to keep ethics training records for five years to document and prove that these continuing education requirements have been satisfied. These documents are public records subject to disclosure under the California Public Records Act.

### 3.7 City Seal.

The City Seal is an important symbol of Suisun City. No change to the City Seal shall be made without Council approval. Individual Council Members shall be careful in use of the City Seal so as not to create an appearance that the Council Member is acting on behalf of or with official endorsement of Suisun City.

### 3.8 Use of City Email and Social Media.

Except for emergencies, public officials who are not City employees ("public officials") conducting City business should not create any "public record" (as that term is defined in California Government Code § 6253(e)) by using any email account that is not a City email account, or by using any non-City-controlled social media account. Instead, public officials should use a City email or City-controlled social media account.

In an emergency, a public official may send an email on a non-City email account, but only if a copy of any public record that is created as a result is contemporaneously copied to the City email account of that same public official, or a hard copy is provided to the City for retention in City records.

Practically speaking, this means that public officials should rarely, if ever, use a personal email account to conduct City business, and should never use personal social media accounts to conduct City business. Nothing in this policy is intended to limit a public official's use of private email and social media accounts for non-City business such as personal communications and

campaign related activities. Nor is this policy intended to require public officials to provide privileged communications or documents to the City, or to waive any applicable privileges which may apply to documents purely because they have been turned over to the City in compliance with this policy.

For purposes of this policy "City-controlled social media account" is an account on a social media platform (e.g. Facebook, Instagram, Twitter) that is created and used by the City (e.g. the City's official Facebook page, if any).

Use of City Electronic Devices. In general, when creating or modifying public records in the conduct of City business on an electronic device that can create and modify public records (e.g. computers, mobile phones, tablets), public officials should only use City-issued devices. There are two exceptions:

Exception: Using City Accounts. Public officials may use non-City electronic devices when accessing an official City account (e.g. City email address, City-controlled social media account).

Exception: Contemporaneous Copying. If, in a given situation, using a City electronic device is clearly impractical or if a public official has not been issued or does not have in the public official's possession a City electronic device, a public official may use a non-City device, but only if a copy of each affected public record is contemporaneously copied to a City account of that same public official, or to the related City-controlled social media account, or a hard copy is provided to the City for retention in City records.

Texting Only on City Devices. Except for emergencies or when communicating with the City Attorney's Office, public officials conducting City business shall not send or receive texts on any device other than a City owned device. In an emergency, a public official may use a non-City device to text, but only if a copy of any public record that is created as a result is contemporaneously copied to a City account of that same public official, or a hard copy is provided to the City for retention in City records. Practically speaking, this means that public officials should rarely, if ever, use a non-City owned device to text in the conduct of City business.

Provide Copies to City. If a public official has possession of a public record that is not in the possession of the City, the public official shall promptly provide a copy of the record to the City, and take reasonable precautions to prevent this from occurring again. For example, if a public official receives an email regarding City business on a non-City email account, and the email was not sent to or from a City email account (i.e. the City doesn't already have a copy), the public official shall promptly forward a copy of the email to the public official's City email account, or provide a hard copy to the City for retention in City records, and should request that the sender send future correspondence to a City controlled email account.

### 3.9 Compensation.

Council members are compensated in accordance with California Government Code Sections 36516 and 36516.5. The amount is memorialized in the City's Municipal Code.

## SECTION 4. COUNCIL RELATIONSHIP WITH STAFF

Note: The foundation of a healthy and productive relationship between City Council and all City Staff is based on staying within the chain of command.

### 4.1 City Manager.

City Council Members are always free to go to the City Manager to discuss City business. Issues concerning the performance of a Department or any employee must be directed to the City Manager. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Council Members. The City Manager may delegate this responsibility to Department Heads.

### 4.2 Agenda Item Questions.

If a Council Member has a question on an agenda item, the Council Member should contact the City Manager, if at all possible, prior to any meeting at which the item may be discussed. This does not restrict Council Members from asking questions during a Council meeting.

### 4.3 Interaction of City Council with Staff.

The Council shall treat staff with respect and shall not abuse staff, nor embarrass staff in public. The City Council Members are welcome to have contact with any city employee. However, the Council are to work through the City Manager or City Attorney on all issues, concerns and questions. This is to allow the senior professional staff, with the proper education, training, experience and knowledge of issues, laws and City Council's policies to coordinate a full and complete response and reduce error or misunderstanding by staff members not necessarily knowledgeable on all issues. This can provide a better overall response, allow any new issues to properly be considered and avoid unintended redirection of staff efforts.

Council Members are free to speak to Department Heads and may ask for information related to their department or agenda items. However, at no point is it acceptable to provide direction. All direction should be given to the City Manager, and the City Manager should be informed of contacts made with Department Heads. This informal system of direct communication is not to be abused.

City Council Members shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy.

### 4.4 Individual Council Member's Requests.

Council Members shall make their requests for information to the City Manager and not directly to individual members of staff. The use of City staff, including the City Manager, to respond to an individual Council Member's request for any purpose that exceeds more than one hour of total staff time must be approved by the majority vote of the full Council. The individual City Council Member may make his/her request orally or in writing to the City Manager. The City Manager shall provide an estimate of the cost and how the request affects the Council's Goals and Objectives. This request will then be considered by the City Council at the next possible City

Council meeting. Irrespective of the amount of staff time required to respond to each Council Member's request, individual Council Member's requests should be limited to no more than three to five requests per week.

## SECTION 5. PROCEDURES FOR APPOINTMENTS TO BOARDS/COMMISSIONS/COMMITTEES

### 5.1 Definitions.

- (a) Task Force: <u>A temporary grouping</u> of individuals and resources for the accomplishment of a specific objective.
- **(b) Committee:** A group of people <u>officially delegated</u> to perform a function, such as investigating, considering reporting, or acting on a matter.
- (c) Ad Hoc: <u>Committees established</u> for a specific purpose. Formed for or concerned with <u>one specific purpose (e.g. ad hoc compensation committee)</u>; for the particular end or case at hand without consideration of wider application; formed or used for specific or immediate problems or needs; <u>often improvised or impromptu</u>; contrived purely for the purpose in hand rather than carefully planned in advance.
- (d) Commission: A group of people officially authorized to perform certain duties or <u>functions with certain powers or authority granted</u>; the act of granting certain powers or the authority to carry out a particular task or duty; the rank and powers so conferred.
- (e) Board: A group of persons having <u>managerial</u>, <u>supervisory</u>, <u>or</u> <u>advisory</u> <u>powers</u>. In parliamentary law, a board is a form of deliberative assembly and is distinct from a committee, which is usually subordinate to a board or other deliberative assembly in having greater autonomy and authority.

### 5.2 Recruitment Process.

- (a) On or before December 31<sup>st</sup> of each year, the City Clerk shall prepare and post a list of all Council-appointed board, commission and committee terms that expire during the next calendar year in compliance with the Maddy Act (Government Code Section 54972).
- (b) The City Clerk shall annually advertise in a newspaper and on the City's website for applicants wishing to be considered for appointment to boards, commissions and committees.
- (c) Although there may be multiple applicants, the Mayor is not required to choose from the pool of applicants and may nominate his/her own appointee, provided the appointee qualifies. This applies to individual Council Members where the Mayor has ceded his/her authority.

- (d) All persons seeking appointment to a City board, commission or committee shall complete and submit an application form to the City Clerk as set forth in Section 5.6. Applications shall be kept on file for two years in the City Clerk's office and vacancies may be considered from applications on file, as well as new applications.
- (e) If an unscheduled board or commission vacancy occurs during the year, the following steps should be taken to publicize vacancies on boards, commissions and committees:
  - **1.** Public announcement of the vacancy at a Council meeting.
  - 2. A newspaper advertisement announcing the vacancy.
  - **3.** A recruitment period of at least ten (10) days.
  - **4.** A vacancy notice posted at City Hall, the Nelson Center, and on the City's website for at least 20 days.
  - **5.** Announcements in the local media, such as press releases, online news outlets and free weekly sales papers.
  - **6.** Distribution to appropriate professional and community organizations and all groups that have requested notification.

### 5.3 Requirement for Appointment.

- (a) All persons appointed to City boards, commissions and committees shall be residents of the City of Suisun City at the time of their appointment and shall remain so throughout their term of appointment. Should any person so appointed move from the City during their term of office, such office shall be forfeited. The Mayor with the consent of the Council shall, upon forfeiture, make a new appointment to fill the unexpired term.
- (b) All persons appointed to City boards, commissions and committees shall complete and submit an application form to the City Clerk as set forth in Section 5.6.
- (c) Except as provided by state or local statute, the appointee shall not be a current City employee or currently appointed to another City board, committee or commission.

### 5.4 Council Notification.

By October 1 of each year, the City Clerk will notify the Mayor of expiring terms for members of those City boards, commissions, and committees.

### 5.5 Incumbents.

- (a) At the end of the first term, the incumbent board, commission or committee member may, at the discretion of the Mayor, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the board, commission or committee member shall submit to the City Clerk a letter or email expressing interest in re-appointment 60 days prior to the expiration of the member's first term.
- (b) Any incumbent interested in re-appointment who has served two or more terms must apply for re-appointment as set forth in Section 5.6.

### 5.6 Application.

Except as set forth in Section 5.5, all persons considered for appointment or re-appointment shall complete an application form. This application form must be received by the City Clerk by the required deadline.

### 5.7 Attendance.

- (a) Board, commission and committee members are expected to regularly attend and participate on their respective boards, committees and commissions.
- (b) All absences should be reported to the Mayor in advance of missing the meeting.
- (c) A board, commission or committee member whose attendance is less than seventy-five percent (75%) of the required meetings over a period of a year may be subject to removal at the discretion of the Mayor. Council will be notified of any actions taken.
- (d) The Council may grant an approved leave of absence for a board, commission or committee member for such reasons as the Mayor determines appropriate. Council will be notified of any actions taken

### 5.8 Norms and Procedures and Conflicts of Interest.

- (a) Board, committee and commission members shall be expected to adhere to the Council Norms and Procedures.
- (b) Board, committee and commission members shall comply with all state and local laws with respect to ethics and conflicts of interests to the extent that such laws apply to their position, including state and local requirements to timely file Statements of Economic Disclosure if the member is designated as a filer by state law or by the City's Conflict of Interest Code.
- (c) Members of City boards, commissions or committees may not use their board, commission or committee position title for political endorsements.

### 5.9 Conflicts with Federal, State or Local Law.

In case of a conflict between this section of the Norms and Procedure policy with federal, state or local law, such federal, state or local law shall be the controlling factor.

## SECTION 6. MEETINGS

### 6.1 Open to Public.

All meetings of the City Council whether regular, special, or study sessions, shall be open to the public, unless a closed session is held as authorized by law. All meetings shall be noticed as required to allow action to be taken by the Council.

### 6.2 Broadcasting of City Council Meetings.

All regular Council meetings shall be scheduled in the Council Chambers to allow for web streaming, unless the number of participants exceeds room capacity. The final decision shall be the responsibility of the Mayor.

### 6.3 Regular Meetings.

At the first regular meeting in January, the City Council will approve the schedule of meetings for the calendar year, which in addition to the regular meeting schedule, may include the cancellation of regular meetings and the addition of special meetings and study sessions. This practice does not, however, preclude the Mayor from calling additional meetings pursuant to Section 6.5, if necessary.

The City Council shall convene its regular City Council meetings at 6:30 p.m. on the first and third Tuesday of each month. However, each Tuesday is a regular meeting day if necessary to carry out the business of the city and Council members should be prepared to meet on any Tuesday evening.

The City Council hopes to conclude its public business at Regular Meetings by 10:00 p.m. Ordinarily, at the discretion of the Mayor, 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.

### 6.4 Cancelling Meetings.

Pursuant to Government Code Section 36805, City Council shall hold a Regular Meeting at least once each month. Outside of this provision, the Mayor may cancel no more than four (4) Regular Meetings at his/her discretion no less than 7 days before the planned meeting. The Mayor may cancel a meeting at any time in the case of an emergency or when a majority of members have confirmed their unavailability to attend a meeting.

### 6.5 Special Meetings.

A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act. Written notice of any such meeting must specify the purpose of the meeting. Notice of the meeting must be given in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

The City Council may hold study sessions or joint meetings with other boards, commissions, committees, or agencies as deemed necessary to resolve City business. These meetings will be coordinated by the City Clerk. Study sessions are scheduled to provide Council Members the opportunity to better understand a particular item. While Council may legally take action at any noticed meeting, generally no formal action is taken at study sessions. If action is to be taken at a study session, then the agenda will state that action may be taken.

### 6.6 Closed Sessions.

The City Council may hold closed sessions at any time authorized by law (and in consultation with the City Attorney), to consider or hear any matter, which is authorized by law. The Mayor or any three Council Members may call closed session meetings at any time.

### 6.7 Quorum.

Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If fewer than three Council Members appear at a regular meeting, the Mayor, Vice Mayor in the absence of the Mayor, any Council Member in the absence of the Mayor and Vice Mayor, or in the absence of all Council Members, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

Business of the City Council may be conducted with a minimum of three members being present; however, pursuant to the California Government Code, matters requiring the expenditure of City funds and all resolutions and non-urgency ordinances must receive three affirmative votes for approval.

### 6.8 Minutes.

The City Clerk shall prepare minutes of all public meetings of the City Council. Electronic copies will be distributed to the Council for review one (1) week following the meeting. Council Members will have one (1) week to provide feedback to the City Clerk for corrections or clarifications. The City Clerk will provide the corrected minutes to the City Manager one (1) week before the meeting to ensure inclusion in the Agenda Packet.

### 6.9 Adjourned Meetings.

The City Council may adjourn any regular, adjourned regular, special, or closed session meeting to a time and place specified in the order of adjournment and permitted by law.

## SECTION 7. POSTING NOTICE AND AGENDA

### 7.1 Posting of Notice and Agenda.

For every regular, special, or study session meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be according to law.

### 7.2 Location of Posting.

The notice and agenda shall be posted at City Hall in a place to which the public has unrestricted access and where the notice and agenda are not likely to be removed or obscured by other posted material, and to the City website.

Although not required, additional posting places have been identified to increase civic engagement:

• Joseph Nelson Center

- Fire Department
- Harbor Master Building
- City Controlled Social Media
- Non-City Partnership Buildings

## SECTION 8. AGENDA CONTENTS

### 8.1 Mayor's Responsibility.

The Mayor is responsible for running a timely and orderly meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting. The Mayor, in consultation with the City Manager or his/her designee, shall organize the agenda and agenda forecast. The agenda forecast will be distributed with the City Manager's report.

### 8.2 Description of Matters.

All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.

As stated in Section 4.2, if a Council Member has a question on a subject, the Council Member should contact the City Manager prior to any meeting at which the subject may be discussed.

### 8.3 Availability to the Public.

The agenda for any regular, special, or study session meeting, shall be made available to the general public as required by law.

### 8.4 Limitation to Act Only on Items on the Agenda.

No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:

(a) Upon a majority determination that an "emergency situation" (as defined by State Law) exists; or

(b) Upon determination by a 4/5 vote of the full City Council, or a unanimous vote if less than a full Council, that there is a need to take immediate action and that the need to take the action came to the attention of the City Council subsequent to posting of the agenda.

### 8.5 "Timing" of Agenda.

The Mayor may "time" the agenda as a way for the Council to maintain a sense of how much time can be committed to any one item without going past an established ending time for the meeting.

### 8.6 Order of Agenda – Regular Meeting.

The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Roll Call, Pledge of Allegiance, Invocation, Conflict of Interest Notification, <u>City Council Reports</u>, <u>Mayor Report</u>, Informational Reports (City Manager/Executive Director/Staff),

Presentations/Appointments, Consent Calendar, Public Comments on Items not on the Agenda, Public Hearings, General Business Items, City Council Reports, Mayor Report, Non-presented Reports, and Adjournment.

# 8.7 Order of Agenda – Closed Session.

The prescribed order of the agenda for a Special Meeting – Closed Session of the Council will be as follows: Roll Call, Conflict of Interest Notification, Closed Session, Closed Session Announcement, and Adjournment.

# 8.8 Change in Order of Business.

The Mayor may decide to take matters listed on the agenda out of the prescribed order. Council Members shall be given the opportunity to ask questions about Consent Items for clarification without having them removed.

# 8.9 Agenda Request Policy.

Requests for placement of items on the agenda can be submitted to the Mayor or City Manager at any time. The Mayor and City Manager will review the request and determine appropriate timing to bring the item forth.

Also, any member of the Council may request that an item be placed on a future agenda by indicating their desire to do so under the Council Member Report portion of the City Council agenda. The request will require the consensus of the Council to have the item brought back at a certain time versus at the pleasure of the Mayor or City Manager.

# 8.10 Presentations.

Presentations are put on the agenda with concurrence of the Mayor or City Manager. The Mayor or City Manager will use their best judgment on scheduling presentations and recognitions. Time limits shall normally be 5 minutes. Presentations may be extended by special circumstances as needed. Exceptions can be made at the Mayor's discretion.

To promote a proactive policy concerning state, regional and federal legislative issues, presentations shall include a periodic legislative update by the City Manager (or City Manager designee), to include information on important legislative issues and/or those matters that the City has a stated a position on during the Legislative Session

# 8.11 Proclamations.

Requests for proclamations can be submitted to the Mayor at any time. Proclamations or Special Recognition are created at the Mayor's full discretion.

The agenda will include Proclamations presented during the council meetings and a list provided of those for information purposes or presented outside of the meeting.

# 8.12 Redress.

Agenda items for redress or reconsideration are expanded in Section 9.8.

# SECTION 9. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

#### 9.1 Role of Mayor.

- (a) The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Council Members and among Council, staff and public. The Mayor shall intervene when a Council Member, staff or other meeting participant is being verbally or otherwise attacked by a member of the public.
- (b) Communication with Council Members:
  - **1.** Council Members shall request the floor from the Mayor before speaking.
  - 2. When one member of the Council has the floor and is speaking, other Council Members shall not interrupt or otherwise disturb the speaker.
- (c) Communication with members of the public addressing the Council on agendized items:
  - **1.** The Mayor shall open the floor for public comment as appropriate.
  - 2. Council Members may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak in order to gain additional information. At no point should Council Members engage in additional back and forth with members of the public.
  - **3.** Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Council Members and among Council Members and members of the public.
  - 4. Members of the public shall direct their questions and comments to the Council.

#### 9.2 Rules of Order.

The City Council shall follow the "spirit" of *Rosenberg's Rules of Order* as a guide for the conduct of meetings, with the following modifications:

(a) A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agendized item so that a motion can more easily be made that takes into account what appears to be the majority position.

(b) All motions require a second.

(c) A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.

(d) A motion to amend may still be used.

The Mayor has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting.

# 9.3 Appeal Procedures.

Appellants shall be given the opportunity to speak first. Appellants and applicants responding to appeals may be given a total of up to 10 minutes each to present their positions to the City Council prior to hearing public comments. Appellants shall be given up to 5 minutes of rebuttal time after public comments are heard.

# 9.4 Applicants.

Persons bringing to the City Council a request for approval shall be given a total of up to 10 minutes to present their positions/input prior to hearing public comments. An extension can only be granted by consent of a majority of the Council Members. Applicants shall be given up to 5 minutes of rebuttal time after public comments are heard.

# 9.5 Staff and Consultant Reports.

In general, staff and consultant reports should be clear, brief and concise. Staff is to assume that the Council has read all materials submitted. Council shall be given an opportunity to ask questions of staff prior to hearing public comments.

# 9.6 Public Comment.

- (a) Persons present at meetings of the City Council may comment on individual items on the agenda at the time the items are scheduled to be heard. During Regular City Council meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment.
- (b) The limit for speakers will be up to 3 minutes, depending on the number of speakers. Speakers are not allowed to delegate their time to another speaker. The Mayor may limit the time to be spent on an item and may continue the item, with the approval of the majority of the Council, to a future meeting at his/her discretion.
- (c) Upon addressing the Council, each speaker is requested, but not required, to first state his/her name, whom they represent and/or city of residence.
- (d) After the speaker has completed their remarks, the Mayor may direct the City Manager or City Attorney to briefly address the issues brought forth by the speaker. Council Members shall be respectful of the speakers and shall not enter into a debate with any member of the public nor discuss amongst themselves.

- (e) All Council Members shall listen to all public discussion as part of the Council's community responsibility. Individual Council Members should remain open-minded to informational comments made by the public.
- (f) The Mayor has the right to ask a member of the public to step down if over the allotted time or if the speaker's comments are not within the city's jurisdiction.

# 9.7 Motions.

It will be the practice of the City Council for the Mayor to provide Council Members an opportunity to ask questions of staff, comment on, and discuss any agendized item in order to help form a consensus before a motion is offered. After such discussion, the Mayor or any Council Member may make a motion. Before the motion can be considered or discussed, it must be seconded. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and thereafter, to any Council Member recognized by the Mayor. Customarily, the Mayor will take the floor after all other Council Members have been given the opportunity to speak.

If a motion clearly contains divisible parts, any Council Member may request the Mayor or moving party divide the motion into separate motions to provide Council Members an opportunity for more specific consideration.

Tie Votes: Tie votes shall be lost motions. When all Council Members are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter. If a tie vote results at a time when fewer than all members of the Council, who may legally participate in the matter are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

# 9.8 Reconsideration.

- (a) Request for reconsideration.
  - 1. <u>Request by a member of the public.</u> Notwithstanding *Rosenberg's Rules of Order*, a request for reconsideration may be made by a member of the public to the City Council at the next regular meeting of the City Council or at any intervening special meeting of the City Council.
  - 2. <u>Request by a member of the City Council.</u> Only a member of the City Council who voted on the prevailing side may request reconsideration. The request may be made at the same meeting or at the next regular meeting of the City Council or at any intervening special meeting of the City Council.
  - **3.** The member of the public or City Council Member making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.
- (b) Motion to reconsider any Council action.

- 1. <u>Reconsideration at the same meeting.</u> A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting). A motion to reconsider an action taken by the City Council may be made only by a Council Member who voted on the prevailing side, but may be seconded by any Council Member and is debatable. The motion must be approved by a majority of the entire City Council.
- 2. <u>Reconsideration at a subsequent meeting.</u> If an intent to request a motion for reconsideration is communicated to the City Council prior to the deadline for posting the City Council meeting agenda, then the request for reconsideration may be agendized if support for said action exists in accordance with the *Council Norms* Section 10.8. Otherwise, no City Council discussion or action on a possible reconsideration may occur unless the item is appropriately added to the agenda pursuant to Government Code section 54954.2(b), which addresses adding items that are not listed on a posted agenda (urgency agenda item). At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion.
- (c) Effect of approval of motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken and all interested persons (including applicants, owners, supporters and opponents) are still present, the matter may be reconsidered at that meeting or at the next regular meeting or intervening special meeting (subject to the discretion of the maker of the motion) and no further public notice is required.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken but all interested persons are not still present, or if the motion is made and approved at the next regular meeting or intervening special meeting, the item shall be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed in accordance with the Government Code, the City Municipal Code and the *Council Norms and Procedures*. The Clerk shall provide notice to all interested parties as soon as possible when a matter becomes the subject of a motion to reconsider.

# 9.9 Discussion.

(a) The discussion and deliberations at meetings of the City Council are to secure the mature judgment of Council Members on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

To the extent possible, Council Members should disclose any ex parte communication prior to discussion on an item. Ex parte communications are those made in private between an interested party and an official in a decision making process.

Discussion and deliberation are regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

(b) Obtaining the floor for discussion.

After the Council has commented on an issue, and a motion has been stated to the Council and seconded, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor. A member who has been recognized should make their comments clear, brief and concise.

(c) Speaking more than once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Council Member has already spoken, other Council Members wishing to speak shall then be recognized. No Council Member shall be allowed to speak a second time until after all other Council Members have had an opportunity to speak.

(d) Relevancy of discussion.

All discussion must be relevant to the issue before the City Council. A Council Member is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. Council Members shall avoid repetition and strive to move the discussion along.

A motion, its nature, or consequences, may be attacked vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the Mayor to instantly rule out of order any Council Member who engages in personal attacks. It is the motion, not its proposer, that is subject to debate.

Arguments, for or against a measure, should be stated as concisely as possible. It is the responsibility of each Council Member to maintain an open mind on all issues during discussion and deliberation.

It is not necessary for all City Council Members to speak or give their viewpoints if another Council Member has already addressed their concerns. Although issues with potential to be litigated or otherwise appealed should have comments by each Council Member on the record.

(e) Mayor's duties during discussion.

The Mayor has the responsibility of controlling and expediting the discussion. A Council Member who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

## 9.10 Council Member Respect.

At all times, Council Members in the minority on an issue shall respect the decision and authority of the majority.

## 9.11 Council and Staff Reports and Directions on Future Agenda Items.

Council and staff reports at the end of Council meetings shall be limited to announcing Mayorappointed Regional Board activities on which Council Members serve, City and City-sponsored activities and items which directly affect the City. Community groups may announce their activities during Public Comments at the beginning of Council meetings. Council Members should refrain from making personal comments, stating personal activities, or items that do not impact their role as a Council Member.

# SECTION 10. CLOSED SESSIONS

#### 10.1 Purpose.

It is the policy of the City Council to conduct its business in public to the greatest extent possible. However, state law recognizes that, in certain circumstances, public discussion could potentially jeopardize the public interest, compromise the City's position, and could cost the taxpayers of Suisun City financially. Therefore, closed sessions shall be held from time to time as allowed by law. The procedures for the conduct of these meetings shall be the same as for public meetings, except that the public will be excluded.

Prior to convening the closed session meeting, the Mayor shall publicly announce the closed session items and ask for public input regarding any items on the closed session agenda.

City Council Members shall keep all written materials and verbal information provided to them in closed session in complete confidence to insure that the City's position is not compromised. No mention of information in these materials shall be made to anyone other than Council Members, the City Attorney or City Manager, except where authorized by a majority of the City Council.

# 10.2 Rule of Confidentiality.

The City Council recognizes that breaches in confidentiality can severely prejudice the City's position in litigation, labor relations and real estate negotiations. Further, breaches of confidentiality can create a climate of distrust among Council Members and can harm the Council's ability to communicate openly in closed sessions, thereby impairing the Council's ability to perform its official duties.

The City Council further recognizes that confidentiality of discussions and documents are at the core of a closed session. Confidentiality is essential if the closed session is to serve its purpose. Therefore, the City Council will adhere to a strict policy of confidentiality for closed sessions.

# **10.3** Breach of Rule of Confidentiality.

No person who attends a closed session may disclose any statements, discussions, or documents used in a closed session except where specifically authorized by State law. Any authorized disclosure shall be in strict compliance with these rules and the Ralph M. Brown Act. Violation of this rule shall be considered a breach of this rule of confidentiality.

# 10.4 Agenda.

The City Council agenda will contain a brief general description of the items to be discussed at the closed session, as required by law.

# 10.5 Permissible Topics.

All closed sessions will be held in strict compliance with the Ralph M. Brown Act. The City Attorney, or his/her designee, will advise in advance on topics that may be discussed in a closed session.

# 10.6 Rules of Decorum.

- (a) The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be courtesy, respect and tolerance for all viewpoints and for the right of Council Members to disagree. Council Members shall strive to make each other feel comfortable and safe to express their points of view. All Council Members have the right to insist upon strict adherence to this rule.
- (b) Prior to a vote, the Mayor shall ensure that the motion is clearly stated and clearly understood by all Council Members.
- (c) The Mayor shall keep the discussion moving forward so that debate and a vote can occur in the time allotted for the closed session. The Mayor will determine the order of debate in a fair manner.

# 10.7 Conduct of Meeting.

- (a) The Mayor will call the closed session to order promptly at its scheduled time.
- (b) The Mayor will keep discussion focused on the permissible topics.
- (c) The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.
- (d) If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions

or disposal, a proposed or pending claim or litigation, or employee negotiations, all contact with the other party will be through the designated City person(s) representing the City in the handling of the matter. A Council Member, not so designated by the Council, will not under any circumstances have any contact or discussion with the other party or its representative concerning the matter which was discussed in the closed session, and will not communicate any discussions conducted in closed session to such party.

## **10.8** Public Disclosure After Final Action.

- (a) The Ralph M. Brown Act requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the City Council shall publicly report any final action taken in closed session, and the vote, including abstentions, at a publicly noticed meeting as follows:
  - Real Estate negotiations: After the agreement is final and accepted by the other party;
  - 2. Litigation: After approval to defend or appeal a lawsuit or to initiate a lawsuit;
  - 3. Settlement: After final settlement of litigation or claims;
  - 4. Employees: Action taken to appoint or dismiss a Council-appointed employee;
  - **5.** Labor relations: After the Memorandum of Understanding is final and has been accepted by both parties.
- (b) The report may be oral or written. The report will state only the action taken and the vote. Unless authorized by the majority of the City Council, the report will not state the debate or discussion that occurred. Except for the action taken and the vote, all closed session discussions will remain confidential.

# SECTION 11. DECORUM

# 11.1 Council Members.

Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Council Members shall accord the utmost courtesy to each other, City employees, and the public appearing before the City Council. The City Manager or his/her designee shall act as the sergeant-at-arms.

# 11.2 City Employees.

Members of the City staff shall observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business and professional manner towards Council Members and members of the public.

# 11.3 Public.

Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. These Norms and Procedures shall apply to all City Council Meetings.

# **11.4** Noise in the Chambers.

Noise emanating from the audience, whether expressing opposition or support within the Council Chambers or lobby area, which disrupts City Council meetings, shall not be permitted. All cell phones and other electronic devices shall be muted while in the chambers. Refusal is grounds for removal.

# 11.5 Removal.

Any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, shall be removed from the Council Chambers by the Police Chief, or his/her designee, and may be barred from further attendance before the Council during that meeting.

Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Mayor/Presiding Officer. The Mayor/Presiding Officer may direct the Police Chief, or his/her designee, to remove such offenders from the room.

# **11.6** Dangerous Instruments.

No person may enter the chambers of a legislative body as defined in Section 54852 of the Government Code of the State of California or any place were such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.

# 11.7 Prosecution.

Aggravated cases shall be prosecuted on appropriate complaint signed by the Mayor/Presiding Officer.

# SECTION 12. ENFORCEMENT OF DECORUM

In extreme cases, such as when a meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals as provided for in this Policy, the Mayor/Presiding Officer may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session.

Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Section. Nothing in

# SECTION 13. PUBLIC RELATIONS

# 13.1 City Spokesperson.

The Mayor will serve as the general spokesperson for the City. When Council has not taken a position on an issue, neither the Mayor nor any Council Member will speak on behalf of the Council. In these situations, the Mayor or Council Member will use a phrase such as, "Council has not taken an official position, personally I think..."

# 13.2 Press Release.

Any proposed Press Release may only use the City Seal and picture of the Council Member issuing such release if the subject matter pertains to official government business of Suisun City.

The group picture of the Council may only be used on a Press Release if the release is being issued on behalf of the entire Council.

# SECTION 14. MAYOR'S OFFICE

The opportunity to meet with a member of the public is an honor. It also creates an opportunity for our citizens to know that their elected officials are willing to listen and willing to act. There is a place for meeting over coffee or food, as some discussions are best had when "breaking bread." However, some discussions should happen in a professional environment, free from distractions allowing for private discussion.

To help facilitate meetings with members of the public as a Council Member, the Mayor's office is listed as a Resource Room in Outlook for advance scheduling.

Reach out to the Deputy City Clerk if you have questions regarding scheduling.

# SECTION 15. VIOLATIONS OF PROCEDURES

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

This document shall remain in effect until modified by resolution of the City Council.

THIS PAGE INTENTIONALLY LEFT BLANK

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



Item 13

CITY COUNCIL MEETING

First and Third Tuesday Every Month

#### MINUTES

#### SPECIAL MEETING OF THE SUISUN CITY COUNCIL

#### TUESDAY, JULY 5, 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 <u>clerk@suisun.com</u> OR 707 421-7302.

> ZOOM MEETING INFORMATION: WEBSITE: https://zoom.us/join MEETING ID: 839 7347 3481

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

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

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

#### ROLL CALL

Vice Mayor Hernandez called the meeting to order at 5:31pm with the following Council Members present: PRESENT: Day, Hernandez, Hudson, Williams

ABSENT: None

#### **CONFLICT OF INTEREST NOTIFICATION** None

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

**DEPARTMENTS: AREA CODE (707)** 

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

#### PUBLIC COMMENT None

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

## **CLOSED SESSION**

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

#### City Council

- CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Discussion of potential significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) (1 potential case). Three Workers Compensation Claims by Joanne Ledford.
- 2. 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)

Council entered Closed Session at 5:34pm.

#### **CONVENE OPEN SESSION**

There were no announcements.

#### **ADJOURNMENT**

There being no further business the meeting was adjourned at 6:15pm.

Anita Skinner, City Clerk

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



Item 13

CITY COUNCIL MEETING

First and Third Tuesday Every Month

#### AGENDA

#### **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, JULY 5, 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 <u>clerk@suisun.com</u> OR 707 421-7302.

ZOOM MEETING INFORMATION:

*WEBSITE:* <u>https://zoom.us/join</u> *MEETING ID:* 851 3661 2974 *CALL IN PHONE NUMBER: (707) 438-1720* 

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING 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 – 94) Next Suisun City Council Acting as Successor Agency Res. No. SA2022 - 02) (Next Housing Authority Res. No. HA2022 – 02)

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

Vice Mayor Hernandez called the meeting to order at 6:33 pm with the following Council Members present: PRESENT: Day, Hernandez, Hudson, Williams ABSENT: None

Pledge of Allegiance was led by Council Member Hudson. Invocation was given by Greg Folsom.

## **CONFLICT OF INTEREST NOTIFICATION None**

(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
  - Happy fiscal new year. Officially in FY 22-23
  - Thanks to all who participated in our 4<sup>th</sup> of July event and a special thanks to the, Police, Fire and Public Works and RPMA departments for putting on another very successful event. Special appreciation to Marvin Mora, Recreation Supervisor, for singing the National Anthem. A special thank you to Janet for stepping up in place of our RPMA director who had a family emergency.
  - Fire Department put out a fire this morning in the downtown area saving 4 businesses and 3 homes.
  - Sunday Jazz on the Waterfront begins this Sunday, July 10<sup>th</sup> from 3-5pm and continues through August 21<sup>st</sup>.
  - Scheduled for July 12<sup>th</sup> at 5pm for the McCoy Creek Trail groundbreaking on Blossom Avenue between Canvasback and Chyrl Way. Solano County Transportation is coordinating this event.
  - National Night Out is Tuesday, August 3<sup>rd</sup>, so there will not be a Council meeting.
  - Our excellent Deputy City Clerk Donna Pock was recently recognized by the Clerks Associate of California with the City Clerk of Distinction Award. Donna was awarded the "above and beyond award" for her outstanding work and this is a state wide recognition. Congratulations to Donna.

Council Members thanked the Police, Fire and RPMA departments for the 4<sup>th</sup> of July event; Marvin for his excellent rendition of the National Anthem; congratulated Donna on her welldeserved award. Vice Mayor Hernandez stated she has a conflict for the McCoy Creek groundbreaking but asked the Youth Commission to join instead.

#### PRESENTATION/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

2. Proclamations Presented - (Hernandez: (ahernandez@suisun.com).

a. Presentation of Proclamation to Recreation, Parks and Marina Department Recognizing July 2022 as "Parks and Recreation Month."

Vice Mayor Hernandez read the proclamation and Council Member Hudson presented to RPMA Commission Chair Loraine Meek and RPMA staff member Janet Hull. Ms. Meek thanked the Council.

b. Presentation of a Proclamation to Police Department Proclaiming August 6, 2022 as "National Night Out."

Vice Mayor Hernandez read the proclamation and Council Member Williams presented to Police Dept. members.

3. Appointment of Voting Delegate and Alternate(s) for the League of California Cities Annual Conference – (Hernandez: <u>ahernandez@suisun.com</u>).

Vice Mayor Hernandez appointed Council Member Williams as delegate and Council Member Hudson and herself as alternates.

Motion by Council Member Hudson to approve appointments and seconded by Council Member Williams. Motion passed by the following vote:

AYES: Day, Hernandez, Hudson, Williams NOES: None ABSENT: None

#### CONSENT CALENDAR

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

- Council Consideration and possible action to adopt Resolution No. 2022-94: 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 August 3, 2022 – (Folsom: <u>gfolsom@suisun.com</u>).
- 5. Council Review and Approve Letter of Response to Solano County Grand Jury Report "Solano County is Not Prepared for Future Emergencies" and Authorize the Mayor to Sign Response Letter (Roth: <a href="mailto:aroth@suisun.com">aroth@suisun.com</a>).
- 6. Council Adoption of Resolution No. 2022 <u>95</u>: Modifying the Current Stipend Rates to a Tier-Based System Based on Rank – (Renucci: <u>grenucci@suisun.com</u>).
- Council Adoption of Resolution No. 2022-96: Authorizing the City Manager to enter into a contract with Fairfield Suisun Unified School District to Provide Extended Learning Time Programming – (Lofthus: <u>klofthus@suisun.com</u>).
- 8. Council Resolutions Calling for, Requesting Consolidation of November 8, 2022 General Municipal Election and Special Municipal Election, and Adopting Regulations Pertaining to Candidate Statements (City Attorney).
  - a. Council Adoption of Resolution No. 2022-97: A Resolution Of The City Council Of The City Of Suisun City Giving Notice And Calling For The Holding Of A General Municipal Election To Be Held On Tuesday, November 8, 2022, For The Election Of Certain

Officers As Required By The Provisions Of The Laws Of The State Of California Relating To General Law Cities.

- b. Council Adoption of Resolution No. 2022-98: A Resolution Of The City Council Of The City Of Suisun City Giving Notice And Calling For The Holding Of A Special Municipal Election To Be Held On Tuesday, November 8, 2022, For The Short Term Election Of The Office Of Mayor For The City Of Suisun City.
- c. Council Adoption of Resolution No. 2022-99: A Resolution Of The City Council Of The City Of Suisun City Requesting The Board Of Supervisors Of The County Of Solano To Consolidate A General Municipal Election And A Special Municipal Election To Be Held On Tuesday, November 8, 2022 With The Statewide General Election To Be Held On The Date Pursuant To Section 10403 Of The Elections Code.
- d. Council Adoption of Resolution No. 2022-100: A Resolution Of The City Council Of The City Of Suisun City, California, Adopting Regulations For Candidates For Elective Office Pertaining To Candidates Statements Submitted To The Voters At An Election To Be Held On Tuesday, November 8, 2022.

#### Suisun City Council Acting as Successor Agency

 Successor Agency Adoption of Resolution No. SA 2022-02: Authorizing the Executive Director to Execute the Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions with Suisun Health and Wellness, LLC for the Sale of Approximately 0.16 Acres Located on Lotz Way (Solano County Assessor's Parcel Number 0032-061-390) – (Bermudez, jbermudez@suisun.com).

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

10. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on June 21, 2022 - (Skinner: <u>askinner@suisun.com</u>).

#### **PUBLIC COMMENTS**

#### Item #6

Donna LeBlanc had reimbursement questions. Suggests keeping probationary reserves at \$7? Are there pre-set limits on how many we plan to have at each level? How long does it take for a reserve to move from lowest level to top level? If budgeted funds drop in the next year, how will it affect the response time to the city? Supports increases in pay levels but would like clarification.

Deputy Chief Renucci responded.

#### Item #5

James Berg asked why water routes from the channel aren't included for evacuation routes?

Motion by Council Member Williams to approve Consent Calendar Items, 4,5,7,8,9,10 and seconded by Council Member Day. Motion passed by the following vote:

AYES: Day, Hernandez, Hudson, Williams NOES: None ABSENT: None

#### Item #6

Council Member Hudson complimented Deputy Chief on the information provided in the staff report but would like to have item brought back for a more detailed report.

# Motion by Council Member Hudson to approve Consent Calendar Item #6 and seconded by Council Member Day. Motion passed by the following vote:

AYES: Day, Hernandez, Hudson, Williams NOES: None ABSENT: None

#### **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.)

Clerk read email comments received.

Jeanie McMurry regarding fireworks. I know we have safe and sane fireworks, but several times yesterday there were really loud booms that went on till almost midnight. Lives on Pintail Drive near Dan O. Root school. Is that safe and sane fireworks? Had a traumatized dog.

Michael Moore concerned that the city is not enforcing "no on street" parking in Harbor F. The area states "parking in designated spaces only" this creates a problem for emergency vehicles as well as routine traffic.

Patricia Matteson spoke on the June 21st Public Hearing on the LLD assessments.

- Most Council members seem to have only a vague idea how the LLD's work.
- Council expressed shock at the nearly 15% increase in FY22-23 and warned of an even higher increase the following year.
- City has ben subsidizing landscaping services in Montebello Vista and Heritage Park for years already with no repayment plan in place.
- Engineer's Report states it is Public Works responsibility for landscaping within each LLD but have been told under the current system landscaping services could soon go away completely.
- The LLD assessment system is broken and getting more dysfunctional and unfair every year.
- Hope the Council and City Manager will give these remarks careful consideration.

Steve Olry commented that we are in a financial disaster; complimented Donna on her muchdeserved award; commented he lives by Ms. McMurry and last night was unacceptable; illegal fireworks by Emperor and Pintail Drive that lit up the sky; commented on the new road on Travis Blvd in front of Dover Park; thanked Hudson for bringing up George Guynn's appointment to Environmental committee, hope it gets settled at the next meeting.

George Guynn complimented Donna Pock on an outstanding job; do everything possible to make sure agendas are not 400+ pages and space items out; work on rearranging on how you do the budget next year; the landscaping can stand a lot of tweaking and need to find monies for roads.

James Berg commented the 4<sup>th</sup> of July seemed to be a great event; negative comments were the transients that were on the guest dock in the morning, trash in the water that he went out and picked up on his kayak; Irrigation District employees that sat at the boat ramp for long periods of time on their phones, he emailed General Managers but have not heard back; good neighbor meeting regarding the proposed warehouses that are going up, they were open to discussion of these taxes coming to the city to be earmarked for special or certain items whether road repair, landscape, like to see you pursue these options.

Donna LeBlanc shout out to Police and Fire departments for your effort to control illegal fireworks; Public Works, thank you for grading the infield at Montebello Park; recycled the dirt from the Heritage Park field over to Montebello Park; RPMA, you are wonderful; great fireworks display; thank you for all the new programs coming up.

John Harter thank you to all for the 4<sup>th</sup> of July event; thank you Fire and Police department for helping with the fire at his father's residence; a special thank you to Chief Renucci who was unable to take his mother to the airport as he was working the fire.

# **PUBLIC HEARING**

#### Housing Authority

11. Housing Authority Resolution No. HA 2022-\_\_\_\_: Resolution of the Housing Authority of the City of Suisun City approving the First Amendment by and among the Housing Authority of the City of Suisun City and Harbor Park LLC, providing for certain changes relating to the project description and provisions to the Disposition and Development Agreement regarding the Almond Gardens Apartments property dated November 2, 2022, located at APN 0032-101-420 and 0032-102-160, in the City of Suisun City (Continued from June 21, 2022) – (Bermudez: jbermudez@suisun.com

Vice Mayor Hernandez opened the Public Hearing. There being no comments the Public Hearing was closed to a future date.

Motion by Council Member Williams to bring back item at a date uncertain and seconded by Vice Mayor Hernandez. Motion passed by the following vote:

AYES: Day, Hernandez, Hudson, Williams NOES: None ABSENT: None

#### **GENERAL BUSINESS**

#### Suisun City Council Acting as Successor Agency

12. Successor Agency Adoption of Resolution No. SA 2022-03: A Resolution of the Suisun City Council Acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City Approving a Modification of the First Time Homebuyer Program to Remove the Provisions of the Loans Affordability Restrictions but maintain the homeowner's obligation to pay the calculated Equity Share at loan payoff – (Lawton: klawton@suisun.com).

Housing Manager Kathy Lawton gave the presentation.

#### **Public Comment**

George Guynn commented as long as city gets their money back but the longer time goes by getting the money back is in question; consider all angles to ensure city gets their money.

Steve Olry commented for the past two years all he has heard is affordable housing and now we are getting rid of it; has to be a better escape plan.

Clerk summarized Kama Ohara email comments.

Kama Ohara disagrees and objects with the following comments:

- First Time Homebuyer Program contract and related material are and were legally deficient, oppressive, and unconscionable.
- Provision proposes to drop does not cure the many illegal and unenforceable terms.
- The failure to drop the "equity sharing" provisions and enforcement making it impossible to sell on terms that are anything but very damaging and unfair to my interest.
- I do not intend to speak at the meeting. My failure to do so shall not be construed as a waiver of these objections or as acceptance of the city's actions on this agenda item.

Ms. Lawton responded to comments.

# Motion by Council Member Williams to approve Item #12 and seconded by Council Member Day. Motion passed by the following vote:

AYES: Hernandez, Hudson, Williams NOES: Day ABSENT: None

#### City Council

13. Discussion and Direction Regarding Code Enforcement in the City of Suisun City – (Bermudez: jbermudez@suisun.com)

Development Services Director Bermudez presented report and PowerPoint.

#### **PUBLIC COMMENTS**

George Guynn commented he is glad to see this item come back; still feels there is a big problem with street parking.

#### 08:35:17 PM (02:05:43)

Michelle Chavez commented her concerns are the garbage totes left out, maintenance of front yards; foreclosure homes and who is responsible for their maintenance; dumpster enclosures should be locked to avoid dumping and dumpster diving; parking of RVs in driveways; out of registration vehicles on property; there needs to be education for community; streamline process for the cleaning of canals and streams.

Patricia Matteson thanked Vice Mayor Hernandez and Director Bermudez for presentation; how many Code Enforcement officers will be available for this; violation of noise ordinance; don't wait too long to cite property owners; businesses should be held responsible and enforcement of trash left by their customers.

Donna LeBlanc appreciates the presentation and comments by Council and residents; what are the requirements for the job; Community Services Officer and Code Enforcement Officer differences; if we are issuing citations why is that not a Police Department job; need to establish a schedule of what happens; why are we not hiring people with training already and is this going to cost more in salary.

Consensus by Council on tracking data; proactive in education to the community; new website and help the residents identify issues in three languages; identify residents that need the assistance and the mechanism to get them that assistance; addressing trash, fire risks, illegal dumping; 3-6 months' time what is being queued; what does training for Code Enforcement officers look like.

Mr. Bermudez replied to questions.

14. Council Discussion and Direction: Community Christmas Tree Replacement Location – (Lofthus: <u>klofthus@suisun.com</u>).

Janet Hull gave presentation and PowerPoint.

#### PUBLIC COMMENT

James Berg commented this is government waste and incompetence, the existing tree is coming back and recommends watering it; how are we going to make sure new tree stays alive.

Donna LeBlanc excited about the new tree; will there be a planter box around the new tree; concern about decorating the tree this year, will it be too soon; old tree is dying, when will it be removed; are there plans for that planter box; suggest a solar powered fountain, flowers that attract bees.

Janet responded to some questions and Mr. Folsom stated Kris Lofthus is the knowledgeable person, there was a family emergency and couldn't be here but will be able to respond to the concerns upon return.

15. Police Department Showcase – (Roth: aroth@suisun.com).

Chief Roth gave the showcase presentation. He thanked the community and Council for their support this past year.

There was discussion to bring the item back at a future day. There was no consensus to bring it back.

#### Consensus to continue the meeting for Item #16

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

16. Council/Boardmembers Updates

Council Member Hudson agreed that Council comments be moved to the front of the agenda; MADS and LLD's brought back for a better presentation; commented how grateful to the city for the 4<sup>th</sup> of July, thanked Police, Fire, Public Works and RPMA; Marvin Mora did a great job on the National Anthem; National Night Out is coming up.

Council Member Williams agreed with moving the Council comments forward on the agenda; workshop on the LLD's not just for us but the community; announced Adopt a Neighborhood will be hosting a Heritage Park beautification program on the July 24<sup>th</sup> the 4<sup>th</sup> Saturday of the month and at the end of the day will be having hot dogs; will also be hosting a class in the Sea Breeze mobile home park; thanked everyone for all their hard work on the 4<sup>th</sup> of July and thanked the City of Fairfield for the parade. Thank you all for staying this late and participating.

Council Member Day agreed with everything both Council Members Hudson and Williams stated; wished everyone a wonderful night.

Vice Mayor Hernandez read Section 8.9 of the Policy and Procedures in reference to having items placed on a future agenda; thanked the Community Clean Up team, members from Travis AFB; Fire Dept thank you for two-day ride along

Consensus from Council to agendize in the future LLD's/MADS for better community understanding; moving Council reports up on the agenda; community town hall/open house.

17. Non-Discussion Items

#### **ADJOURNMENT**

There being no further business the meeting was adjourned at 10:27pm.

Anita Skinner, City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

#### AGENDA TRANSMITTAL

#### MEETING DATE: July 19, 2022

AGENCY AGENDA ITEM: City Council Introduce and Waive Reading of Ordinance No. \_\_\_\_\_: An Ordinance of the City Council of the City of Suisun City, California, Adding Section 15.04.400 (Electric Vehicle Charging Stations) To Chapter 15.04 (Permits – Uniform Codes) of Title 15 (Buildings and Construction) Setting Forth Procedures for Electric Vehicle Charging Systems and Finding of Exemption from the California Environmental Quality Act (CEQA).

**FISCAL IMPACT:** There is no immediate financial impact or budget action necessary as a result of the recommended action.

STRATEGIC PLAN: Provide Good Government and Enhance Environment.

**BACKGROUND:** Assembly Bill No. 1236 (2015) amended Government Code Section 65850.7 to require jurisdictions with a population less than 200,000 residents to establish expedited, streamlined processes for permitting electric vehicle charging systems. The amendment to Section 65850.7 requires jurisdictions to adopt an ordinance allowing expedited and streamlining permitting processes when reviewing electrical vehicle charging systems. Subsequently, the State of California adopted Assembly Bill No. 970 (2021), which updated the requirements outlined in Government Code section 65850.7 by adding a new Government Code Section 65850.71 establishing application processing timelines when agencies consider electric vehicle charging systems. Assembly Bill 970 requirements will be operative for cities with less than 200,000 residents effective January 1, 2023.

**STAFF REPORT:** In order to comply with AB 970, staff is seeking the adoption of an ordinance that sets forth a checklist of requirements that will assist an applicant by expediting the permit approval process for electric vehicle charging stations. The checklist will contain objective conditions for installing an electric vehicle charging station while allowing for electronic submittal of permit applications. When submitting for a building permit, the applicant will be able to refer to the checklist to determine whether the existing electrical service has the necessary amperes rating, system voltage, connected or calculated load, spare capacity in amperes, voltage, and ampere rating of the electric vehicle supply equipment, circuit rating of the electric vehicle supply equipment, location of the electric vehicle supply equipment, if ventilation is/or is not required, and clearances of the charging equipment to comply with all applicable building and fire safety laws. The checklist also assists the applicant in confirming that the location of the electric vehicle supply equipment will comply with any vehicle clearance requirements in the City's Zoning Ordinance. Section 65850.7 requires that the City's checklist conforms to the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" of the "Zero-Emission Vehicles in California: Community Readiness Guidebook" of the Governor's Office of Planning and Research.

PREPARED BY: REVIEWED BY: APPROVED BY:

#### California Environmental Quality Act (CEQA)

The City Council is recommended to find adoption of this ordinance as exempt from having to comply with the requirements of CEQA, pursuant to CEQA Guidelines Section 15061(b)(3) which states: "CEQA only applies to project which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." There is no possibility the City's activity in adopting this ordinance, as mandated by the State, will have a significant, adverse, effect on the environment.

**RECOMMENDATION:** It is recommended that the City Council Introduce and Waive Reading of Ordinance No. \_\_\_\_: An Ordinance of the City Council of the City of Suisun City, California, Adding Section 15.04.400 (Electric Vehicle Charging Stations) To Chapter 15.04 (Permits – Uniform Codes) of Title 15 (Buildings and Construction) Setting Forth Procedures for Electric Vehicle Charging Systems and Finding of Exemption from the California Environmental Quality Act (CEQA).

## **ATTACHMENTS:**

- Ordinance No. \_\_\_\_\_: An Ordinance of the City Council of the City of Suisun City, California, Adding Section 15.04.400 (Electric Vehicle Charging Stations) To Chapter 15.04 (Permits – Uniform Codes) of Title 15 (Buildings and Construction) Setting Forth Procedures for Electric Vehicle Charging Systems and Finding of Exemption from the California Environmental Quality Act (CEQA).
- 2. Draft Permitting Checklist for Electric Vehicle Charging Systems.
- 3. PowerPoint Presentation.
- 4. AB 1236 and AB 970 Fact Sheet.

	Item 15 Attachment 1		
1	ORDINANCE NO.		
2	AN ORDINANCE OF THE CITY COUNCIL OF THE CITY		
3	OF SUISUN CITY, CALIFORNIA, ADDING SECTION		
4	15.04.400 (ELECTRIC VEHICLE CHARGING STATIONS) TO CHAPTER 15.04 (PERMITS – UNIFORM CODES) OF		
5	TITLE 15 (BUILDINGS AND CONSTRUCTION) SETTING		
6	FORTH PROCEDURES FOR ELECTRIC VEHICLE CHARGING SYSTEMS AND FINDING OF EXEMPTION		
7	FROM THE CALIFORNIA ENVIRONMENTAL QUALITY		
8	ACT (CEQA)		
9	<b>WHEREAS</b> , the City of Suisun City has consistently promoted and encouraged the		
10	use of fuel-efficient electric vehicles; and		
11	WHEREAS, the State of California adopted Assembly Bill No. 1236 ("AB 1326"),		
12	adding Section 65850.7 to the Government Code, which requires local agencies to adopt an		
13	ordinance that creates an expedited and streamlined permitting process for electric vehicle		
14	charging systems; and		
15	WHEREAS, the State of California adopted Assembly Bill No. 970 ("AB 970") in		
16	2021, which updated the requirements set forth in Government Code Section 65850.7 and		
17	added a new Government Code Section 65850.71 pertaining to processing of electric vehicle		
18	charging system applications; and		
19	WHEREAS, AB 970 requirements will be operative for cities with a population of		
20	less 200,000 residents effective January 1, 2023; and		
21	WHEREAS, creation of an expedited, streamlined permitting process for electric		
22	vehicle charging stations would facilitate convenient charging of electric vehicles and help		
23	reduce the City's reliance on fossil fuels; and		
24	WHEREAS, the City Council of the City of Suisun City desires to adopt an ordinance		
25	to comply with the requirements of California Government Code Sections 65850.7 and		
26	65850.71.		
27	NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN		
28	CITY, CALIFORNIA DOES ORDAIN AS FOLLOWS:		

01203.0005/803682.3

1	SECTION 1. Section 15.04.400 (Electric Vehicle Charging Stations) of Chapter 15.04		
2	(Permits - Uniform Codes) of Title 15 (Buildings and Constructions) of the Suisun City		
3	Municipal Code is added to read:		
4	15.04.400 Electric Vehicle Charging Stations		
5	A. <u>Purpose and intent</u> . The purpose of this section is to promote and encourage the use		
6	of electric vehicles by creating an expedited, streamlined permitting process for electric vehicle		
7	charging stations while promoting public health and safety and preventing specific adverse		
8	impacts in the installation and use of such charging stations. This section is also intended to		
9	comply with California Government Code Sections 65850.7 and 65850.71, including		
10	successor statutes and amendments thereto.		
11	B. <u>Definitions</u> . The following words and terms as used in this section shall have		
12	the meanings hereinafter respectively set forth:		
13	"Building official" shall mean the Building Official for the City of Suisun City and shall		
14	include their designee.		
15	"Electronic submittal" shall include submittal of a document or application including but not		
16	limited to one of the following methods:		
17	1. Electronic mail or email.		
18	2. The internet.		
19	3. Facsimile.		
20	"Electric vehicle charging station" or "charging station" means any level of electric vehicle		
21	supply equipment station that is designed and built in compliance with Article 625 of the		
22	California Electrical Code, including any amendment or successor statutes thereto, and delivers		
23	electricity from a source outside an electric vehicle into a plug-in electric vehicle. Electric		
24	vehicle charging stations and electric vehicle charging supply equipment shall refer to		
25	equipment including, but not limited to, the following: conductors (including ungrounded,		
26	grounded, and equipment grounding conductors), electric vehicle connectors, attachment		
27	plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the		
28	purpose of transferring energy between the premises wiring and the electric vehicle.		
	01203.0005/803682.3 Ordinance No. 2022		

Adopted Page 2 of 5 A "feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes,
 but is not limited to, any cost-effective method, condition, or mitigation imposed by a city,
 county, or city and county on another similarly situated application in a prior successful
 application for a permit.

5 "Specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact,
6 based on objective, identified, and written public health or safety standards, policies, or
7 conditions as they existed on the date the application was deemed complete.

8 B. Expedited electric vehicle charging station permitting. Electric Vehicle Charging
9 Stations which qualify for expedited permit processing, pursuant to Government Code Section
10 65850.7, including any amendment or successor statute thereto, shall be subject to the
11 procedures set forth in this section.

12 C. <u>Expedited Review Process</u>. Consistent with Government Code Section 65850.7,
13 including any amendment or successor statutes thereto, the building official shall implement
14 an expedited permit review process for electric vehicle charging stations and adopt a checklist
15 of all requirements with which electric vehicle charging stations shall comply with in order to
16 be eligible for expedited review. The city's adopted checklist will be published on the city's
17 publicly accessible website.

**18** D. <u>Electric Vehicle Charging Stations Permit Application and Processing</u>.

19 1. All electric vehicle charging stations shall be subject to the following standards: 20 An electric vehicle charging station shall meet all applicable safety and performance a. standards established by the California Electrical Code, the Society of Automotive Engineers, 21 22 the National Electrical Manufacturers Association, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission 23 24 regarding safety and reliability. Electric vehicle charging station systems and equipment shall 25 also conform to all applicable provisions and requirements of the California Building Code. 26 b. The installation of electric vehicle charging station systems and equipment shall be in 27 accordance with the City's adopted electric vehicle charging station checklist established by

**28** the building official.

c. All electric vehicle charging stations shall be installed only after approval by the
 building official and only after issuance of the necessary building permit and any and all other
 permits required by the City relating to the plumbing, electrical, and mechanical characteristics
 of the system.

5 2. Upon installation of an electric vehicle charging station, the applicant shall be
6 responsible for obtaining authorization and approval to connect the electric vehicle charging
7 station to the local utility provider's electricity grid. In the event the city owns or operates an
8 electric utility into which connection is proposed by the applicant, the application shall
9 demonstrate compliance with the city's utility interconnection policies prior to approval.

10 3. The building official shall condition the permit as they deem necessary in order to
11 mitigate or avoid specific, adverse impacts of the charging station.

12 4. Consistent with Government Code Section 65850.7, including any amendments or
13 successor statutes thereto, the building official shall not condition the approval for any electric
14 vehicle charging station permit on the approval of such a system by an association, as that term
15 is defined by Civil Code Section 4080.

16 E. <u>Permit Denial</u>. If the building official makes a written finding based on substantial
17 evidence that the electric vehicle charging station could have a specific, adverse impact upon
18 the public health or safety, and there is no feasible method to satisfactorily mitigate or avoid
19 the specific, adverse impact, the application shall be denied and the City may require the
20 applicant to apply for a conditional use permit pursuant to Chapter 18.73.

F. <u>Appeal to the planning commission</u>. Any permit determination by the building official
shall be final and effective unless appealed to the planning commission pursuant to Chapter
18.84.

SECTION 2. The City Council finds that the adoption of this ordinance is exempt from
having to comply with the requirements of CEQA, pursuant to CEQA Guidelines Section
15061(b)(3) which states: "CEQA only applies to project which have the potential for causing
a significant effect on the environment. Where it can be seen with certainty that there is no
possibility that the activity in question may have a significant effect on the environment, the

1	activity is not subject to CEQA." There is no possibility the City's activity in adopting this		
2	ordinance, as mandated by the State, will have a significant, adverse, effect on the environment.		
3	SECTION 3. This Ordinance shall be in full force and effect thirty (30) days after its		
4	adoption following second reading.		
5	<b>SECTION 4.</b> The City Clerk is hereby authorized and directed to certify as the passage		
6	of this Ordinance and to give notice thereof by causing copies of this Ordinance to be posted		
7	in three public places throughout the City, or published in a county newspaper that is circulated		
8	in the City, within 15 days after its passage, there being no newspaper of general circulation		
9	printed and published within the City.		
10	PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council		
11	of the City of Suisun City, California, on this day of 2022.		
12			
13			
14	Alma Hernandez, Mayor Pro-Tem		
15	ATTEST.		
16	Anita Skinner, City Clerk		
17			
18	CEDTIFICATION		
19	CERTIFICATION           I, Anita Skinner, City Clerk of the City of Suisun City and ex-officio Clerk of the City		
20	Council of said City, do hereby certify that the above and foregoing ordinance was introduced		
20	at a regular meeting of the said City Council held on Tuesday,, 2022, and regularly passed and adopted at a regular meeting of said City Council held on Tuesday,,		
21	2022, by the following vote:		
22	AYES: Councilmembers:		
	NOES:Councilmembers:ABSENT:Councilmembers:		
24	ABSTAIN: Councilmembers:		
25	WITNESS my hand and the seal of said City this day of 2022.		
26			
27	Anita Skinner, City Clerk		
28			
	01203.0005/803682.3 Ordinance No. 2022		
	Adopted Page 5 of 5		
	203		

THIS PAGE INTENTIONALLY LEFT BLANK

Item 15 Attachment 2

CITY COUNCIL Mayor Alma Hernandez, Mayor Pro-Tem Jane Day Michael 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 ELECTRIC VEHICLE SERVICE EQUIPMENT CHECKLIST

Please complete the following information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) as a supplement to the application for a building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

Upon this checklist being deemed complete, a permit shall be issued to the applicant. However, if it is determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.

This checklist substantially follows the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" contained in the Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community Readiness Guidebook" and is purposed to augment the guidebook's checklist.

Job Address:	Permit No.
Single-Family Multi-Family (Apartment) Multi	-Family (Condominium)
Commercial (Single Business)	nercial (Multi-Businesses)
☐ Mixed-Use  ☐ Public Right-of-Way	
Location and Number of EVSE to be Installed:	
Garage Parking Level(s) Parking Lot	Street Curb
Description of Work:	

#### DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 DEVELOPMENT SERVICES 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

Applicant Name:		
Applicant Phone & email:		
Contractor Name:	License Number & Type:	
Contractor Phone & email:		
Owner Name:		
Owner Phone & email:		

EVSE Charging Level:	Level 1 (120V)	Level 2 (240	V)  Level 3 (480V)
Maximum Rating (Nameplate) of EV Service Equipment = kW			
Voltage EVSE = V	Manufacturer o	of EVSE:	
Mounting of EVSE: Wall Mount Pole Pedestal Mount Other			

System Voltage:		
$\Box$ 120/240V, 1 $\phi$ , 3W $\Box$ 120/208V, 3 $\phi$ , 4W $\Box$ 120/240V, 3 $\phi$ , 4W		
$\Box$ 277/480V, 3 $\phi$ , 4W $\Box$ Other		
Rating of Existing Main Electrical Service Equipment = Amperes		
Rating of Panel Supplying EVSE (if not directly from Main Service) = Amps		
Rating of Circuit for EVSE:   Amps / Poles		
AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A) = A.I.C. (or verify with Inspector in field)		

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:		
• Connected Load of Existing Panel Supplying EVSE = Amps		
• Calculated Load of Existing Panel Supplying EVSE = Amps		
• Demand Load of Existing Panel or Service Supplying EVSE = Amps (Provide Demand Load Reading from Electric Utility)		
Total Load (Existing plus EVSE Load) = Amps		
For Single Family Dwellings, if Existing Load is not known by any of the above methods, then the Calculated Load may be estimated using the "Single-Family Residential Permitting Application Example" in the Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community Readiness Guidebook" https://www.opr.ca.gov		

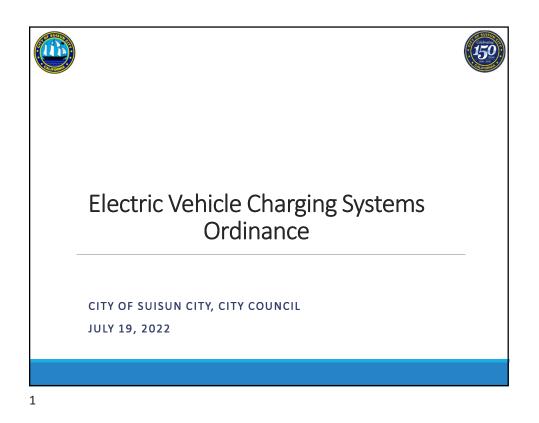
EVSE Rating Amps x 1.25 = Amps = Minimum Ampacity of
EVSE Conductor = # AWG
For Single-Family: Size of Existing Service Conductors = # AWG or kcmil
- or - : Size of Existing Feeder Conductor
Supplying EVSE Panel= #AWG or kcmil
(or Verify with Inspector in field)

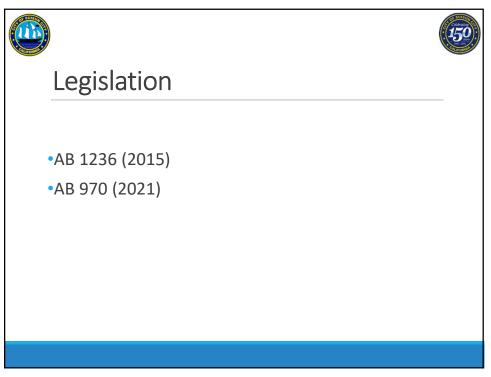
I hereby acknowledge that the information presented is a true and correct representation of existing conditions at the job site and that any causes for concern as to life-safety verifications may require further substantiation of information.

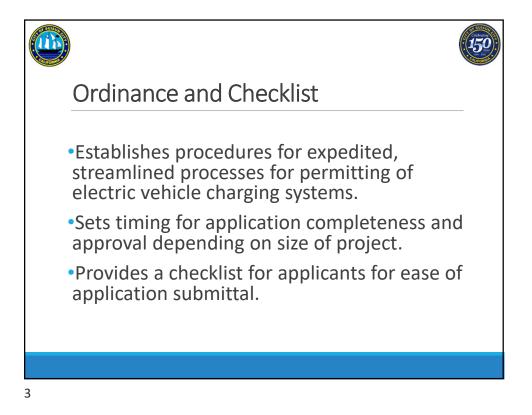
Signature of Permit Applicant: _	Date:
----------------------------------	-------

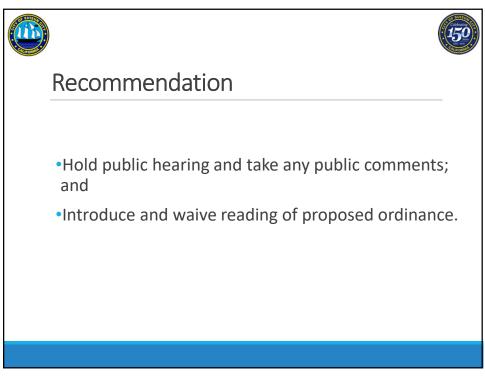
ſ

THIS PAGE INTENTIONALLY LEFT BLANK











### AB 1236 (Chiu, 2015) and AB 970 (McCarty, 2021) Requirements for Cities and Counties

### EVCS Permit Streamlining Overview

AB 1236 (Chiu, 2015), codified in Government Code <u>Section</u> 65850.7, requires all California cities and counties to develop an expedited, streamlined permitting process for electric vehicle charging stations (EVCS). The law was developed to further the availability of charging infrastructure to help drive the deployment of zero emission vehicles—the faster charging stations are deployed, the sooner California's air quality improves, greenhouse gas emissions are reduced, and local economic benefits are captured.

Pursuant to AB 1236, cities and counties must adopt a streamlining ordinance and checklist. Current city and county streamlining status is reflected on the <u>EVCS Streamlining Map</u> and jurisdictions are graded based on the <u>Permitting Electric</u> <u>Vehicle Charging Stations Scorecard</u>, which includes the streamlining requirements of AB 1236 and reiterated below.

#### Scoring Criteria:

- 1. Streamlining Ordinance for Expedited EVCS Permit Process
- 2. Permitting Checklists Online for L2 & DCFC
- 3. Administrative Approval of EVCS
- 4. Approval Limited to Health & Safety Review
- 5. Electronic Signatures Accepted
- 6. EVCS Not Subject to Association Approval
- 7. One Complete Deficiency Notice if Application is Incomplete

AB 970 (McCarty, 2021), codified in Government Code <u>Section 65850.71</u>, builds on California's existing permit streamlining law, AB 1236. Jurisdictions are required by AB 1236 to **limit EVCS project review to health and safety requirements.** AB 970 adds specific binding timelines to that review period based on the size of the project and clarifies parking requirements (see below).

To meet the AB 970 timelines and requirements of AB 1236, the city or county should provide one complete set of comments detailing all application deficiencies, which the applicant should address in a streamlined and complete manner through modifications to the existing application.

To avoid the need for corrections, project applicants should communicate with local permitting jurisdictions to ensure application compliance with building, electrical, accessibility, and any health and safety requirements.

### Permit Streamlining Law Applicability

AB 1236 and AB 970 apply to all charging station installations, including: Level 1, Level 2, and DC Fast Charging; public and private charging stations; light-, medium-, and heavy-duty electric vehicle charging stations; and stations that are installed as the accessory or primary use of a site. AB 1236 and AB 970 likewise apply to essential components and infrastructure necessary for charging station function.

All cities and counties, including charter cities, in California are required to comply with AB 1236 and AB 970. AB 970 shall become operative on January 1, 2022 for every city, county, or city and county with a population of more than 200,000 residents. This section shall apply beginning on January 1, 2023 for every city, county, or city and county with fewer than 200,000 residents.

### EVCS Permit Application Timelines

**1-25 station project at a single site**: An EVCS application will be deemed complete if after **5 business days** the city or county has not either (1) found the application to be complete or (2) issued a written deficiency notice (a) detailing all changes needed to make the application consistent with the city or county EVCS permitting checklist or (b) identifying specific information necessary for the Building Official to conduct a limited review of whether the project meets all health and safety requirements. If the city or county has not yet created its checklist, the deficiency notice will be limited to the building official's review of whether it meets all health and safety requirements of local, state, and federal law per AB 1236.

If not already approved or denied pursuant to the requirements of AB 1236 (Section 65850.7(b) or (c), respectively), the application will be deemed approved **20 business days** after it was deemed complete if (1) the city or county has not made a finding, based on substantial evidence, that the EVCS could have a specific adverse impact upon the public health or safety; (2) the city or county has not required the applicant to apply for a use permit as specified in Section 65850.7(b); and (3) an appeal has not been made to the planning commission pursuant to Section 65850.7(d).

26 or more stations at a single site: The process described above is the same for applications including 26 or more EVCS at a site, except: an EVCS application will be deemed complete after 10 business days and will be deemed approved 40 business days after deemed complete.
211

# **Electric Vehicle Charging Station Permit Streamlining Fact Sheet**



### Parking Requirements

AB 970 clarifies that cities and counties shall reduce the number of required parking spaces by the amount necessary to accommodate the EVCS if the EVCS and associated equipment interferes with, reduces, eliminates, or in any way impacts the required parking spaces for existing uses.

#### Connecting to the Grid & Operation

Utility approval to begin the grid connection process is a separate and distinct approval process from the city and county EVCS permitting process. Project applicants should involve their local utility early in the planning process to understand the timeline for interconnection and delineation of responsibilities, which vary by utility territory.

Before a station can be used, it must pass final inspection(s) by the local permitting jurisdiction and utility. The local jurisdiction and utility processes should be coordinated to mitigate delays, reduce inspections, and expedite site energization and commissioning.

### EVCS Permitting Resources

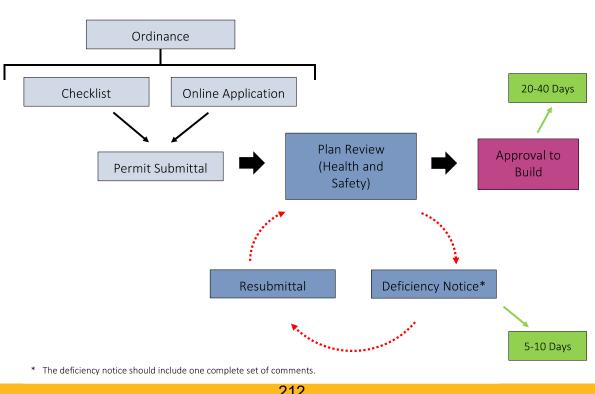
For resources on how to become a streamlined jurisdiction, refer to <u>Permitting Electric Vehicle Charging Stations: Best</u> <u>Practices</u>. The <u>Electric Vehicle Charging Station Permitting</u> <u>Guidebook</u> covers planning and site selection, permitting, accessibility, grid interconnection, and construction, commissioning and operation procedures, and best practices. The Guidebook will be updated to include the provisions of AB 970 in 2022.

#### Related Relevant Laws

AB 1100 (Kamlager-Dove, 2019), codified in Vehicle Code <u>Section 22511.2</u>: charging spaces count as at least one standard parking space for complying with minimum parking requirements. Accessible charging spaces with an access aisle count as at least two standard parking spaces.

Civil Code <u>Section 4745</u>: limits a homeowner association's ability to prohibit or restrict the installation of an EVCS by a member.

Civil Code <u>Section 1947.6</u> (residential) and Civil Code <u>Section 1952.7</u> (commercial): tenants have the right to install EVCS and landlords must grant permission under specified circumstances.



### EVCS Permit Process and Timeline

Learn more about <u>Zero-Emission Vehicles</u>. Questions? <u>Contact us</u> today. <u>PERMIT STREAMLINING | INCENTIVE OPPORTUNITIES | ADDITIONAL RESOURCES</u>

### AGENDA TRANSMITTAL

#### **MEETING DATE:** July 19, 2022

**CITY AGENDA ITEM:** Presentation of the 90% Design and Outreach Survey Results for the State Route Highway 12 Improvements Project

**FISCAL IMPACT**: The State Route Highway 12 Improvements Project (Project) has a budget of \$2,360,500 and is included within the Fiscal Year 2022-23 budget. This includes a grant award of \$2.15M for construction and a "matching" amount of \$215,000 for design work. Matching funds will be allocated from Measure S funds (Fund 012-1912-85115) to repay STA, who has agreed to loan the City the estimated \$215,000 required to complete the design portion of this Project. Grant funds do not cover the design portion of this Capital Improvement Project (CIP). Additionally, Solano Transportation Authority (STA) will manage and execute the design phase and will be actively involved in the construction bidding and completion portion of the Project as well.

#### STRATEGIC PLAN IMPACT: Provide Good Governance, Enhance Environment

**BACKGROUND:** In 2019, the San Francisco Water Resources Board issued a cease-and-desist order to Caltrans District 4. This order meant that Caltrans could not obtain any further Water Board permits until it provided a plan on how to mitigate trash flowing into waterways from Caltrans right of way. Caltrans has subsequently put forth a plan that coordinates efforts to: capture trash at inflow points, reassess maintenance agreements with local jurisdictions, revamp homeless encampment trash receptacles, and increase trash pick-up overall.

With the issue of waste along highways being prevalent, throughout the State, and a substantial surplus in this year's state budget, the Clean California Initiative was created. This program aims to clean up and beautify state highways and local roads. This new initiative is well-funded with two main pots of funds, a Caltrans portion and a competitive local portion and STA staff has been coordinating with Caltrans to facilitate improvements in Solano County.

The Clean California Program is a new, two-year statewide program administered by the California Department of Transportation (Caltrans), with the goal of beautifying state right of way. A total of \$204M is available for projects, with projects within a Disadvantaged Community being prioritized. Caltrans has expressed interest in improving State Route 12 (SR12) from I-80 in Fairfield through Suisun City. With limited staffing available to deliver projects, Caltrans has requested partnerships with potential awardees. This partnership would require the jurisdictions, where improvements are being made, to design and deliver the proposed projects by June 30, 2023.

Project types for this grant could include placemaking of existing public spaces, such as enhanced paving, shade trees, art installations, and bike and ped facilities, or educational campaigns or community events about litter abatement and proper waste disposal.

Caltrans has programmed Clean California, Caltrans Portion funds for Construction Capital, in the amount of \$4,700,000 in FY 2022-23 for the cities of Fairfield and Suisun City. Suisun City will

PREPARED BY:	
<b>REVIEWED BY:</b>	
<b>APPROVED BY:</b>	

Amanda Dum, Management Analyst Nouae Vue, Public Works Director Greg Folsom City Manager receive \$2,150,000 of the Caltrans budgeted \$4,700,000. These funds must be spent on a State Route Highway 12 "beautification" project. STA is the agency that distributes these funds, and the City has entered into an agreement with them to receive the fund allocation to Suisun City and for a loan to cover the design portion of the Project until funds could be allocated from the Measure S fund.

The request for approval to seek the Grant funds was made at the November 2, 2021, Council Meeting and approval from Council was given. Grant funds have since been awarded to the City.

**STAFF REPORT:** This item was brought to Council on November 2, 2021, as a Discussion and Direction item. The Direction from Council was for staff to move forward with the Project and with identifying the required funds for the design portion of the Project.

This item was brought back to Council on February 1, 2022, to execute the agreement with STA for this Project. STA has agreed to hold the contract for Plans, Specifications, and Engineering (PS&E) portion of the Project. STA and the City has been collaborating with the designer to develop an approved PS&E. The City is responsible for covering the final costs associated with the design phase. Measure S funds (\$215,000) will be allocated to this Project to complete the PS&E portion of this Project.

The Project will consist of fencing upgrades, landscaping, rock blankets, and irrigation with recycled water along with gateway at Main Street off-ramp, and inert groundcover at intersections. This Project also requires a maintenance plan to be developed and a commitment from the City to maintain the improvements for the lifespan of each improvement.

Time is of the essence with regard to this Project. Per the Clean California program guidelines, funds must be obligated by June 30, 2022, and completed by June 30, 2023. To that end, the following Project schedule was agreed to by the City and by STA:

Actions/Milestones	Date
STA Board Approval	12/8/2021
Federal Environmental Type	CE
Environmental Circulation/Permits	4/1/2022
Environmental Adopted	6/1/2022
Final Design	6/30/2022
Request ROW Authorization	N/A
ROW Certification	4/30/2022
Request CON Authorization	7/1/2022
Receive CON Authorization	8/1/2022
Advertise Date	8/1/2022
Contract Award Date	9/15/2022
Project Completion	4/31/2023
Project Closeout	6/30/2023

This Agreement will remain in effect from February 1, 2022 through June 30, 2023.

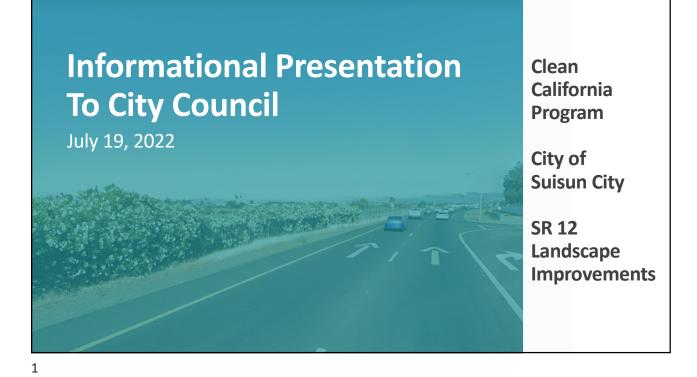
Tonight, the design consultant will report back to Council, summarizing the outreach survey results and providing a more detailed idea of what the final Project will ultimately look like once completed.

**RECOMMENDATION:** It is recommended that the City Council hear the Presentation of the 90% Design and Outreach Survey Results for the State Route Highway 12 Improvements Project

#### **ATTACHMENTS:**

- 1. PowerPoint.
- 2. Project Location Map.

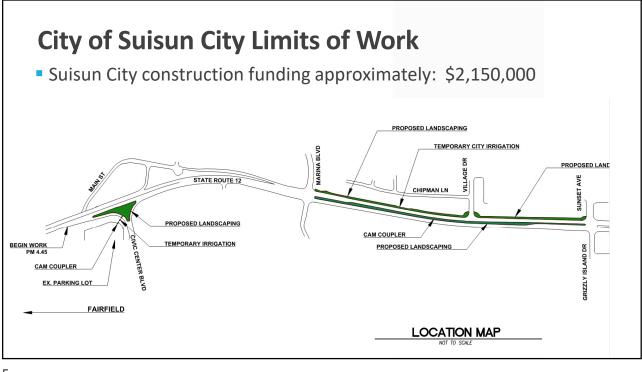
THIS PAGE INTENTIONALLY LEFT BLANK

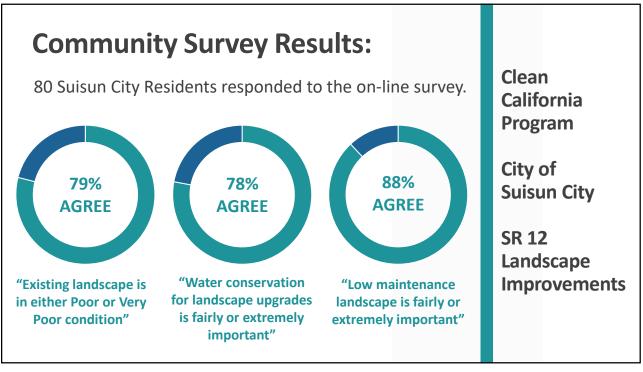






**Application Process** Clean Solano Transportation Authority and City of California Suisun City Collaborated on Application Process Program • City of Fairfield was also a co-applicant for SR 12 **City of** Solano Transportation Authority submitted **Suisun City** Application to Caltrans 09/01/2021 **SR 12** Caltrans Approved Application 11/29/2021 Landscape Improvements CITY OF FAIRFIELD CLEAN CALIFORNIA Solano Transportation Authorite

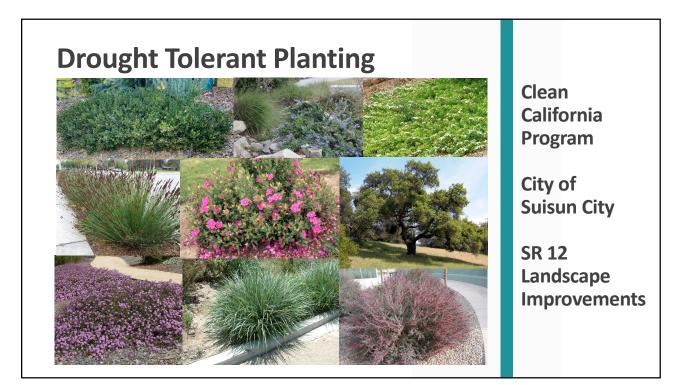


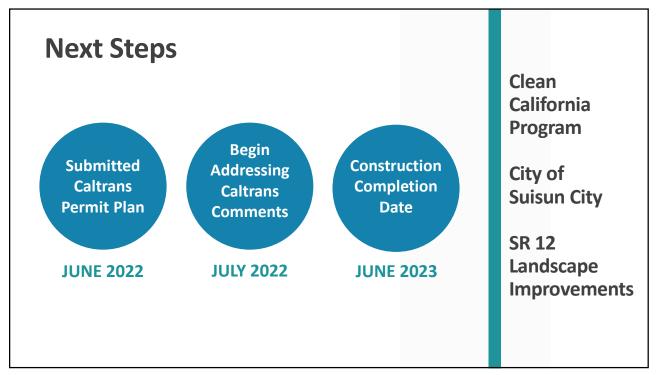






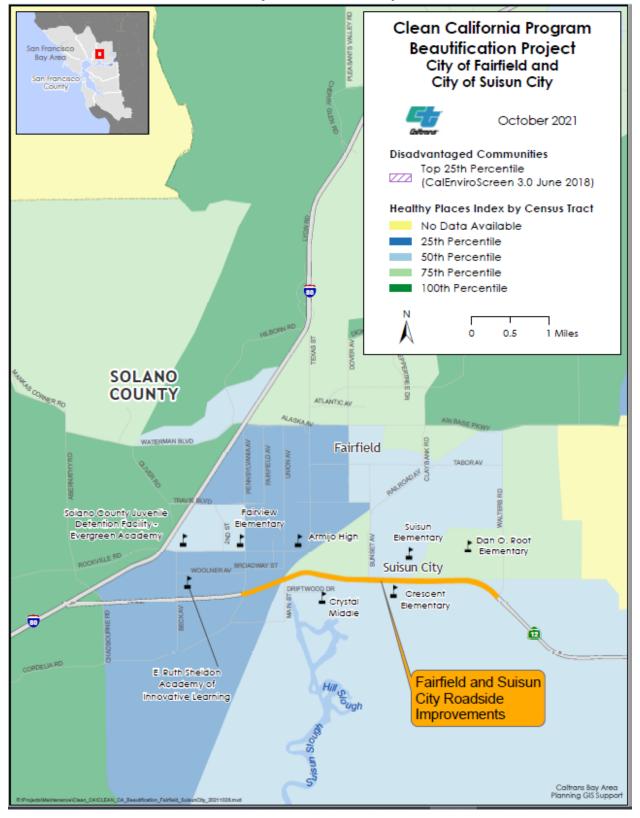








#### **Project Location Map**



THIS PAGE INTENTIONALLY LEFT BLANK

### AGENDA TRANSMITTAL

MEETING DATE: July 19, 2022

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_\_: Approving the painting of an interactive mural on the wall of the preschool playground.

**FISCAL IMPACT:** There will be no impact to the General Fund. Funding for the project will come through a partnership with the Friends of Suisun Recreation.

#### STRATEGIC PLAN GOALS: Enhance Environment

**BACKGROUND:** Since the creation of the Public Art Policy, there have been several discussions by the Recreation, Parks, Marina, and Arts Commission (RPMA) about incorporating murals into the public art inventory in the City of Suisun City. This project would incorporate a mural on the outside sound wall, facing inward toward the preschool playground at the Joseph Nelson Community Center.

**STAFF REPORT:** RPMA would like to recommend a children's art wall for the Joseph Nelson Community Center that will serve to generate and enhance creativity. The goal is to create a fun and functional area that the children can draw and express themselves. The children can use normal chalk that can be added and removed like a traditional chalk board. There are three surface areas that will be utilized. The far left and far right surface areas will serve as a blank chalk board canvas while the middle area will contain stenciled shapes that can be colored in. Along with labor and cost of materials, the wall will need to be stripped and primed. The location of this project will be safe from vandalization as it is within an enclosed playground predominately used by the RPM department and should incur no further maintenance. Funding for this project will be generated via sponsorship/donations for the "I Art Suisun" exhibition on September 17 in partnership with the Friends of Suisun City Recreation.

**STAFF RECOMMENDATION:** It is recommended that the City Council Adopt Resolution No. 2022-\_\_\_\_: Approving the painting of an interactive mural on the wall of the preschool playground.

#### **ATTACHMENTS:**

- 1. Resolution No. 2022-\_\_\_: Approving the painting of an interactive mural on the wall of the preschool playground
- 2. Preschool Mural PowerPoint

THIS PAGE INTENTIONALLY LEFT BLANK

			Item 17 Attachment 1				
1	RESOLUTION NO. 2022						
2	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, APPROVING THE PAINTING OF AN INTERACTIVE MURAL ON THE WALL OF THE PRESCHOOL PLAYGROUND						
3							
4	WHER	EAS, The City of Suis	sun City has an adopted Public Art Policy, and all public				
5 6	and approved by the City Council; and						
7	WHEREAS, this project will incorporate an interactive mural on the preschool sound wall; and						
8 9	<b>WHEREAS,</b> both the RPMA and the City Council have a desire to provide the community with additional public art; and						
10	WHED	FAS the participants	in the preschool classes will be inspired by the mural				
11	WHEREAS, the participants in the preschool classes will be inspired by the mura and will create an opportunity for them to engage in other forms of art while attending						
12	preschool; and						
13	<b>WHEREAS,</b> this location at the Joseph Nelson Community Center is protected by the sound wall and fencing to minimize the opportunity for vandalism; and						
14		-					
15 16	<b>NOW, THEREFORE, BE IT RESOLVED,</b> The City Council Approves the painting of an interactive mural on the wall of the preschool playground on behalf of the City of Suisun City, a public entity established under the laws of the State of California.						
17 18			at a Regular Meeting of the City Council of the City of 19 <sup>th</sup> of July 2022, by the following vote:				
19	AYES:	Councilmembers:					
20	NOES: ABSENT:	Councilmembers: Councilmembers:					
21	ABSTAIN:	Councilmembers:					
22	WITNESS my hand and the seal of the City of Suisun City this 19 <sup>th</sup> of July 2022.						
23							
24			Anita Skinner City Clerk				
25			City Clerk				
26							
27							
28							

THIS PAGE INTENTIONALLY LEFT BLANK

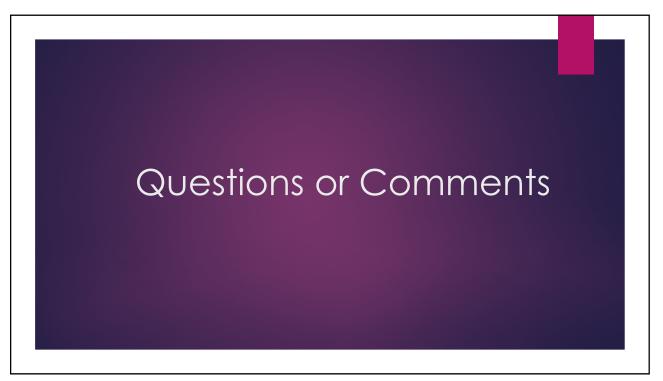












THIS PAGE INTENTIONALLY LEFT BLANK

### AGENDA TRANSMITTAL

**MEETING DATE:** July 19, 2022

#### CITY AGENDA ITEM: Housing Division Showcase

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

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

**BACKGROUND:** The Housing Division provides essential services to the City and to its residents which include the administration of the Housing Authority, Representation on the Community Action Partnership of Solano, Joint Powers Authority (CAP Solano, JPA), Oversite of the RDA loan funded affordable apartment communities and Oversite of the Successor Agency First Time Homebuyer Loans.

**STAFF REPORT:** To aid and assist in continued transparency, Housing staff will be presenting to Council an overview of the Division. The presentation will include information on the following: functions of the Division, workloads, accomplishments, and goals. It is hoped that this presentation will aid City Council and Suisun City residents in gaining a better understanding of the functions of the Housing Division and services it provides to the residents of the City.

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

#### **ATTACHMENTS:**

1. PowerPoint Presentation

THIS PAGE INTENTIONALLY LEFT BLANK







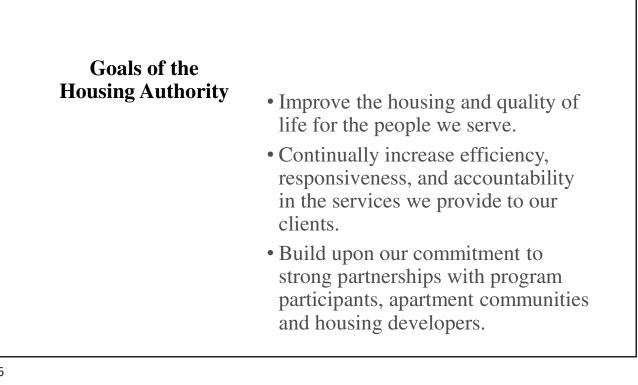


## Housing Specialist **Charlynn Murray**

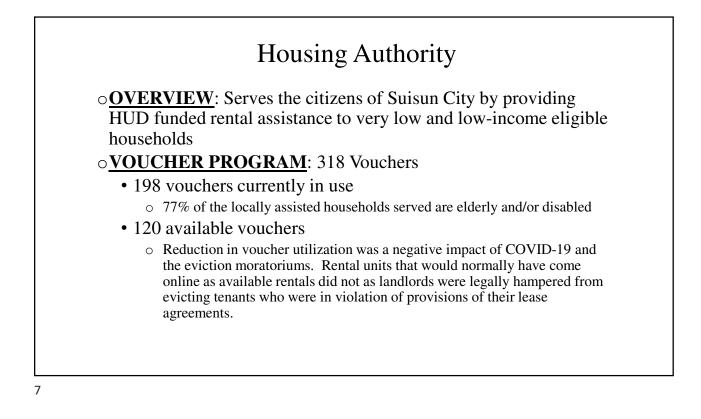
20 years experience managing a Section 8 caseload

- **Determines initial** program eligibility of applicants
- **Issues vouchers**
- Inspects properties to ensure that they are in compliance with HUD requirements
- Conducts/Processes the Annual & Interim Recertification
- Processes and approves landlord requested rent increases

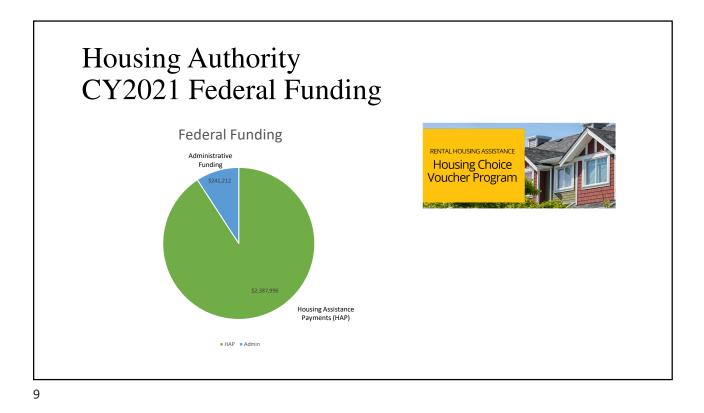


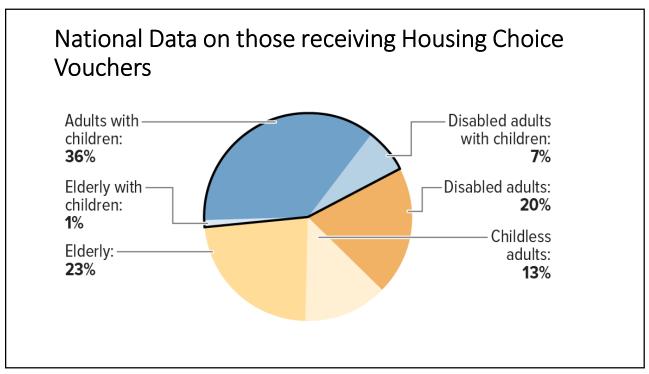






- Section 8 is a federal program that helps people pay their rent. If approved, participants of the program receive a voucher which lays out the obligations under the program of both the housing authority and program participants. The housing authority calculates the monthly amount of rental assistance which is paid directly to the landlord with the program participant being required to pay the difference to make up the full rent.
- To receive Section 8 in California, an applicant's income must be at or below 50% of the area median income when pulled from the waitlist. The majority of housing vouchers go to families earning less than 30% of their area's median income.
- On average, each household pays between 30% and 40% of the household's monthly income on rent and utilities.







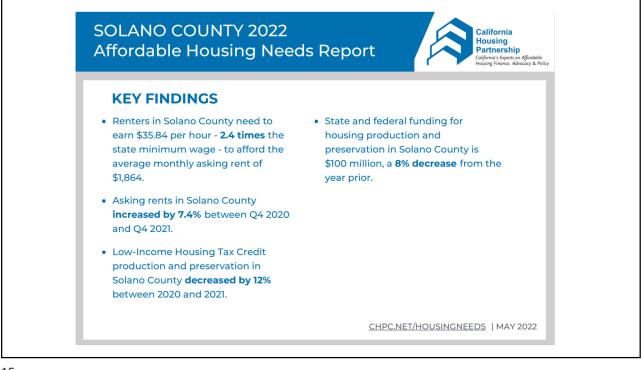
Almond Gardens Apartments
Located at 709 Almond Street
S2-unit Affordable apartment community
Owned by the Suisun City Housing Authority
Consists of
6 - 1 bedroom/1 bath single story apartments
45 - 2 bedroom/1 bath single story apartments
1 - 2 bedroom unit is used as the onsite office

### Humphrey Place Apartments

- Located at 1450 Humphrey Drive
- 28-unit Affordable apartment community
- Owned by Bay Homes Development
- Low-Income Tax Credit community
- Consists of
  - 14 2 bedroom/1 bath single story apartments
  - 14 –3 bedroom/ 2 bath townhouse apartments

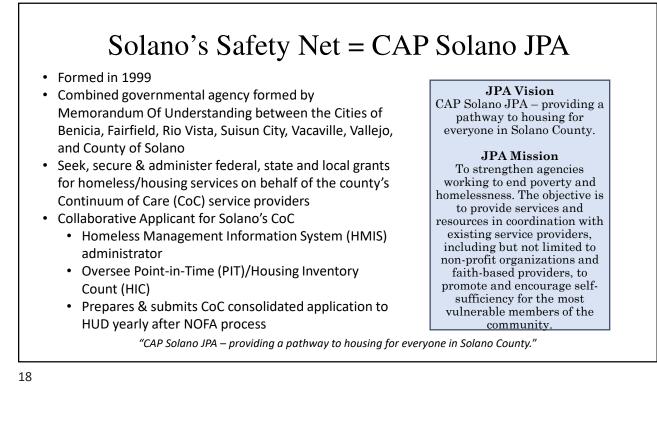


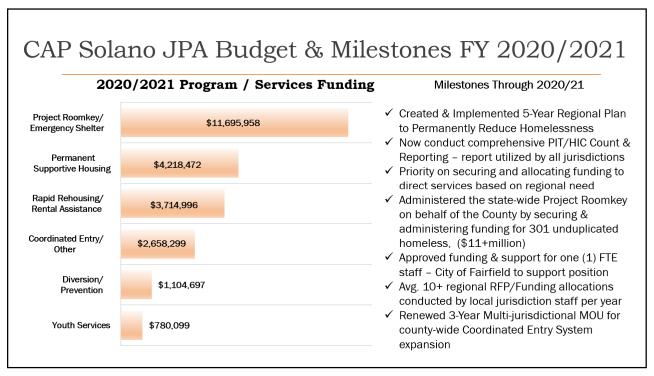
#### Housing Manager's Affordable Housing Responsibilities Almond Gardens Apartments **Humphrey Place Apartments** • Annual budget review & approval • Represents the City on the Bay Homes Board Oversight of contracted management Submits required State reporting agreement Reviews and approves proposed rent Annual budget review & approval increases Oversight of contracted management Reviews and approves repair and/or agreement renovation expenses Reviews and approves proposed rent • Reviews and approves notices of increases termination of tenancy Reviews and approves repair and/or · Conducts annual file reviews and renovation expenses community inspections · Conducts annual file reviews and community inspections



Affording Housing Goals	• Support the construction and preservation of affordable rental housing by supporting efforts of
	<ul><li>affordable housing developers.</li><li>Prevent the loss of committed affordable housing.</li></ul>
	<ul> <li>Support efforts to reduce impact fees imposed on affordable housing developments.</li> </ul>







	Project Roomkey	Vacaville	All Sites
	Household Type		
	Persons in households without children	12	295
	Persons in households with adults and children	0	33
	Persons in households with only children	1	1
DOWNTOWN VACAVILLE	Gender		
WELCOME	Male	8	176
	Female	5	152
	Trans Female	0	1
	Race		
	American Indian or Alaska Native	1	4
	Asian	0	11
	Black or African American	2	145
	Native Hawaiian or Other Pacific Islander	0	5
	White	10	145
	Multiple Races	0	15
Duciest	Unknown	0	4
Project RoomKey	Ethnicity		
	Hispanic/Latino	1	33
$\mathbf{D}$ = = = $\mathbf{V}$ = =	Non-Hispanic/Non-Latino	12	294
кооткеч	Unknown	0	2
, so on the f	Age		
$V_{2} = \frac{11}{2}$	Under 18	1	21
Vacaville	Age 18–24	0	7
	Age 25+	12	301
	City of Origin		
	Benicia	0	1
Operation Dates:	Dixon	0	4
May 7, 2020 – July 7, 2020	Fairfield	1	123
1410 7, 2020 301 7, 2020	Rio Vista	0	3
	Suisun City	0	6
Allocation to Site:	Vacaville	11	27
	Vallejo	1	153
\$85,853.63	Other area outside Solano County	0	10
	Unknown	0	2
	Total Persons	13	329

and a los				
A BAR		Project Roomkey	Fairfield/Suisun	All Sites
		Household Type	125	205
and and	FAIRFIELD	Persons in households without children	125	295
A Charles	COUNTRY COUNTRY	Persons in households with adults and children	31	33
New ar		Persons in households with only children	0	1
deres a		Gender	00	176
1 A		Male	83	
		Female	73 0	152 1
Mil Lie		Trans Female	0	1
	and the second se	Race American Indian or Alaska Native	2	4
		Asian	2	4 11
-in the		1946	61	
		Black or African American		145 5
		Native Hawaiian or Other Pacific Islander White	2	5
- NE			75	145
A	and an and the second s	Multiple Races	10	15
- APROV	STATISTICS - TO BE STATISTICS	Unknown Ethnicity	4	4
D	aiaat	Hispanic/Latino	19	33
		• •	135	
	- J	Non-Hispanic/Non-Latino		294
D	17	Unknown	2	2
$-\mathbf{R}$	oject oomKey	Age	10	24
T		Under 18	19	21
		Age 18–24	2	7
Ha	irfield/Suisun	Age 25+	135	301
10	IIIIOIa/Sulsull	City of Origin Benicia	0	1
		Dixon	4	4
	Operation Dates:	Fairfield	4 95	4 123
	May 1, 2020 – May 31, 2021	Fairfield Río Vista	3	3
	Way 1, 2020 - Way 51, 2021		5	5
		Suisun City	6	6
	Allocation to Site:	Vacaville	12	27
		Vallejo	31	153
	\$3,289,396	Other area outside Solano County	4	10
		Unknown	1	2
		Total Persons	156	329



### Project RoomKey Vallejo

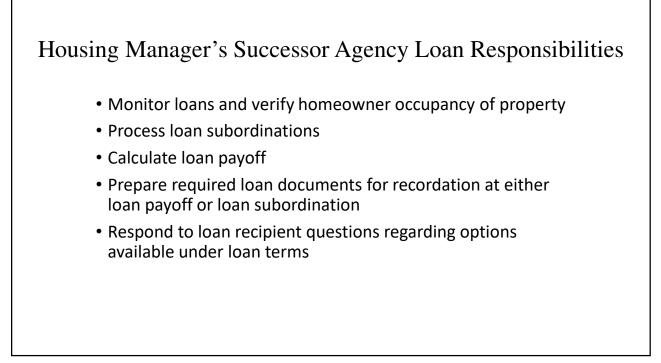
Operation Dates: May 1, 2020 – Dec 2021

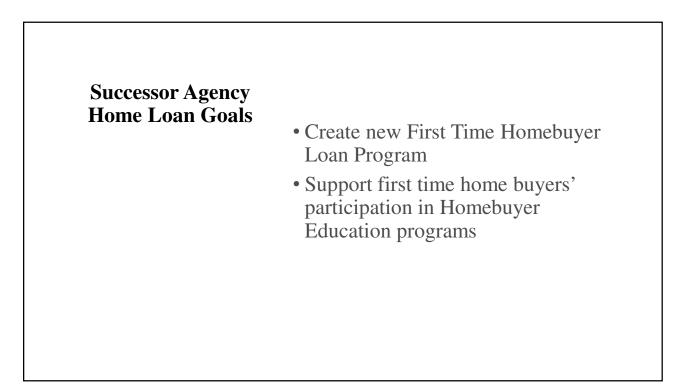
Allocation to Site: \$5,692,208

Project Roomkey	Vallejo	All Sites
Household Type		
Persons in households without children	158	295
Persons in households with adults and children	2	33
Persons in households with only children	0	1
Gender		
Male	85	176
Female	74	152
Trans Female	1	1
Race		
American Indian or Alaska Native	1	4
Asian	9	11
Black or African American	82	145
Native Hawaiian or Other Pacific Islander	3	5
White	60	145
Multiple Races	5	15
Unknown	0	4
Ethnicity		
Hispanic/Latino	13	33
Non-Hispanic/Non-Latino	147	294
Unknown	0	2
Age		
Under 18	1	21
Age 18–24	5	7
Age 25+	154	301
City of Origin		
Benicia	1	1
Dixon	0	4
Fairfield	27	123
Rio Vista	0	3
Suisun City	0	6
Vacaville	4	27
Vallejo	121	153
Other area outside Solano County	6	10
Unknown	1	2
Total Persons	160	329

Business, Consumer Services and Housing Agency (BCSH) - JPA Emergency COVID-19 grant	\$ 224,308
BCSH - County allocation of Emergency COVID-19 funding	\$ 206,370
Homeless Emergency Aid Program (HEAP) Grant (balance of funds - reprogrammed)	\$ 1,500,560
Cities of FF, VV, VJO, & Benicia Budget CARES allocation	\$ 175,000
Solano County Community Foundation Grant	\$ 25,000
Solano County Health Plan Grant	\$ 50,000
County Coronavirus Aid, Relief, and Economic Security (CARES) Coronavirus Relief Fund (CRF) Contribution	\$ 2,329,755
Emergency Solutions Grant (ESG)-CV1 Grant	\$ 715,000
Kaiser Grant	\$ 150,000
Homeless Housing, Assistance, and Prevention Program (HHAP)1 Grant	\$ 84,705
CSBG- <u>CV_Discretionary</u> Grant	\$ 40,370
ESG-CV2 Grant	\$ 3,387,100
County DSS State allocation	\$ 577,874
County DSS State allocation 2	\$ 922,457
County H&SS State allocation	\$ 1,307,457
Total	\$11,695,958







THIS PAGE INTENTIONALLY LEFT BLANK

#### AGENDA TRANSMITTAL

**MEETING DATE:** July 19, 2022

CITY AGENDA ITEM: Fire Department Showcase.

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

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

**BACKGROUND:** To aid and assist in continued transparency, a Fire Department Annual Report is compiled and published each year. This report is provided to the Public Safety and Emergency Management Committee each year, and after discussion with the committee, the report is given to the Council. This specific report being presented on July 19, 2022, contains information related to personnel, operations & prevention statistics, technology, and department accomplishments for the 2021 calendar year. This report was provided to the Public Safety and Emergency Management Committee on July 7, 2022. The Committee unanimously agreed this report should be presented to Council.

**STAFF REPORT:** This year, in addition to the regular Annual Report, the Department is providing more in-depth information so that Council and the public can get a full picture how the Department operates and the improvements that have taken place in the Fire Department over the last few years.

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

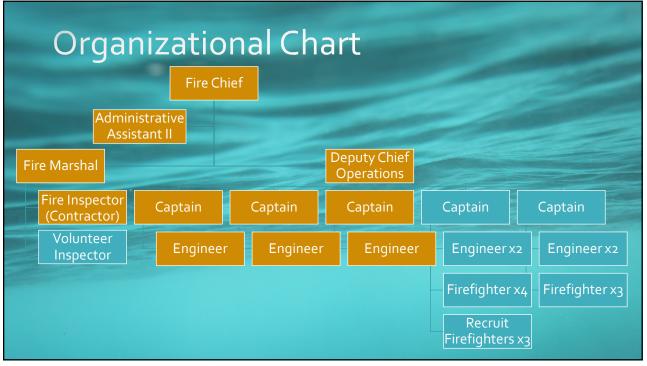
#### ATTACHMENTS:

1. PowerPoint Presentation

THIS PAGE INTENTIONALLY LEFT BLANK







### **Major Functions**

- Respond to:
  - Fires / EMS / Traffic Accidents / Haz-Mats / Public Assist / Technical Rescues / Mutual Aid
- Training
- Reports
- Maintaining:
  - Facility
  - Fleet
- Public Education



3

### **Chief Officers Responsibilities**

- Fire Chief: Administration, Recruitment, Budget, Chaplain, Health and Wellness, Public Information Officer (PIO).
- Deputy Chief of Operations: Operations, Emergency Medical Services (EMS), Special Operations, Rescue, Self-Contained Breathing Apparatus Program (SCBA), Fleet, Facilities, Dispatch and Communications, Personal Protective Equipment (PPE) & Equipment.
- Division Chief / Fire Marshal: Prevention, Community Emergency Response Team (CERT), Public Education, HazMat, Traffic Committee, Inspections and Enforcement.
- Division Chief of Training and Emergency Management: Training, Emergency Management, Public Education, Reporting and Standards

### Fire Captain Responsibilities

- Shift assignment (A, B or C Shift Supervisor).
- Responds to incidents and provides incident management.
- May serve as the incident commander in the absence of the Battalion Chief.
- Provides incident management by supervising a crew or divisions while operating at an incident.
- Conducts inspection of EMS equipment, ensures the equipment is in proper working order, ensures the crew is notified of expiring County and State certifications and ensures the crew is up to date on their Continuing Education.
- Works with the Fire Engineer to ensure the preventative maintenance and emergency repairs for the Fire Department Fleet is completed.

5

### Fire Captain Responsibilities cont.

- Ensures the assigned crew completes required and mandated training, provides the crew with the necessary tools to completes their required and mandated training.
- Ensures equipment is in proper working order (PPE, SCBA, Rescue Equipment, Radios, and or Special Operations), maintains equipment inventory and coordinates equipment repairs and or replacement of broken/damaged items in need of repair.
- Perform minor and general maintenance of Fire Department Facilities.
- Lead the work of and supervise Fire Engineers and Firefighters.

### Fire Engineer Responsibilities

- Shift assignment (A, B or C Shift)
- Responds to incidents.
- Drives the fire apparatus to and from incidents.
- Operates the pump and equipment on the fire apparatus.
- May also help with fighting the fire.

- May assist in station projects:
  - Administration, EMS, Fleet, Training, Equipment (PPE, SCBA, Rescue Equipment, Radios, and or Special Operations.), Facilities.
- Completing Annual Training.
- Station cleaning and maintenance.

Reserve Fire Captain / Fire Engineer / Firefighter / Probationary Firefighter Responsibilities

- Respond to incidents.
- Fights fire (rank and file).
- Completes Annual Training.
- Station cleaning and maintenance.
- Flexible work schedule (4 12-hour shifts a month).



## **Emergency Medical Services (EMS)**

	BASIC LIFE SUPPORT (BLS)	ADVANCED LIFE SUPPORT (ALS)
HOURS OF TRAINING	Didactic Instruction (146 Hours) Supervised Clinical Experience (24 Hours) <b>Total Hours 170</b>	Didactic Instruction (454 hours) Supervised Clinical Experience (160 hours) Field Internship (480 hours) <b>Total hours: 1094</b>
REQUIRED CERTIFICATIONS	BLS/CPR	BLS/CPR, Advanced Cardiac Life Support, Pediatric Advanced Life Support, International Trauma Life Support Advanced/Pre-Hospital Trauma Life Support

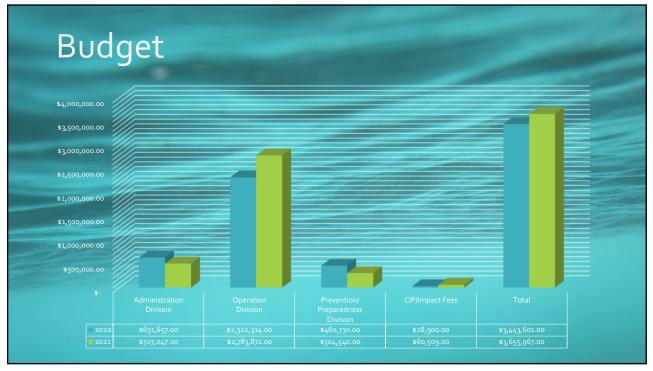
# Emergency Medical Services (EMS)

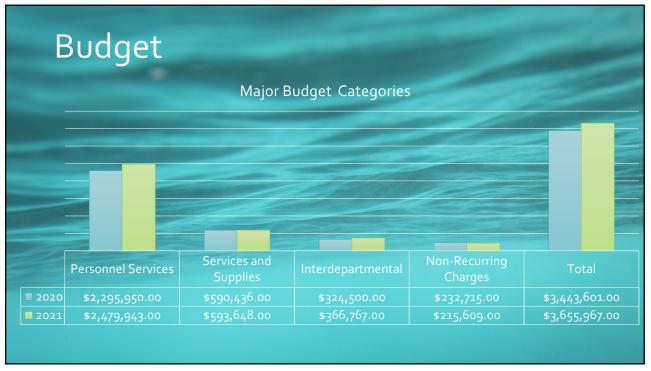
	BASIC LIFE SUPPORT (BLS)	ADVANCED LIFE SUPPORT (ALS)
SCOPE OF PRACTICE	BASIC LIFE SUPPORT (BLS) The ability to obtain vital signs, perform CPR, use of AED, C-spine, bleeding control (bandaging) apply tourniquets, splinting, finger stick glucose readings, adjunctive airway and breathing aids (NPA and OPA), CPAP, Epi-Pen, and Narcan	All Basic life support (BLS) Skills, Advanced Life Support (ALS) Skills Intravenous catheter/needle, Intraosseous, fluid therapy, Glucose finger stick, Valsalva maneuvers, Electrolyte therapy, Cardiac interpretation, Manual Defibrillator, Cardioversion, Cardiac pacing, end tidal Co2 monitoring
ADVANCED KNOWLEDGE	N/A	Anatomy and Physiology, Neurology, Cardiology, Respiratory, Trauma, OB/GYN, Pediatrics

11

## Emergency Medical Services (EMS)

	BASIC LIFE SUPPORT (BLS)	ADVANCED LIFE SUPPORT (ALS)
MEDICATIONS	Oxygen, oral glucose, Naloxone, auto-injection EPI	Oxygen, oral glucose, Naloxone, auto- injection EPI, 23 medications available for use by Paramedics including; Sedatives, Narcotic Analgesics, Bronchodilators, Dextrose, Sympathomimetic drugs, Parasympathetic drugs, Anti-Nausea medicine, Electrolytes, Anti-Arrhythmic
RESPIRATORY	N/A	Laryngoscopy, Magill forceps, Capnography, Advanced Airway Adjuncts (LMA, King Tube, EET, i-gel), Nasal intubation, Needle chest decompression, Needle Cricothyroidotomy, CPAP, Bi-PAP





### FY 2021/2022 Major Accomplishments

- •Light and Air Unit Purchased.
- •Received Donated Light Rescue from Fairfield.



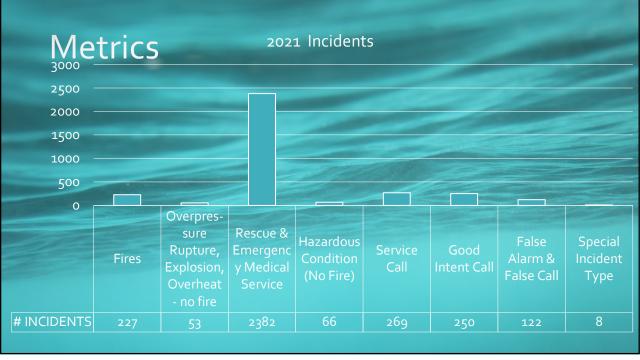
15

### **Ongoing Training**

- Fire Ground Operations
  - Live Burns
  - Company Evolutions
- Wildland Training
- Drivers Training
- Technical Rescue
- Elevator Rescue
- Active Killer
- Hotel/Mid-Rise Operations
- Auto Extrication

- EMS
- Rescue Boat Operations





### Fleet

- 2 Type 1 Fire Engines
- 1 Type 3 Fire Engine
- 1-Type 5 Fire Engine
  - 1 Type 5 Fire Engine On Order
- 1 Type 6 Fire Engine
- 1 Aerial Ladder Truck
- 1- Air and Light Apparatus On Order
- 2 Inflatable Rescue Boats

- 1 Fire Prevention Vehicle
- 2 Utility Vehicle
  - 1 New Utility Vehicle on order to replace an old 1998 Utility
- 3 Command Vehicles
  - 1 New Command Vehicle on order
- Urban Search and Rescue (USAR) Trailer

### Urban Search and Rescue (USAR)

Suisun City FD-USAR Team / Solano County USAR Team

### Training Required

- LARRO 40 hours
- Rope Rescue Technician 40 hours
- Swiftwater Technician 40 hours
- Rescue Boat Operator 40 hours
- Rescue Systems 1- 40 hours
- Rescue Systems 2– 40 hours
- Rescue Systems 3– 24 hours

- Confined Space Technician 40 hours
- Trench Rescue Technician 24 hours
- Animal Rescue Technician 24 hours

Total Training Hours: 352 hours

#### 19

### Water Rescue / Boat Program

- Response:
  - Boat 47 and Boat 48
- All water rescue incidents in the local water ways
  - Medical emergencies
  - Boaters in distress
- Mutual Aid Partners:
  - Suisun City Police Department
  - Solano County Sheriffs Department
  - United States Coast Guard
  - California Highway Patrol

- Swiftwater Rescue
  - Incidents in the local water ways
  - Flood Rescue incidents locally and regionally
  - Swiftwater Rescue incidents locally and regionally

### FY 2022/2023 Major Goals

#### Hiring Full – Time Staff:

- 1 Fire Chief / Duty Chief
- 1 Division Chief Training / Duty Chief Add new set of vehicle extrication
- 3 Fire Captain
- 3 Fire Engineers

#### Improve

- Technical Rescue Equipment
- Add new set of vehicle extrication tools – Jaws of Life
- Purchase new Firefighting Turnouts Personal Protective Equipment to meet NFPA 1851
  - Gives a 2<sup>nd</sup> set of PPE to each Member meeting NFPA 1851

21

## FY 2022/2023 Major Goals cont.

Annual Testing for the First Time:

- All Personal Protective Equipment to meet NFPA 1851 Standards
- All fire hose to Meet NFPA Standards
- Upgrade all Automated External Defibrators (AED)
- Fire Engines/City Hall/Police Department

## **Upcoming Projects**

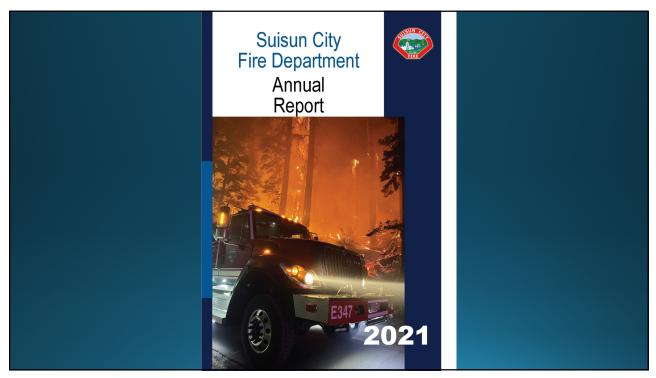
- Upgrading/remodeling the Bathrooms
- Arrival of the new Light and Air Apparatus
- Arrival of the new Type 5
- Landscape around the fire station
- Completing the Tablet Command on boarding
- On boarding new staff

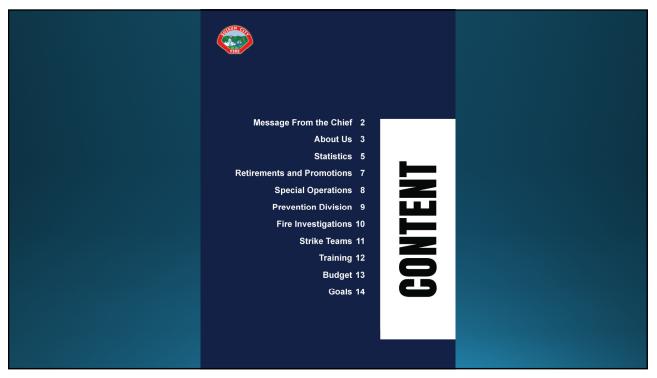
### **Community Events**

- Easter Egg Hunt
- Birthday Drive Byes
- Graduation Drive-Byes
- Halloween Parades
- Fire Station tours
- Toys for Kids
- September 11<sup>th</sup> Memorial
- Fire Prevention Week

## **Reserve Firefighter Opportunities**

- Must be 18 years old
- Have a California State Fire Marshal Firefighter 1 certification
  - Or Completion of a Firefighter 1 Academy
- Possess a Valid CPR Card
- Possess a Valid California State:
  - Emergency Medical Technician (EMT) Card
  - Paramedic Card
- Possess a Valid California State Drivers License
- Complete a physical and a background









Since 1861, the Suisun City Fire Department (SCFD) has striven to serve the citizens to est standard. With a dition of service de the men ar on of the fire department dedicate endless hours in service to the community throughout the year.

The Suisun City Fire Department is an "all-risk" organization that provides fire firefighting The obtained by the operations is an inter-objaintation with portunation with portunation with portunation in this parameters envices (structural and wildland), advanced if support medical services, hazardous materials mitigation, fire prevention and investigative services, and technical rescue response that includes urban search and rescue, swift-water rescue, rescue boat operations, and vehicle extrication.

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

The Suisun City Fire Department is an ALS (Paramedic) level department, supported by Medic Ambulation for medical transport services. Suisuri City Fire Department Station 47 is staffed 24 hours a day - 7 days a week. In 2021, the SCFD responded to 3,377 calls for an average of 9.2 calls a day.

#### Vision

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

#### Mission

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

Values In order to accomplish its mission with the highest degree of professionalism, integrity, efficiency and service to the city, the department has identified the following core values: Dedication, Teamwork, Integrity, Professional, Leadership, and Tradition.





