

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
Michael A. Segala



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, APRIL 21, 2020

6:00 P.M.

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

NOTICE

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

*PER GOVERNOR NEWSOM'S EXECUTIVE ORDER PUBLIC ACCESS TO THE CITY COUNCIL MEETING
WILL BE VIA THE APPLICATION, ZOOM*

ZOOM MEETING INFORMATION:

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

MEETING ID: 930-6954-8854

CALL IN PHONE NUMBER: (707) 438-1720

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

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6:00pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

ROLL CALL

Council Members

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.)

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

CLOSED SESSION

1. PERSONNEL MATTERS

Pursuant to California Government Code Section 54957(b)(1) et seq. the Suisun City Council will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Manager

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 Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City (24 hours prior to a Council /Agency/Authority Meeting). 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 11:00 P.M. Ordinarily, no new items will be taken up after the 11:00 P.M. cutoff and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including the Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA, and the Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of April 21, 2020 was posted and available for review, in compliance with the Brown Act.

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
Michael A. Segala



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

REGULAR MEETING OF THE SUISUN CITY COUNCIL

AND

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

TUESDAY, APRIL 21, 2020

6:30 P.M.

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

NOTICE

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*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED
TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.*

ZOOM MEETING INFORMATION:

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

MEETING ID: 916-8831-5207

CALL IN PHONE NUMBER: (707) 438-1720

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VIA WEBSITE OR PHONE APPLICATION, ZOOM*

(Next Ord. No. – 771)

(Next City Council Res. No. 2020 – 45)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 06)

(Next Housing Authority Res. No. HA2020 – 06)

ROLL CALL

Council / Board Members

Pledge of Allegiance

Invocation

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
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PUBLIC COMMENT

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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. COVID-19 Update
2. Update on Community Events for Fiscal Year 2020-2021 - (Lofthus: klofthus@suisun.com).

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

3. Achievement for Excellence in Financial Reporting – (Folsom).
 - a. Presentation of Certificate of Achievement for Excellence in Financial Reporting to Finance Department Staff.
 - b. Presentation of Award of Financial Reporting Achievement to Elizabeth Luna, Accounting Services Manager.

CONSENT CALENDAR

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

City Council

4. Council Adoption of Resolution No. 2020-____: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Fehr and Peers, Inc. for a Traffic Study to Reevaluate Railroad Avenue and Sunset Avenue Traffic Operations and Authorize Change Orders Up to 20% of the Contract – (Medill: mmedill@suisun.com).
5. Council Adoption of Resolution No. 2020-____: Designating City Manager, Finance Director, Senior Management Analyst and Accounting Services Manager as Authorized Representatives to Apply and Obtain Disaster Assistance from Federal Emergency Management Agency (FEMA) and the Governor's Office of Emergency Services (Cal OES) for Declared Emergencies – (Folsom: gfolson@suisun.com).
6. Accept a Grant from Firehouse Subs for Purchase of a Fire Rescue Boat – (Vincent: jvincent@suisun.com).
 - a. Council Adoption of Resolution No. 2020-____: Authorizing the City Manager to Execute a Memorandum of Understanding Funding Agreement with Firehouse Subs Public Safety Foundation to Accept Grant Funds to Purchase Equipment for the Suisun City Fire Department Water Rescue Team

- b. Council Adoption of Resolution No. 2020-___: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2019-65 to Appropriate Grant Funds for Purchase of a Fire Rescue Boat

Suisun City Council Acting as Successor Agency

7. Agency Adoption of Resolution No. SA 2020-___: Stating a Claim of Force Majeure as to the April 17, 2006 Disposition and Development Agreement with Main Street West, LLC Including the Four Amendments Thereto, Based on the State of Emergency Declared to Address the Effects of COVID-19 – (Folsom/Taylor: gfolson@suisun.com)

Joint City Council / Suisun City Council Acting as Successor Agency

8. Council/Agency 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 March 17, 2020 – (Hobson: Clerk@suisun.com).

PUBLIC HEARINGS

GENERAL BUSINESS

REPORTS: (Informational items only.)

9. a. Council/Boardmembers
b. Mayor/Chair
10. City Manager/Executive Director/Staff

PUBLIC COMMENT

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

ADJOURNMENT

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 - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
 - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
 - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
 - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of April 21, 2020 was posted and available for review, in compliance with the Brown Act.

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Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Suisun City
California**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2018

Christopher P. Morill

Executive Director/CEO

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**The Government Finance Officers Association
of the United States and Canada**

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Elizabeth N. Luna
Accounting Services Manager
City of Suisun City, California

The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Christopher P. Morill

Executive Director

Date October 18, 2019



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AGENDA TRANSMITTAL

MEETING DATE: April 21, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Fehr and Peers, Inc. for a Traffic Study to Reevaluate Railroad Avenue and Sunset Avenue Traffic Operations and Authorize Change Orders up to 20% of the Contract Amount.

FISCAL IMPACT: There would be no impact to the General Fund. The cost for retaining the firm of Fehr and Peers, Inc. to perform the traffic study is \$11,000 and the Off-Site Street Improvement Program funds has adequate funding to cover the cost for this study.

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

BACKGROUND: Railroad Avenue is designated as an arterial road for Suisun City (City) in the 2035 City of Suisun City General Plan (General Plan). The section of Railroad Avenue to the east of Sunset Avenue is currently a two-lane road. The General Plan includes plans to widen this section of Railroad Avenue to a four-lane arterial road. An arterial road, or arterial thoroughfare, is a high-capacity urban road. The primary function of an arterial road is to deliver traffic from collector roads to freeways or expressways, and between urban centers at the highest level of service possible. As far back as the Suisun City 1992 General Plan, the northern end of Railroad Avenue was planned to be realigned to connect further east on East Tabor Avenue via Olive Avenue, and south Railroad Avenue was planned for realignment at Sunset Avenue. For location map, please see Attachment No. 3 for the 2035 City of Suisun City General Plan Vehicle Transportation Diagram.

In June 2019 the City contracted with Fehr and Peers for an evaluation of the feasibility of removing the Railroad Avenue Realignment at Sunset Avenue from the General Plan Vehicular Transportation Network for \$24,700. The General Plan's realignment would eliminate the Sunset Avenue/Railroad Avenue North intersection, and route Railroad Avenue to the south along the west edge of the Laurel Creek Diversion Channel, then to the west to connect to the Sunset Avenue/Railroad Avenue South intersection. To determine the feasibility of removing the realignment from the network, Fehr and Peers had to determine whether the current roadway network configuration in the Railroad Avenue/Sunset Drive area can be made to function acceptably in terms of traffic operations (peak hour levels of service and vehicle queuing) and associated collision potential given the railroad tracks proximity. The City is in receipt of this traffic study and it is under consideration.

In December 2019 the City separately contracted with Fehr and Peers to evaluate the feasibility of removing the Railroad Avenue Realignment at Sunset Avenue from the General Plan with respect to connectivity and General Plan mobility policies for \$8,000. As elimination of the realignment may impact regional connectivity for City residents who reside further east in the area of Peterson Ranch and use Railroad Avenue to access Highway 12 near Marina Circle, staff

PREPARED BY:
APPROVED BY:

Matthew Medill, Public Works Director | City Engineer
Greg Folsom, City Manager

wanted to have a regional impact assessment to ensure no adverse impacts from the elimination of the realignment. The City is in receipt of this traffic study and it is under consideration.

On February 4, 2020 the City Council authorized the City Manager to execute a professional services agreement on the City's behalf with Fehr and Peers, Inc. for a traffic study to evaluate feasibility of eliminating the General Plan Railroad Avenue realignment at East Tabor Avenue. This traffic study will explore options to facilitate feasible future traffic mitigation taking into consideration the potential development of undeveloped parcels on Olive Avenue. In April 2020 the City contracted with Fehr and Peers for \$25,000 to prepare an updated traffic study for the northern end of Railroad Avenue at East Tabor Avenue. This work is underway.

The City utilized Off-Site Street Improvement Program (OSSIP) funding to support the traffic study to aide in further identifying where to focus the City's limited development impact fees to best mitigate current and future development impacts. As of 6/30/2019 the City of Suisun City OSSIP has a fund balance of \$4,473,831. These funds have been collected over the years from development impact fees. See below for a brief description of OSSIP.

- Off-Site Street Improvement Program (OSSIP) Fee - These revenues have been set aside to design and construct capital improvement projects. This funding helps to mitigate development impacts to our maintained mileage and traffic congestion. This program is implemented to ensure that the projects can benefit from the economies of scale of a few larger projects, rather than a piecemeal approach consisting of numerous smaller projects. It will also ensure that there will be fewer disruptions of the select street system during construction.

STAFF REPORT: Railroad Avenue is an important arterial road for the City and over the years this road has been evaluated and re-evaluated as the area and region develops and traffic patterns change. Recently the transportation community has started to lean away from multi-lane arterial roads to enhancing roads to provide multi-modal "Complete Streets" which encourages shared use by bicyclists, pedestrians, vehicles and mass transit.

City Staff would like Fehr and Peers support to reevaluate the traffic operations in the vicinity of Railroad Avenue North/Sunset Avenue, with a new mixed-use development assumption for the land located east of Sunset Avenue. The previous study prepared by Fehr & Peers analyzed the traffic operations (Level of Service, queueing, and associated collision potential given the railroad tracks proximity) of the current roadway network configuration in the Railroad Avenue/Sunset Avenue area, to test whether the General Plan's proposed realignment of Railroad Avenue can be eliminated. That memorandum has been reviewed by City Staff, and Staff requested that Fehr and Peers provide a proposal to reevaluate the intersection operations with the adjacent land developed with a mix of residential and commercial uses, as opposed to solely residential.

For discussion purposes, City staff indicated that the development could include 150 apartments and 65,000 square feet of retail uses; however, the final mix will be confirmed before proceeding with the traffic study work. This report will provide the City professional guidance as it relates to potential elimination of the realignment of Railroad Avenue and potential future roadway improvements to mitigate projected future traffic congestion as it relates to the mixed-use development to the east of Sunset Avenue at Railroad Avenue. The Fehr and Peers proposal to perform this necessary traffic study is for a cost of \$11,000. As this contract is small, a 10% contingency may not provide sufficient funding for a potential contract change order to accommodate unforeseen modifications and/or additional study considerations for these

professional services. Staff is recommending a 20% contingency to provide some flexibility to ensure a complete traffic study is expedited without potential delay to seek additional funding with a subsequent staff report. Please see Attachment No. 2 Fehr and Peers proposal dated March 19, 2020.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Fehr and Peers, Inc. for a Traffic Study to Reevaluate Railroad Avenue and Sunset Avenue Traffic Operations and Authorize Change Orders up to 20% of the Contract Amount.

ATTACHMENTS:

1. Council Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Fehr and Peers, Inc. for a Traffic Study to Reevaluate Railroad Avenue and Sunset Avenue Traffic Operations and Authorize Change Orders up to 20% of the Contract Amount.
2. Fehr and Peers *Proposal to Reevaluate Railroad Avenue/Sunset Avenue Traffic Operations* dated March 19, 2020
3. *City of Suisun City 2035 General Plan, Vehicular Transportation Diagram.*

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RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT ON THE CITY’S BEHALF WITH
FEHR AND PEERS, INC. FOR A TRAFFIC STUDY TO REEVALUATE RAILROAD
AVENUE AND SUNSET AVENUE TRAFFIC OPERATIONS AND AUTHORIZE
CHANGE ORDERS UP TO 20% OF THE CONTRACT**

WHEREAS, Railroad Avenue is designated as an arterial road for Suisun City in the Suisun City 2035 General Plan; and

WHEREAS, as far back as the Suisun City 1992 General Plan the northern end of Railroad Avenue was planned to be realigned to connect further east on East Tabor Avenue via Olive Avenue, and south Railroad Avenue was planned for realignment at Sunset Avenue; and

WHEREAS, in late 2019 the City of Suisun City contracted with Fehr and Peers for an evaluation of the feasibility of removing the Railroad Avenue Realignment at Sunset Avenue from the General Plan Vehicular Transportation Network; and

WHEREAS, recently the transportation community has started to lean away from multi-lane arterial roads to enhancing roads to provide multi-modal Complete Streets model which encourages shared use by bicyclists, pedestrians, vehicles, and mass transit; and

WHEREAS, as the City has contracted for an updated traffic study on Railroad Avenue at Sunset Avenue, and contracted for an updated traffic study on the northern extent of Railroad Avenue realignment at East Tabor Avenue; and

WHEREAS, prior to the consideration to amend the 2035 General Plan for Railroad Avenue, Staff recommends that the City contract with Fehr and Peers to reevaluate the traffic operations in the vicinity of Railroad Avenue North/Sunset Avenue, with a new mixed-use development assumption for the land located east of Sunset Avenue.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to execute a Professional Services Agreement on the City’s behalf with Fehr and Peers, Inc. for a traffic study to Reevaluate Railroad Avenue/Sunset Avenue Traffic Operations, with a new mixed-use development assumption for the land located east of Sunset Avenue, in the amount of \$11,000, and to take any and all necessary and appropriate actions to implement this contract including change orders up to 20% of the contract amount.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 21st day of April 2020 by the following vote:

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

WITNESS my hand and the seal of said City this 21st day of April 2020.

Donna Pock, CMC,
Deputy City Clerk

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March 19, 2020

John Kearns
Senior Planner, Development Services Department
City of Suisun City
701 Civic Center Boulevard
Suisun City, CA 94585

Subject: Proposal to Reevaluate Railroad Avenue/Sunset Avenue Traffic Operations

Dear Mr. Kearns:

Thank you for asking Fehr & Peers to submit this proposal. As we discussed, the City would like to reevaluate the traffic operations in the vicinity of Railroad Avenue North/Sunset Avenue, with a new mixed-use development assumption for the land located east of Sunset Avenue. The previous study prepared by Fehr & Peers analyzed the traffic operations (LOS, queueing, and associated collision potential given the railroad tracks proximity) of the current roadway network configuration in the Railroad Avenue/Sunset Avenue area, to test whether the General Plan's proposed realignment of Railroad Avenue can be eliminated. That memorandum has been reviewed by the City, and a request has been made to reevaluate the intersection operations with the adjacent land developed with a mix of residential and commercial uses, as opposed to solely residential. For discussion purposes, City staff indicated that the development could include 150 apartments and 65,000 square feet of retail uses; however, we will confirm the assumptions before proceeding with the work.

Our proposal scope of work, fee, and schedule are described below.

Scope of Work

Task 1 – Trip Generation, Distribution and Assignment, and Intersection Analysis

Fehr & Peers will estimate the trip generation for the revised land use plan using trip generation rates in the Institute of Transportation Engineers' *Trip Generation Manual, 10th Edition*. We will discuss the expected access for the plan with City staff and develop a distribution and assignment for the commercial and residential trips. It is assumed that the development would have access to the public roadway system similar to the prior study, i.e. one access point forming a fourth leg of the Railroad Avenue South/Sunset Avenue intersection, and one access point at Railroad Avenue North near the northeast corner of the property.



The existing conditions traffic simulation model for the AM and PM peak hours was developed in the prior study using the Synchro/Simtraffic software. The model included three intersections and the rail crossing, and the model was validated against observed conditions.

We will update the future conditions model by adding the traffic generated by the updated development's trips, and regional background growth per the City's General Plan EIR. Intersection LOS and average/95th percentile queues will be evaluated. We will update the findings from the prior study based on this evaluation.

Task 2 – Documentation and Calls

Fehr & Peers will document the work in Task 1 in a technical memorandum. We will respond to one round of consolidated comments on the memorandum and prepare a final version of the memo for City use. We have included up to four hours of staff time for responses to comments on the draft memorandum. We will participate in a call to discuss the operations analysis and/or findings, if desired.

If further support is needed during the Project's review, we will prepare a separate proposal.

Optional Task 3 – Collision Data Evaluation

In the prior study, Fehr & Peers reviewed the most recent five years of complete collision data (2011 – 2015) as well as three years of provisional data (2016 – 2018) and compared the actual collision rates to predicted rates using the *Highway Safety Manual* methodology. No indication of systemic safety issues related to the current design of the intersections was indicated by this analysis. If desired, we can review any more recently available data since the prior study was completed (in August 2019) and update the analysis.

Level of Effort and Fee

We estimate that the work in Tasks 1 – 2 above will require a fee of \$9,200 (refer to **Attachment 1**). Fehr & Peers will bill against this budget on a time and materials basis and will not exceed the budget limit without your prior authorization. We will submit a draft report within five weeks of receipt of written notice to proceed, followed by a signed contract. Optional Task 3 would require an additional budget of \$1,800. If the terms of this proposal are acceptable, please forward a contract for our review. We look forward to working with the City on this project.



John Kearns
March 19, 2020
Page 3 of 3

Sincerely,

FEHR & PEERS

Ellen M. Poling, PE
Senior Associate

for
Josh Peterman, PE
Principal

Attachment:
1 – Level of Effort and Fee

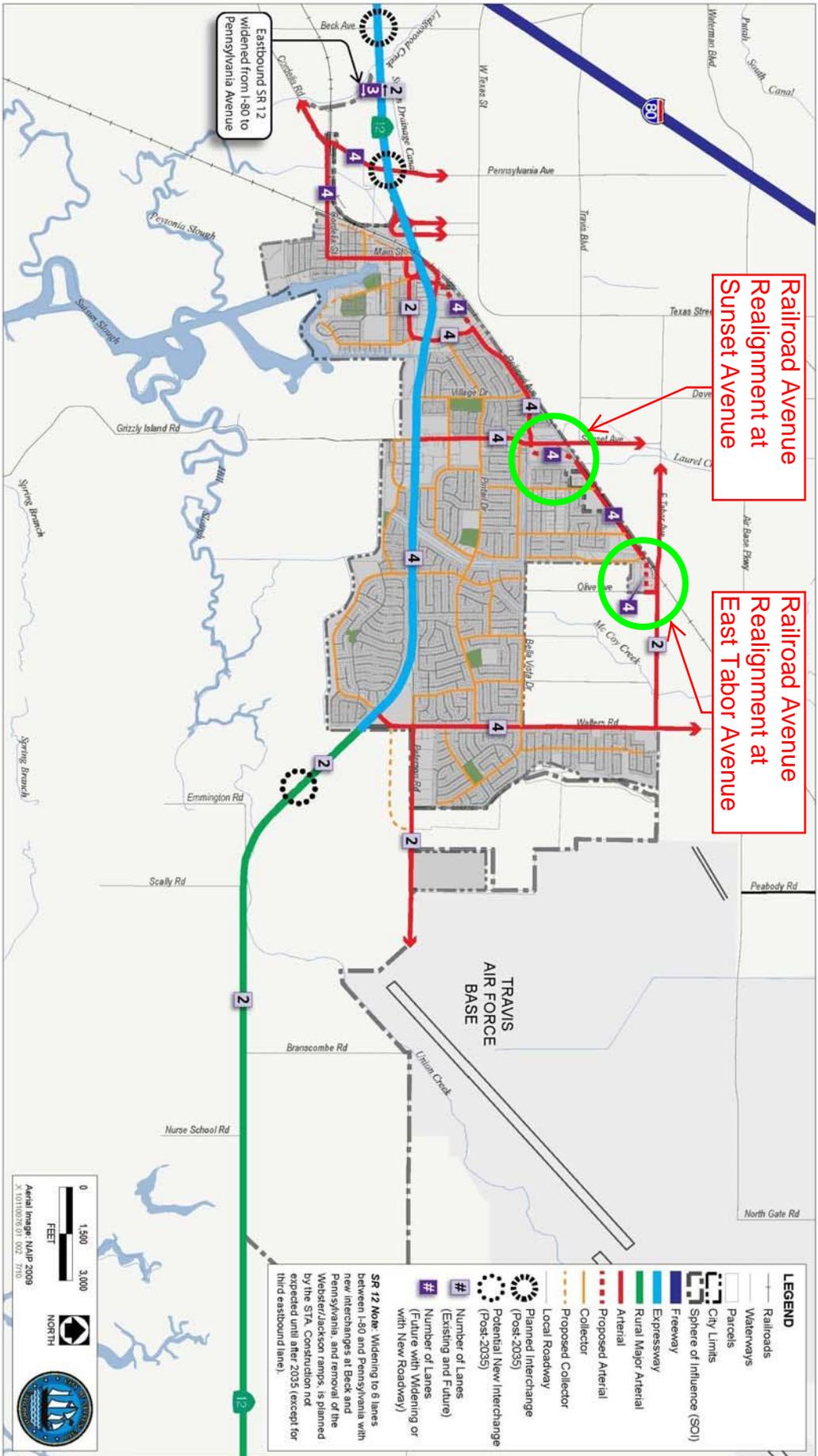
P19-5358-WC

Attachment 1: Fee Estimate for the Sunset Avenue/Railroad Avenue Re-Evaluation

Tasks	Fehr & Peers Project Staff				Labor Hours	Direct Costs	Total
	Senior Associate	Senior Engineer	Project Engineer	Admin/ Graphics			
	\$265	\$175	\$145	\$145			
Task 1 -- Trip Generation and Intersection Analysis	6	4	16	3	29	\$150	\$5,200
Task 2 -- Documentation and Calls	8	2	8	2	20	\$120	\$4,000
Task 3 -- Collision Data Evaluation	2	2	5	1	10	\$50	\$1,800
Total	16	8	29	6	59	\$320	\$11,000

General Notes:

This fee proposal is valid for a period of 90 days from the proposal submittal date.
Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded.
All other direct and subconsultant expenses are billed with 10% handling fee
Other direct costs include computer, communications, and reproduction charges are billed as a percentage of labor
Rates and staff are subject to change at any time, without notice, and within the total budget shown



Source: Suisun City 2012
Exhibit 4-4

Vehicular Transportation Diagram



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AGENDA TRANSMITTAL

MEETING DATE: April 21, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-___: Designating the City Manager, Finance Director, Senior Management Analyst and Accounting Services Manager as Authorized Representatives to Apply and Obtain Disaster Assistance from Federal Emergency Management Agency (FEMA) and the Governor’s Office of Emergency Services (Cal OES) for Declared Emergencies.

FISCAL IMPACT: If the Designation of Applicant’s Agent Resolution for Non-State Agencies (Cal OES Form 130) is not on file with Cal OES, the City will be ineligible to apply for reimbursement under any future public assistance grants available for declared disasters. FEMA mandates current designations as a condition of qualifying for Cal OES public assistance grants.

STRATEGIC PLAN: Ensure Public Safety and Ensure Fiscal Solvency

BACKGROUND: The Fire Department is requesting City Council’s designation of authorized applicant agents in order for the City to apply for reimbursement of eligible costs under federal and state public assistance programs.

STAFF REPORT: CAL OES requires a Designation of Subrecipient’s Agency Resolution for Non-State Agencies to be on file for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act. A new Designation of Applicant’s Agent Resolution for Non-State Agencies is required if the previously submitted document is older than three (3) years from the last date of approval or if changes are required to the name and/or title of the authorized agents. The authorized agents for Suisun City will be as follows: Greg Folsom, City Manager; Lakhwinder Doel, Finance Director; Scott Corey, Sr. Management Analyst-Budget & HR Manager; Elizabeth Luna, Accounting Services Manager.

STAFF RECOMMENDATION: Council Adoption of Resolution No. 2020-___: Designating the City Manager, Finance Director, Senior Management Analyst and Accounting Services Manager as Authorized Representatives to Apply and Obtain Disaster Assistance from Federal Emergency Management Agency (FEMA) and the Governor’s Office of Emergency Services (Cal OES) for Declared Emergencies.

ATTACHMENTS:

1. Resolution No. 2020-___: Designating the City Manager, Finance Director, Senior Management Analyst and Accounting Services Manager as Authorized Representatives to Apply and Obtain Disaster Assistance from Federal Emergency Management Agency (FEMA) and the Governor’s Office of Emergency Services (Cal OES) for Declared Emergencies.

PREPARED BY:

REVIEWED AND APPROVED BY:

Justin Vincent, Fire Chief
Greg Folsom, City Manager

2. Continuity of Operations Plan
3. Guide to Identifying Mission Essential Functions (MEFs) and Conducting Business Process Analysis (BPAs)

RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF SUISUN CITY DESIGNATING CITY
MANAGER, FINANCE DIRECTOR, SENIOR MANAGEMENT ANALYST AND
ACCOUNTING SERVICES MANAGER AS AUTHORIZED REPRESENTATIVES
TO APPLY AND OBTAIN DISASTER ASSISTANCE FROM FEDERAL
EMERGENCY MANAGEMENT AGENCY (FEMA) AND THE GOVERNOR'S
OFFICE OF EMERGENCY SERVICES (CAL OES) FOR DECLARED
EMERGENCIES**

WHEREAS, the City of Suisun City seeks to apply for FEMA and California reimbursement for costs incurred for emergency response services and supplies in response to the COVID-19 Pandemic; and

WHEREAS, Cal OES administers the State and Federal reimbursement process and grant programs for emergency and disaster relief; and

WHEREAS, Cal OES Form 130 requires the City of Suisun City to designate agents to engage with FEMA and Cal OES regarding assistance and grants applied for by the City; and

WHEREAS, the City of Suisun City desires to ensure that Form 130 makes the City eligible to apply for disaster relief for the incident designated "FEMA-4482-DF-CA" as well as future disaster incidents for the next three years; and

NOW, THEREFORE, be it here resolved by the City Council of Suisun City that authorizes the City Manager, Finance Director, Sr. Management Analyst, and the Accounting Services Manager, to sign and execute applications and agreements for Federal and State disaster relief and emergency assistance.

PASSED AND ADOPTED at the Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 21st day of April 2020, by the following vote:

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

WITNESS my hand and the seal of said City this 21st day of April 2020.

Linda Hobson, CMC
City Clerk

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CITY OF SUISUN CITY, CALIFORNIA CONTINUITY OF OPERATIONS PLAN



City of Suisun City
April 2020 – Version 1



City of Suisun City

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City of Suisun City, California

CONTINUITY OF OPERATIONS PLAN

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PRIVACY STATEMENT

In its entirety, the Continuity of Operations Plan addresses not only high level overview information about how the City of Suisun City responds to different types of disruptions, but also the operational detail necessary to support these disruptions.

Given the sensitivity of some of the information in this plan, the distribution of the plan and its associated documents will be assessed and appropriate security measures implemented. The City may determine the required level of security for this plan elevates this it to a "For Official Use Only" document, resulting in the control and limited distribution of the plan.

Activation of this plan is authorized by the City Manager, a Department Director, or a designee, while implementation is coordinated by the department leadership and COOP leads or alternates. For more information about continuity planning or this COOP, contact the Suisun City Fire Department Office of Emergency Preparedness.



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PROMULGATION STATEMENT

Continuity of operations ensures the continuation of government and the performance of essential functions during and after a disaster or other disruption to normal government operations. Suisun City plays an integral role in determining the needs of the public and in providing essential services on a day-to-day basis. Through continuity planning, the City of Suisun City will further demonstrate its steadfast commitment to the continuation of these services during an emergency or disaster, and the safety and protection of its citizens, employees, and visitors.

Continuity programs and operations are fundamental practices that allow critical services to remain operational under all conditions. Continuity planning establishes the framework to ensure that each City of Suisun City department or division has the ability to carry out its critical mission, regardless of the circumstances that may result from any natural, technological, or intentional disaster.

The City of Suisun City's governing body has reviewed and approved this plan, verifying its content to ensure it contains required information and guidance for the City of Suisun City to sustain its essential services and to minimize potential impacts during and following an emergency.

Signature of City Authority

Greg, Folsom
City Manager

Lori Wilson
Mayor



City of Suisun City

Approach to Continuity of Operations Planning

The City of Suisun City Continuity of Operations Plan (COOP) encompasses the operations and services performed by the City. It is tailored to the operations of individual departments and divisions and the mission essential functions they perform. This COOP consists of an overarching plan and annexes for each of the 11 City departments and departmental divisions. Each department completed mission essential function workbooks designed to extract critical information about the departments' and divisions' day-to-day functions. Completed workbooks included the following information:

- Key personnel required to maintain the function
- Critical resources required to support the function
- Vulnerabilities that may affect the function
- Interim processes that may be conducted to temporarily support the function

The mission essential function workbooks were reviewed during a consultation process. In addition, processes for all continuity capabilities, e.g., succession of leadership, delegation of authority, notification of staff, continuity facilities and communications, essential records management, human resources, test, training, and exercises, devolution of control and direction, and reconstitution and recovery were also identified during the consultation process.

The draft COOP overarching plan and departmental annexes were developed and reviewed by the COOP Planning Team.



Section 1

INTRODUCTION

The goal of the all-hazards approach to continuity of operations planning is to maintain the City's ability to operate and provide vital services regardless of the emergency. This approach includes preparing for natural emergencies such as earthquakes and flooding as well as technological emergencies and intentional incidents, such as acts of terrorism.

1.1 Plan Purpose

All participating City departments and divisions have the responsibility to plan for and respond to disasters. During a COOP activation, departments may be required to operate from a continuity location and may overextend their resources.

The purpose of the COOP is to provide the framework for City departments and divisions to restore mission essential functions to employees and City operations if an emergency disrupts operations. In doing so, the COOP establishes the City's COOP program for addressing three types of disruptions:

- Inaccessibility to a facility (for example, due to building damage)
- Inability to provide full services due to a reduced workforce (for example, due to pandemic influenza)
- Inability to provide services due to equipment or systems failure (for example, due to IT systems failure)

The City's COOP program also provides policy and guidance to implement actions to continue mission essential functions within the recovery priority time frames established by the COOP Planning Team and to maintain mission essential functions for up to 30 days.

The City is committed to the safety and protection of its employees, operations, and facilities. This COOP provides the City's departments and personnel a framework that is designed to minimize impact during an emergency. Further, the City COOP establishes procedures that the City leadership can use to strategically minimize risk to its employees, operations, and facilities.

1.2 Applicability and Scope

COOP planning ensures the preservation and reconstitution of the City's mission essential functions. An emergency (such as an explosion, fire, or hazardous materials incident) may require the evacuation of one or more department locations with little or no notice. Building evacuation, if required, is accomplished via implementation of the standard operating procedures for each location. This COOP is not an evacuation plan or an emergency management plan. The purpose of this plan is to facilitate the restoration of daily functions.

The COOP provides the foundation for continuity of critical services and functions across its jurisdiction and is augmented by departmental annexes developed by key department and division personnel. The following departments are addressed in the City's COOP:



City of Suisun City

- City Administration: City Manager's Office, Mayor & Council and City Clerk
- City Attorney's Office
- Finance Department
- Fire Department
- Housing & Community Services
- Human Resources Department
- Information Technology Department
- Planning & Economic Development
- Police Department
- Recreation, Parks, & Marina Department
- Public Works Department

1.2.1 COOP Organization

The City of Suisun City COOP overarching plan provides the framework for City departments to restore mission essential functions for its staff and citizens if an emergency affects its operations.

The COOP annexes provide a guide for each department and division to maintain mission essential functions if an emergency denies access to or destroys the department's or division's primary location, or significantly reduces the capacity to provide services because of workforce reduction or failure of equipment or critical systems. The annexes supplement this document.

1.3 Situations and Assumptions

Situations and assumptions are documented to describe current operating conditions and to establish the parameters under which the plan may be activated.

Situation

- The City of Suisun City is a city in Solano County. Suisun City is the 4th largest city in the county.
- The City of Suisun City occupies 4.16 square miles of which (4.11 land sq. miles and 0.06 Water sq. miles).
- The 2010 Census estimated the population at 29,100.
- City of Suisun City is vulnerable to a number of hazards, including natural, technological, and human-caused. Please refer to Section 3 of this plan for the complete list of potential hazards for the City.
- The City of Suisun City is located in California Mutual Aid Region II and FEMA Region 9.
- The major traffic artery in City of Suisun City includes State Highway 12.

Assumptions

- The City will continue to be exposed to the hazards and risks identified in the COOP as well as other hazards or risks that may develop in the future.
- Leadership personnel will continue to recognize their responsibilities to public and employee safety



City of Suisun City

and exercise their authority to implement the COOP in a timely manner when confronted with real or potential disasters.

- Procedures have been developed to support the resumption of time-sensitive operations and functions in the event of their disruption at the facilities identified in the COOP.
- The City is committed to supporting service resumption and recovery efforts at continuity facilities, if required.
- In the event of a disaster, departments and divisions may rely on each other for assistance.
- In the event of a disaster, resources and personnel may be extremely limited. Resumption of essential services may need to be prioritized and time-phased.
- The City has mutual aid agreements with surrounding jurisdictions that can be activated in the event the City needs assistance in providing critical services in emergencies.
- The COOP may be activated as a result of an emergency response and implementation of the Emergency Operations Plan. Activation of the COOP will occur at the level necessary to resolve the situation.
- Some members in COOP positions serve in other roles during disasters, such as the Emergency Operations Center (EOC) or department operations center during an activation. During multiple activations, COOP activities will be coordinated through the EOC.

1.4 Roles and Responsibilities

During a COOP activation, key positions have been identified to fulfill important roles and responsibilities.

1.4.1 Crisis Assessment Team

In the event of a crisis, the City Manager will notify key department directors and/or management personnel to convene the Crisis Assessment Team (CAT). The CAT initially analyzes the situation and determines if the COOP or a departmental COOP annex will be activated. The CAT may also provide further support through management of the crisis or COOP activation, identifying additional risks and exposures, providing direction and guidance to departments and the organization, and protecting stakeholder interests in response to the incident or disaster. The CAT primarily focuses on:

- Detecting the early signs of an expanding crisis
- Identifying the problem areas and appropriate solutions
- Preparing a crisis management plan for the immediate emergency situation
- Determining what internal/external resources are needed in order to continue essential functions for the City or affected department(s).

The CAT may also be disbanded due to the establishment of ICS in the field and the appropriate emergency response department assumes management of the incident. During a disaster of such magnitude that the Emergency Operations Center (EOC) has been activated, the CAT may convene determine if the COOP activation will be managed through the EOC, or if separate operations would be beneficial.

1.4.2 COOP Administrator Responsibilities

- Approve overall policy directions, guidance, and objectives for COOP planning and activation.



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1.4.3 COOP Coordinator Responsibilities

- Coordinate the COOP planning process.
- Serve as the principal representative to internal and external stakeholders and groups during implementation of the COOP.
- Initiate COOP maintenance meetings.
- Coordinate test, training, and exercises of the COOP.
- Serve as the COOP program point-of-contact.
- Serve on the COOP Planning Team.

1.4.4 COOP Planning Team Responsibilities

- Provide overall recommendations and objectives for COOP planning.
- Coordinate with leadership personnel on policy, development, approval, and maintenance of the COOP and integration of other emergency plans.
- Provide departmental information on essential functions, systems, personnel, and records for COOP planning.
- Conduct reviews of COOP documents, materials, and the plan.
- Keep the organization informed of any changes to the COOP.
- Establish, coordinate, and participate in the COOP test, training and exercise program.
- Identify issues that may affect the frequency of changes required to the COOP.
- Establish a review cycle.
- Develop an improvement plan for addressing risk mitigation recommendations to mitigate continuity-specific risks.
- Coordinate with functional groups within the City organization in updating the COOP.

1.4.5 Reconstitution Manager

A reconstitution manager may be assigned as needed and has the following responsibilities:

- Report to the COOP Administrator.
- Form a reconstitution team.
- Develop space allocation and location requirements to meet occupancy regulations.
- Coordinate with regional partners to find suitable space if the primary locations are unusable.
- Develop a plan for reconstitution listing functions and projects in order of priority.
- Assign appropriate staff to ensure buildings are structurally safe.

1.4.6 Responsibilities of Department Leadership

- Identify those functions that can be deferred or temporarily stopped during a COOP activation.
- Consult with and advise appropriate officials during implementation of the COOP.
- Provide direction, guidance, and objectives during an incident for the implementation of the COOP.
- Aid continuity efforts at the continuity facility.



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- Participate in training, testing, and exercises of the COOP.
- Initiate appropriate notifications during COOP implementation.
- Provide input on the execution of essential functions.
- Initiate recovery of the organization as part of reconstitution.
- Designate personnel to assist security officials in securing office equipment and files at primary facilities when implementing the COOP.
- Coordinate with leadership personnel for movement of key personnel to continuity facilities when the COOP is activated.



Section 2

CONCEPT OF OPERATIONS

A continuity of operations plan must be maintained at a high level of preparedness and must be ready to be implemented without significant warning. The City of Suisun City COOP is designed to be fully implemented no later than 12 hours after activation and provides guidance to sustain operations for up to 30 days.

The broad objective of the City's COOP is to provide for the safety and well-being of City personnel and the general public. In addition, this plan will facilitate the execution of mission essential functions during any crisis or emergency in which one or more department locations are threatened or inaccessible. Specific annex objectives include the following:

- Enable staff to perform mission essential functions to prepare for and respond to all threats or emergencies, including natural, technological, and human-caused disasters.
- Identify critical employees and supporting staff who will relocate.
- Ensure the continuity facility can support the operations.
- Protect and maintain essential records and databases.

2.1 Objectives

Emergencies often occur with little or no warning, requiring immediate activation of the COOP and commitment of resources. The COOP planning concept of operations is expressed in four operational periods:

- Readiness and preparedness
- Activation and relocation
- Continuity operations
- Reconstitution and recovery

2.1.1 Readiness and Preparedness

Readiness is the ability of an organization to respond effectively to any event that threatens its ability to continue mission essential functions. It is the responsibility of an organization's leadership to ensure that an organization can perform its mission essential functions before, during, and after all-hazards emergencies or disasters. Readiness and preparedness activities develop the response capabilities needed during an emergency. Planning, training, and exercising are among the activities conducted under this phase. Feedback from these activities should be focused on improving and maintaining the COOP. Mitigation is also a viable part of this phase. Mitigation activities lessen the impact of unavoidable hazards. The Suisun City Local Hazard Mitigation Plan guides and prioritizes mitigation activities that the City will need to undertake.

The City of Suisun City is establishing a continuity readiness posture through the development of this continuity plan, assigning COOP Leads and Alternates, forming a Continuity Planning Team, a Crisis Assessment Team, conducting COOP planning and training, and other continuity readiness and preparedness activities. These activities include the review and revision of COOP related plans, conducting tests, training, and exercises, and risk management.



2.1.2 COOP Activation

Activation occurs after a disruption to business operations triggers the need to activate the COOP. An executive decision must be made after a quick and accurate assessment of the situation to determine the best course of action for the City. The decision process also prevents the premature or inappropriate activation of the COOP. Each department has identified a procedure to notify personnel during on-duty emergencies, off-duty emergencies and for ongoing communications in their COOP annex.

Factors Affecting COOP Activation		
	During Duty Hours	During Non-Duty Hours
Event with Warning	<ul style="list-style-type: none"> Essential staff is alerted via on-duty notification procedure prior to COOP activation. Partial activation of the COOP with notification and deployment of key personnel. Dissemination of messages to City staff and the public. IT issues guidance to City staff for protection of data and equipment. Essential staff will assemble essential records, software, hardware, and other documents and equipment to perform essential functions to prepare for potential COOP activation. Essential staff will back up essential automated databases, and prepare designated essential equipment for possible COOP activation. 	<ul style="list-style-type: none"> Essential staff is alerted via off-duty notification procedure prior to COOP activation. Recall of key personnel to report to work for partial/full activation of COOP. City staff are provided a briefing on the situation once they arrive at work. IT issues guidance to City staff for protection of data and equipment. Essential staff will report to primary work location to assemble essential records, software, hardware, and other documents and equipment to perform essential functions to prepare for potential COOP activation. Essential staff will back up essential automated databases, and prepare designated essential equipment for possible COOP activation.
Event without Warning	<ul style="list-style-type: none"> Depending on systems status, essential staff is notified for possible COOP activation. Depending on the status of primary facilities, staff may evacuate and relocate to a continuity facility. Depending on the status of primary facilities, essential staff may be sent home if COOP activation is not necessary. IT will take whatever measures possible to protect data and equipment. If possible, essential staff will take essential records, software, hardware, and other documents and equipment in order to perform essential functions if COOP is activated. If time permits essential staff will back up essential automated databases, and prepare designated essential equipment for possible COOP activation. 	<ul style="list-style-type: none"> Depending on systems status, essential staff are notified to report to work for partial/full activation of COOP. Depending on the status of the primary facilities, essential staff may report directly to a continuity facility. Depending on the status of primary facilities, non-essential staff may be sent home. IT will report to the City to take whatever measures possible to protect data and equipment. If possible, essential staff will report to primary facility to retrieve essential records, software, hardware, and other documents and equipment in order to perform essential functions if COOP is activated. IT will report to the City to back up databases, and prepare designated essential equipment for possible COOP activation.



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2.1.4 COOP Relocation

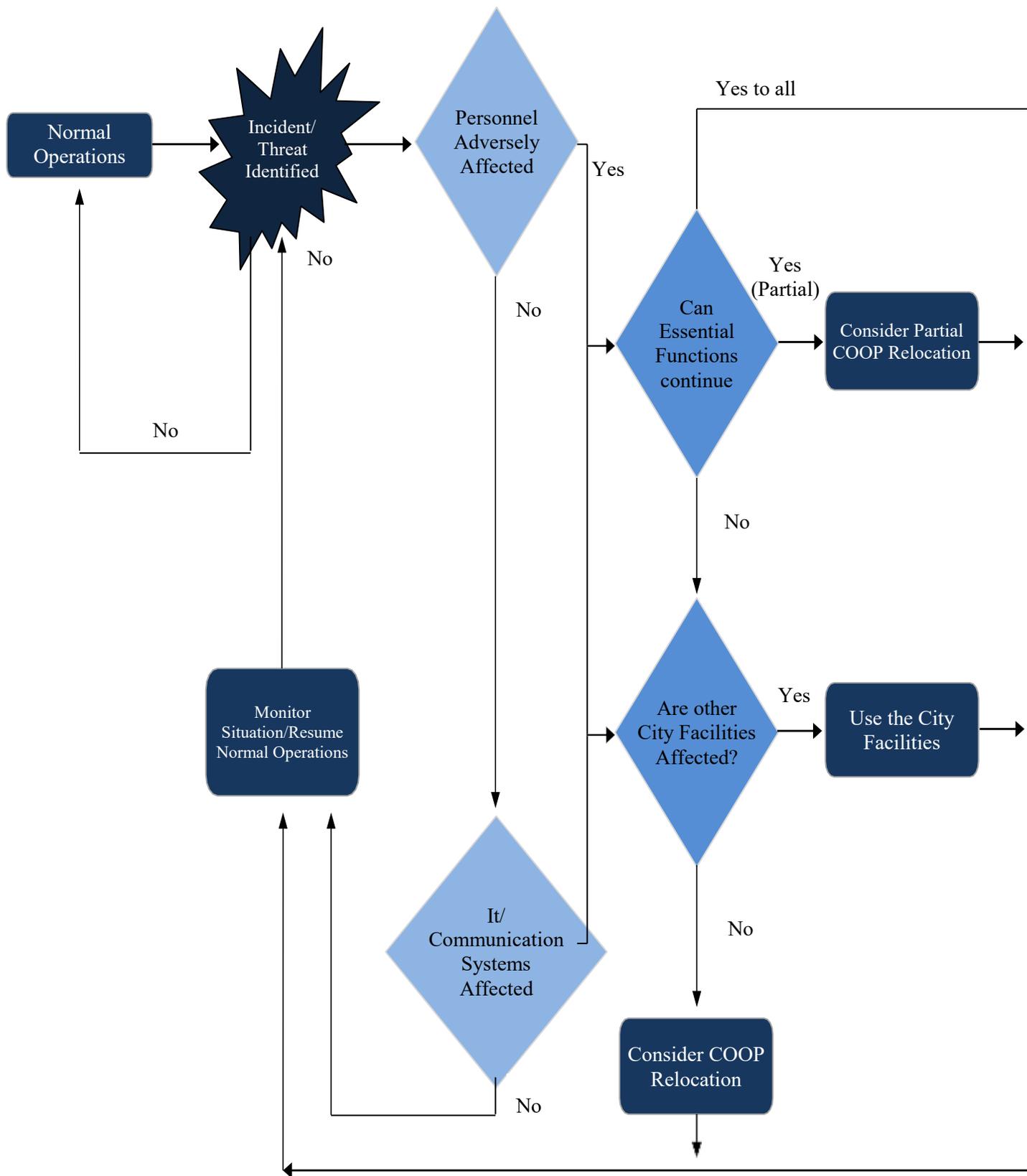
Relocation to an alternate facility occurs when a primary facility is damaged and rendered inoperable or unsafe and staff must evacuate. Each department annex lists potential alternate continuity facilities in the event relocation is necessary.

Figure 2-1 is a relocation decision matrix which depicts the decision process used to determine if relocation to an alternate facility is necessary.



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Figure 2-1 Relocation Decision Matrix





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2.1.5 Continuity Operations

The operations phase focuses on continuing mission essential functions:

- Accounting for all personnel
 - Performing essential functions
 - Establishing communications
 - Preparing for reconstitution of all functions
- Once the incident has ended, business functions can be resumed.

2.1.6 Reconstitution

Reconstitution is the transition back to normal operations in the primary operating facility. Leadership may designate a reconstitution manager to deal with the complexity of reconstitution issues.

Reconstitution focuses on restoring business operations to normal or improved services. This phase is initiated once all mission essential functions have been restored. Activities associated with reconstitution include:

- Supervising an orderly return to the normal operating facility, a move to another temporary facility, or a move to a new permanent operating facility.
- Verifying that all systems, communications, and other required capabilities are available and operational, and ensuring the capability to accomplish all essential functions and operations at the new or restored facility.
- Identifying if any records were affected by the incident and ensuring the effective transition or recovery of essential records and databases.

Table 1 lists departments that will lead reconstitution efforts.

Table 1: COOP Lead Reconstitution Departments

Situation	Lead Reconstitution Departments
Loss of building	Public Works
Loss of personnel	Human Resources
Loss of network infrastructure	Information Technology

2.1.7 Alert and Notification Process

Alert Procedures

Depending on the situation, COOP staff may be put on alert. Procedures for alerting and notifying staff are in each departmental annex. The orders of succession identify which individuals will be alerted.

Notification Procedures

During an event that triggers COOP activation, each department annex contains the procedures to notify personnel for on-duty emergencies, off-duty emergencies, and ongoing communications.



2.2 Mission Essential Functions

Mission essential functions enable each department to provide vital services for staff and citizens. Each COOP annex is centered on the department's mission essential functions. It serves as an operational guide to facilitate the relocation of department staff to a continuity facility and the backup of critical systems and vital records so that mission essential functions may continue. The level and manner of support needed to continue mission essential functions depends on the nature of an incident. Each annex includes a list of the department's mission essential functions. For each mission essential function identified, the list also identifies personnel required to execute the function, the level of priority assigned to the function, and the resources required to support the function. Appendix B includes a matrix of the City's essential functions.

2.2.1 Guidelines and Criteria for Prioritization of Mission Essential Functions

In addition to identifying which functions are necessary to support City operations, the recovery time objective (RTO) should be determined for each mission essential function. The RTO is the maximum amount of time the function can be interrupted before it must be restored to an acceptable level of operation after an incident. To ensure that mission essential functions are restored in the order of their time criticality, functions should be categorized using a tier classification system. The following system has been established to prioritize the City of Suisun City's mission essential functions according to time criticality.

Table 2: Recovery Time Objective Matrix

Tier	Ratings	Priority
1	IMMEDIATE: These functions have a direct and immediate effect on the organization to ensure the safety of individuals and protect property. These functions must be established within the first 12 hours up to 24 hours.	0-12 up to 24 hours
2	CRITICAL: These functions can be delayed until Tier 1 functions are restored but must be operational within 72 hours.	24-72 hours
3	NECESSARY: These functions can be delayed until Tier 1 and Tier 2 functions are restored but must be operational within 1 week.	72 hours-1 week
4	IMPORTANT: These functions can be delayed until Tier 1, Tier 2, and Tier 3 functions are restored but must be established within 30 days.	1 week-30 days

If a function is necessary to keep another function operating, then it should have a shorter priority RTO. Such functions include IT systems, building maintenance, and human resources.

2.3 Orders of Succession

Orders of succession are activated when leadership is unable or unavailable to execute their duties during an emergency. Departments must establish, disseminate, and maintain their orders of succession by COOP critical positions. Orders of succession are addressed through internal policy or ordinances. Key personnel for City of Suisun City leadership and their successors have been identified in Table 3.



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Table 3: City Leadership Orders of Succession

Principal Position		Successor Position
Mayor	Successor	Vice Mayor
City Council	Successors	Standby Officers
Principal Position		Successor Position
City Manager	Successor #1	
	Successor #2	
	Successor #3	
Principal Position		Successor Position
City Clerk	Successor #1	Deputy City Clerk
	Successor #2	Administration Support Supervisors
	Successor #3	Administration Technician
Principal Position		Successor Position
City Attorney	Successor #1	Assistant City Attorney
	Successor #2	Assistant City Attorney
	Successor #3	Assistant City Attorney
Principal Position		Successor Position
Chief Financial Officer/ Department Director	Successor #1	
	Successor #2	
Principal Position		Successor Position
Fire Department Chief	Successor #1	Division Chief of Operations
	Successor #2	Division Chief / Fire Marshal
	Successor #3	Senior Fire Captain
Principal Position		Successor Position
Housing & Community Services Department Director	Successor #1	
	Successor #2	
	Successor #3	
	Successor #4	
Principal Position		Successor Position
Human Resources Department Director	Successor #1	
	Successor #2	
	Successor #3	



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Table 3: City Leadership Orders of Succession (cont.)

Principal Position		
Information Technology Department Director	Successor #1	
	Successor #2	
	Successor #3	
Principal Position		
Planning & Economic Development Department Director	Successor #1	
	Successor #2	
	Successor #3	
Principal Position		
Police Department Chief	Successor #1	
	Successor #2	
	Successor #3	
Principal Position		
Recreation, Parks & Marina Department Director	Successor #1	
	Successor #2	
	Successor #3	
Principal Position		
Public Works Department Director	Successor #1	
	Successor #2	
	Successor #3	

2.4 Delegations of Authority

Delegations of authority are specified by City resolutions and policies. Certain incumbents in positions specified in the orders of succession are delegated authority to perform all duties and responsibilities of the department head or leadership when this is required. Delegations of authority for each department are listed in the COOP annexes. Delegation of authority should be exercised only when immediate action is required and a superior is unable and unavailable to exercise the authority. An individual acting as successor should be relieved of his or her authority once a superior on the list becomes available, is able, and assumes the role of the successor. An individual exercising the authority of a superior should record important actions taken and the period during which the authority is exercised. Planning for delegations of authority involves the following:

- Identifying which authorities can and should be delegated
- Describing the circumstances under which the delegation would be exercised, including when it would become effective and when it would be terminated
- Identifying limitations of the delegation
- Documenting to whom authority should be delegated



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- Ensuring designees are trained to perform their emergency duties

Each departmental annex has identified the authority to be delegated, position holding authority, and limitations to their authority. Delegations of authority for key leadership for the City of Suisun City are identified in Table 4.

Table 4: Delegations of Authority

Successor to Principal Position 1	Delegation of Authority (Full or Limited)	Description of Limitations
Principal Position 1: Mayor / City Council		
Vice Mayor	Full	
Standby Officers	Full	
Successor to Principal Position 2		
Principal Position 2: City Manager		
1.		
Successor to Principal Position 3		
Principal Position 3: City Attorney		
Assistant City Attorney		
Successor to Principal Position 4		
Principal Position 4: Chief Financial Officer/Department Director		
1.		
2.		
Successor to Principal Position 5		
Principal Position 5: Fire Department Chief		
1. Division Chief of Operations	Full	N/A
2. Division Chief / Fire Marshal	Full	N/A
3. Senior Fire Captain	Full	N/A
Successor to Principal Position 6		
Principal Position 6: Housing & Community Services Department Director		
1.		
2.		
3.		
4.		



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Table 4: Delegations of Authority (cont.)

Successor to Principal Position 7	Delegation of Authority (Full or Limited)	Description of Limitations
Principal Position 7: Human Resources Department Director		
1.		
2.		
Successor to Principal Position 8	Delegation of Authority (Full or Limited)	Description of Limitations
Principal Position 8: Information Technology Department Director		
IT		
IT		
IT		
Successor to Principal Position 9	Delegation of Authority (Full or Limited)	Description of Limitations
Principal Position 9: Planning & Economic Development Department Director		
1.		
2.		
3.		
Successor to Principal Position 10	Delegation of Authority (Full or Limited)	Description of Limitations
Principal Position 10: Police Department Chief		
1.		
2.		
Successor to Principal Position 11	Delegation of Authority (Full or Limited)	Description of Limitations
Principal Position 11: Recreation, Parks & Marina Department Director		
1.		
2.		
Successor to Principal Position 12	Delegation of Authority (Full or Limited)	Description of Limitations
Principal Position 12: Transportation and Public Works Department Director		
1.		
2.		
3.		
Successor to Principal Position 13	Delegation of Authority (Full or Limited)	Description of Limitations
Principal Position 13: Water Department Director		
1.		
2.		

2.5 Critical Resources

Critical resources are the staff, equipment, and systems required to support mission essential functions. During the planning process, the designated COOP Lead coordinated the evaluation of mission essential functions and listed the corresponding equipment and systems.



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COOP Planning Team members must ensure that unique critical equipment and critical information system requirements are considered in planning and, if appropriate, identified as capabilities to be provided by support functions at the continuity facilities. Departments and divisions should maintain all necessary and up-to-date files, computer software, and databases required to carry out mission essential functions. Each annex lists the critical systems and critical equipment necessary to reestablish the department's mission essential functions.

2.6 Essential Records

Essential records are records that, if damaged or destroyed, would disrupt operations and information flow and require replacement or re-creation at considerable expense or inconvenience. In continuity of operations planning, vital records are those records that are necessary to carry out mission essential functions. Content, not media, determines their criticality. Essential records are frequently in one of the following three formats: paper, electronic files, or microfiche.

The City of Suisun City COOP Planning Team has identified systems to protect and recover essential records during emergencies and normal operations. Through the planning process, the departments and divisions documented and detailed their vital records. The departments assessed the existing essential records maintenance program and continue to address deficiencies.

The following maintenance strategy has been identified by the COOP Planning Team for departments and divisions to protect essential records:

- There are currently backup data centers in the City that provide redundancy in the back up of data.
- Server and application backups are performed nightly. Shares (network files) are backed up every four hours (snapshots).
- The City uses backup servers and data, then mirroring to save backups from one datacenter to the other.
- IT performs a backup of the City's financial system and City of Suisun City personnel are advised to:
 - Save data to network drives.
 - Scan hardcopy documents to the network drives.
 - Manage and retain records as required by state law.

2.7 Continuity Facilities

Each department recognizes that normal operations may be disrupted and that there may be a need to perform mission essential functions at a continuity facility. Each department will coordinate with the Crisis Assessment Team to establish suitable continuity facilities. Appendix D includes a matrix of the City's continuity facilities.

2.7.1 Continuity Facility Assumptions

Selecting continuity facilities is one of the fundamental elements of a COOP. However, the potential costs for ensuring that a continuity facility is available and ready when needed can be significant. Due to the criticality of the continuity facility and the possible costs associated with the site, it is important that the COOP provide departments and divisions with a consistent set of planning assumptions for use in planning for and assessing the viability of continuity facilities.



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The following considerations should be made when planning for continuity facilities:

- Ensure that only mission essential functions are performed at the continuity facility.
- Pool resources among departments and divisions to acquire space for a continuity facility.
- Co-locate with another department while providing each with individually designated space to meet continuity facility needs.
- Offer telecommuting, if the essential function allows, as a short-term solution.

The following conditions are necessary for relocation to a continuity facility:

- A departments' primary location has been destroyed or will be unavailable for an extended period.
- Staff is available to perform mission essential functions defined in the COOP.
- Off-site storage facilities and materials survived the event.
- Surface transportation in the local area is possible.
- Staff can be notified and can report to the continuity facility to perform recovery and reconstruction activities.
- Like kind essential resources have been pre-positioned or are available at the continuity facility.
- An adequate supply of critical supplies and provisions is available at the continuity facility or off-site storage.
- Manual processes are documented for mission essential functions where RTOs will not be met due to delays in restoring mechanized systems.
- IT services for a particular mission essential function may not be available.
- The City has control over the continuity facility and/or has pre-positioned contracts to use the location/resource.

2.8 Communications

Communications, or the ability for personnel to communicate internally and externally, is critical during emergencies. The list below identify communications systems available to the City to communicate with other departments, emergency response units, the media, and external stakeholder agencies and organizations:

- Land line phone (voice/fax) system
- Internet access, E-mail, and City website
- Two-way radios (public safety)
- Satellite phones
- Amateur radios
- AlertSolano Alert
- Cell phones
- Emergency Alert Notification System
- Alerts on radio station KUIC 95.3

Critical information systems used to accomplish mission essential functions during normal operations at the primary location must be accessible at the continuity facility. In addition, City personnel should make sure that critical data is stored in such a way that it can be backed up regularly. Each department will coordinate with the



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IT Department on the specific technical support needed during COOP activation.

Access to critical information systems used to accomplish mission essential functions. The following chart describes each of the communication systems that might be used, the department responsible for maintaining the system, and the key personnel responsible for updating and implementing these systems when needed.

Table 5: City Communications Systems Matrix

Communication System Name	System Description	Responsible Department
Land line phone	Office phones to use as a primary source of communications	IT
Internet Access, Email and City website	Access to the Internet through City computers and other devices. Messages sent via Email and posted on City website	IT
Police and Fire Radios	Two-way radios	Police/Fire Department/ IT
Satellite Phones	A type of mobile phone that connects to orbiting satellites instead of terrestrial cell sites (EOC)	Police/Fire Department/ IT
Amateur Radios	The use of radio frequency spectrum for purposes of non-public safety commercial exchange of messages. (EOC)	Office of Emergency Preparedness
AlertSolano	AlertSolano is a free emergency notification service that provides Solano County first responders the ability to notify residents and businesses by telephone, mobile phone, text message, email, and social media regarding time-sensitive emergency notifications.	Office of Emergency Preparedness/ Police/Fire Department

2.9 Devolution of Command and Control

Devolution is the transfer of legal and statutory obligations from one entity to another entity at a continuity facility or devolution site. The devolution option may be used when the organization’s primary operating facility, alternate site, and/or staff are not available. Devolution requires the transition of roles and responsibilities for performance of essential functions through pre-authorized delegations of authority and responsibility. The authorities are delegated from an organization’s primary operating staff to other employees internal or external to the organization in order to sustain essential functions for an extended period. Devolution supports the overall COOP and ensures the continuation of mission essential functions. In this situation, management and leadership responsibility, and mission essential functions will devolve to the designated devolution department or agency.

The City of Suisun City has the following devolution agreements in place:

- Various departments have mutual aid agreements and may have inter-local agreements between emergency response agencies, such as law enforcement and fire and rescue services.
- The City of Suisun City has an agreement with the County of Solano to devolve City authority and responsibilities to the County in the event the City’s primary locations are incapacitated and personnel are unable to deploy to designated continuity facilities.



Section 3

RISKS, VULNERABILITIES, AND MITIGATION STRATEGIES

The FEMA Continuity Guidance for Non-Federal Governments recommends a risk assessment of the vulnerability of the organization and its essential functions to the identified hazards be completed. The City of Suisun City’s vulnerability depends on the probability of an event occurring and the impact the event could have on personnel, facilities, infrastructure, operations, and the performance of essential functions.

The City of Suisun City Local Hazard Mitigation Plan, October 2017, (LHMP) conducted a quantitative assessment of how each hazard affects the city and critical facilities. A comprehensive vulnerability and risk assessment can be found in the Suisun City LHMP.

The hazards that pose a threat to the City of Suisun City include:

Natural Hazards	Human Caused Hazards
<ul style="list-style-type: none"> ▪ Earthquakes ▪ Flooding ▪ Wildland/urban interface fires ▪ Extreme weather or storms ▪ Severe Weather ▪ Landslides ▪ Tsunami ▪ Volcanic Eruption 	<ul style="list-style-type: none"> ▪ Hazardous Materials ▪ Transportation ▪ Utility Loss ▪ Water/Wastewater Disruption ▪ WMD/Terrorism ▪ Dam Failure

The hazard mitigation plan identifies 11 critical facilities for incorporation in the hazard vulnerability and risk analysis. A complete vulnerability and risk assessment was completed for all facility types, including City-owned utilities. The critical facilities include 6 city facilities, 1 fire facilities, 4 school facilities.

Creating viable options for managing risks and vulnerabilities is done through deciding on and implementing risk management strategies and actions. Continuity elements related to hazard risk and vulnerabilities include human capital, alternate facilities, interoperable communications equipment and systems, vital records and databases, and other vital equipment and systems. The actions related to continuity elements identified in the LHMP include:

To prepare for a continuity event, each department in the city must be prepared to handle three types of emergencies: a localized emergency requiring relocation to an alternate site; a widespread emergency requiring relocation to an alternate site; and a widespread emergency NOT requiring relocation to an alternate site.

The indicators for the types of emergencies and corresponding COOP relocation activities are listed below:

1. Localized Emergency Requiring Relocation to Alternate Site
 - A city government facility sustained damage.
 - All other city government facilities are not affected.
 - COOP alternate sites are available.



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- The facility is currently closed for normal business activities, but the incident has not affected surrounding buildings, utilities, or transportation systems.
 - Operations can shift to an alternate COOP location in the jurisdiction.
 - Will require continuity of all critical essential functions.
2. Widespread Emergency Requiring Relocation to Alternate Site
- A city government facility sustained damage.
 - The surrounding area is affected.
 - COOP alternate sites may or may not be available.
 - Parts of major infrastructures (power, sewage, transportation, etc.) may have sustained damage.
 - Operations can shift to an alternate location within the jurisdiction or a neighboring jurisdiction.
 - Will require continuity of all critical essential functions.
3. Widespread Emergency NOT Requiring Relocation to Alternate Site
- A city government facility did not sustain damage and remains open.
 - One or more departments of the city government experiences high levels of employee absenteeism.
 - COOP operations will be conducted from the primary location.
 - Will require continuity of all critical essential functions as well as long-term essential functions.



Section 4

MULTIYEAR STRATEGY AND PROGRAM MANAGEMENT

City leadership and the COOP Planning Team will develop standards to help departments and divisions implement the COOP program. While the COOP and annexes serve as the guide during activation and recovery, the COOP program involves the framework for operational decisions to promote COOP planning. It involves making continuity planning a part of day-to-day operations through initiatives like monitoring protection methods for essential records, inventorying critical systems and equipment, implementing cross-training for critical employees, and establishing mutual aid agreements for facilities and personnel, etc. The COOP program ensures that the COOP reflects the current environment and that staff members are prepared to respond during COOP implementation. Strategy and Plan Maintenance

Plan revisions due to changes in the structure, mission essential functions, or mission of participating departments should be made promptly. Long-term plan maintenance should be undertaken carefully, planned for, and completed according to an established schedule.

During the development of this plan, the COOP Planning Team identified the following plan maintenance strategies:

- Distributing and communicating the COOP to City departments and divisions
- Allowing departments and divisions to develop and maintain their own COOP annexes, provided that they do not conflict with the City’s strategy and maintenance processes
- Ensuring departmental review of the overarching plan and annexes
- Identifying issues that affect the frequency of changes required to the COOP
- Establishing a review cycle

Table 8 provides a guide to the COOP Planning Team for scheduled maintenance and updates of the COOP.

Table 8: Plan Maintenance Strategy

Activity	Tasks	Frequency	Responsibility
Update and certify plan.	<ul style="list-style-type: none"> ▪ Review entire plan for accuracy. ▪ Incorporate lessons learned and changes in policy and philosophy. ▪ Manage distribution. 	Annually	Departments/divisions review annexes. Office of Emergency Preparedness review overarching COOP.
Maintain orders of succession and delegations of authority.	<ul style="list-style-type: none"> ▪ Identify current incumbents. ▪ Update rosters and contact information. 	Annually	Departments/divisions
Maintain continuity location readiness.	<ul style="list-style-type: none"> ▪ Check all systems. ▪ Verify accessibility. ▪ Cycle supplies and equipment as necessary. 	Monthly	Departments/divisions



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Table 8: Plan Maintenance Strategy (cont.)

Activity	Tasks	Frequency	Responsibility
Monitor and maintain essential records program.	<ul style="list-style-type: none"> ▪ Monitor volume of materials. ▪ Update/remove files. 	Ongoing	Departments/divisions
Revise COOP implementation checklist.	<ul style="list-style-type: none"> ▪ Update and revise COOP implementation checklist. 	Annually	Office of Emergency Preparedness
Update contact information for key personnel.	<ul style="list-style-type: none"> ▪ Confirm/update key personnel information. 	As changes occur, or no less than Quarterly	Departments/divisions
Make new staff aware of COOP.	<ul style="list-style-type: none"> ▪ Conduct COOP awareness training for new staff. 	Within the first 60 days of employment	Office of Emergency Preparedness through hiring process
Orient new senior leadership.	<ul style="list-style-type: none"> ▪ Brief senior leadership on existence and concepts of the COOP overarching plan and each departmental annex. ▪ Brief senior leadership on their responsibilities under the COOP overarching plan and each departmental annex. 	Within the first 30 days of employment	City Administration
Plan and conduct exercises.	<ul style="list-style-type: none"> ▪ Conduct internal COOP exercises. ▪ Conduct joint exercises with the state and local emergency management agencies. 	Annually	Office of Emergency Preparedness



Section 5 TEST, TRAINING, AND EXERCISE

The test, training and exercise program will ensure that department employees are aware of their roles and responsibilities in COOP implementation. Regularly scheduled exercises are critical to ensuring that the COOP can be implemented during an emergency. Exercising is one of the most effective ways to discover and document necessary modifications. The test, training and exercise program should be progressive in nature, building from simple, individual tasks to complex, multi- organizational interactions. The program should contain activities that include build-on training and improve capabilities through a series of tests and exercises.

5.1 Training

The following subject matter should be considered for the COOP training program:

- Mission essential functions and operations
- Operational elements of the overarching COOP and departmental annexes
- COOP triggers, activations, and decision-making
- Continuity facilities and resumption of normal operations
- Leadership during a COOP activation
- Safety strategies and policies including proper use of personal protective equipment

5.1.1 New Personnel

All new personnel working for the City shall receive COOP awareness training as part of their new employee orientation from their individual department and/or work location. The training will be conducted within 60 days of an employee's first day of employment. If a new employee is designated as essential, his or her contact information will be updated on the department's internal call list. Each department is responsible for providing job-specific COOP and safety training for all new employees in their department.

5.2 Testing Program

Testing is demonstrating if the equipment, procedures, processes, and systems that support the local government's mission essential functions are operating correctly. Testing reveals whether equipment and systems conform to specifications and operate in the required environments. Testing validates or identifies for correction specific aspects of a COOPs procedures and processes. Periodic testing also helps ensure that equipment and procedures are maintained in a constant state of readiness.

5.2.1 Testing Schedule

It is recommended that testing and exercise plans provide for the following elements:

- Testing staff as part of the City's exercise program to ensure the ability to perform mission essential functions.
- Periodically testing alert and notification procedures and systems for all types of emergencies.



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5.3 Exercises

Individual and collective exercises that vary in size and complexity will be conducted to validate elements of the COOP. Exercises will realistically simulate an emergency so that individuals and departments and divisions can demonstrate fulfillment of tasks expected of them in a real incident. Exercises promote overall preparedness; validate plans, policies, procedures, and systems; determine effectiveness of command, control, and communication functions; and evaluate preparation for incident scene activities.

5.3.1 After Action Report

The evaluation of exercises or actual incidents will identify areas for improvement and provide recommendations to enhance local government preparedness. Following the exercise or actual incident, a comprehensive debriefing and after action report will be completed. The Emergency Preparedness Coordinator, or a designee, will be responsible for coordinating the debriefing and developing the after action report. All data collected will be incorporated into an improvement plan that provides input for annual COOP revisions.



GLOSSARY

Acronyms

CAT	Crisis Assessment Team
COOP	Continuity of Operations
CGC	Continuity Guidance Circular
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FOUO	For Official Use Only
IT	Information Technology
LAN	Local Area Network
NIMS	National Incident Management System
RTO	Recovery Time Objective
SEMS	Standardized Emergency Management System

Definitions

Activation – When all or a portion of the COOP has been implemented.

COOP – Acronym for Continuity of Operations Plan which is plan to ensure the continuance of essential functions and services and the resumption of time-sensitive operations in the event of an emergency or disaster.

Continuity of Operations – The activities of individual units and agencies and their subcomponents to ensure that their mission essential functions are continued under all circumstances. This includes plans and procedures that delineate mission essential functions; specify orders of succession and delegations of authority; provide for the safekeeping of vital files, records, and databases; identify continuity facilities; provide for interoperable communications; and validate the plan through tests, training, and exercises.

COOP Administrator – Responsible for approving overall policy directions, guidance, and objectives for COOP planning and activation. This position is fulfilled by the City Manager.

COOP Coordinator – May be responsible for overall recovery of a department. This person also provides overall project management to ensure the quality and timely delivery of the business impact analysis, vulnerability/risk analysis, and BCP.

COOP Critical Personnel – Personnel designated by their department as critical to the resumption of mission essential functions and services.

Command and/or Control Center – A centrally located facility with adequate phone lines to begin recovery operations. Typically, it is a temporary facility used by the management team to begin coordinating the recovery process and is used until the continuity facilities are functional.



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Communications Failure – An unplanned interruption in electronic communication between a terminal and a computer processor or between processors because of a failure of any hardware, software, or telecommunications components comprising the link. See also: network outage.

Communications Recovery – The component of disaster recovery that deals with restoring or rerouting a department's telecommunications network or its components. Similar terms: telecommunications recovery, data communications recovery.

Continuity Facility – A facility, other than the primary facility, used to process data and/or conduct mission essential functions in the event of a disaster. Similar terms: alternate processing facility, alternate facility, and alternate communication facility.

Crisis Assessment Team – A team developed to conduct an initial analysis of the situation to determine if the COOP or a departmental COOP annex will be activated.

Critical Equipment – Includes specific equipment required to reestablish a mission essential function.

Damage Assessment – The process of assessing damage to computer hardware, vital records, facilities, etc., and determining what can be salvaged or restored and what must be replaced following a disaster.

Delegations of Authority – Specifies who is authorized to act on behalf of the department head and other COOP critical officials for specific purposes.

Department Backup Personnel – A list of alternate personnel who can fill a position when the primary person is unavailable.

Disaster – An incident that renders a department unable to provide critical business functions. Similar terms: business interruption, outage, and catastrophe.

Emergency Preparedness – The discipline that ensures an organization's readiness to respond to an emergency in a coordinated, timely, and effective manner.

Essential Records and Databases – Files, records, or databases that, if damaged or destroyed, would cause considerable inconvenience and/or require replacement or re-creation at considerable expense. For legal, regulatory, or operational reasons, these records cannot be irretrievably lost damaged without materially impairing the department's ability to maintain mission essential functions.

Facilities – A location containing the equipment, supplies, and voice and data communication lines to conduct transactions required to conduct business under normal conditions. Similar terms: primary site, primary processing facility, and primary operating facility.

File Backup – The practice of copying a file stored on disk or tape to another disk or tape. This is done for protection in case the active file gets damaged.

File Recovery – The restoration of computer files using backup copies.

File Server – The central repository of shared files and applications in a computer network

Internal Call List – Standard format for an emergency call tree for employees within the scope of the project.

Interruption – An outage caused by the failure of one or more communications links with entities outside of the primary location.

Key Personnel – Personnel designated by their department as critical to the resumption of mission essential functions and services.



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Local Area Network – Computing equipment, in proximity to each other, connected to a server that houses software that can be accessed by the users. This method does not use a public carrier. See also: WAN.

Local Area Network Recovery – The component of disaster recovery that deals specifically with replacing equipment and restoring essential data and software following a disaster. Similar terms: client/server recovery.

Logistics Manager – Staff member who has the skills and authority to coordinate the provision of resources and services during an incident.

Mission Essential Functions – Activities, processes, or functions that could not be interrupted or unavailable for several days without significantly jeopardizing the operation of the department.

Mutual Aid Agreements – A signed agreement to provide a service, which includes the method of performance, the fees, the duration, the services provided, and the extent of security and confidentiality maintained.

National Incident Management System – Provides a consistent nationwide template to enable federal, state, local, tribal governments, private sector, and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

Network Outage – An interruption in system availability because of a communication failure affecting a network of computer terminals, processors, or workstations.

Non-mission Essential Function/Data – Business activities or information, which could be interrupted or unavailable indefinitely without significantly jeopardizing a department's mission essential functions.

Nonessential Records – Records or documents that, if irretrievably lost or damaged, will not materially impair the department's ability to conduct business.

Off-Site Storage Facility – A secure location, remote from the primary location, at which backup hardware, software, data files, documents, equipment, or supplies are stored.

Orders of Succession – Identifying alternates for senior and other key positions during an emergency in the event any of those officials are unavailable to execute their legal and/or essential duties.

Reconstitution Manager – Appointed based on nature and type of emergency. Reports to COOP Administrator.

Record Retention – Storing historical documentation for a set period, usually mandated by state and federal law or the Internal Revenue Service.

Recovery – Includes all types of emergency actions dedicated to the continued protection of the public or to promoting the resumption of normal activities in the affected area.

Recovery Strategies – Alternative operating method (platform location, etc.) for facilities and system operations in the event of a disaster.

Recovery Time Objective – The period of time that a function can be suspended before its impact on the department is unacceptable.

Repository – A storage place for object models, interfaces, documents and files.

Response – Those activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster.



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Risk – An ongoing or impending concern that has a significant probability of adversely affecting a department’s ability to maintain mission essential functions.

Risk Assessment/Analysis - The process of identifying and minimizing the exposures to certain threats that a department may experience. Similar terms: risk assessment, impact assessment, corporate loss analysis, risk identification, exposure.

Risk Management – The discipline that ensures that a department does not assume an unacceptable level of risk.

Standardized Emergency Management System – The cornerstone of California’s emergency response system and the fundamental structure for the response phase of emergency management unifying all elements of California’s emergency management community into a single integrated system and standardizes key elements. SEMS incorporates Incident Command System (ICS), Multi/Inter-agency coordination, Mutual aid, and the Operational Area Concept.

Vulnerability – The susceptibility of a department to a hazard. The degree of vulnerability to a hazard depends upon the risk of the hazard occurring and potential consequences.



Appendix A

Authorities and References

The COOP acknowledges documents that provide legal authority for the plan and briefly summarize the scope and limitations of that authority.

Authorities

- Homeland Security Act of 2002 (6 U.S.C § 101 *et seq.*), November 25, 2002
- Executive Order 12472, *Assignment of National Security and Emergency Preparedness Telecommunications Functions*, April 3, 1984, as amended
- Executive Order 12656, *Assignment of Emergency Preparedness Responsibilities*, November 18, 1988, as amended
- National Security and Homeland Security Presidential Directives 20 and 51
- Presidential Decision Directive 67, *Ensuring Constitutional Government and Continuity of Government Operations*, October, 1998
- Federal Continuity Directive 1, *Federal Executive Branch National Continuity Program and Requirements*, February, 2008

References

- National Continuity Policy Implementation Plan, dated August 2007
- Federal Emergency Management Agency (FEMA) Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions), July 2010
- FEMA Continuity Plan Template and Instructions for Non-Federal Governments, September 2013.
- FEMA Continuity Guidance Circular 1 (CGC 1), Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions), FEMA, July 2013
- FEMA Continuity Guidance Circular 2 (CGC 2) Continuity Guidance for Non-Federal Governments: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions), October 2013
- 36 Code of Federal Regulations, Part 1234, Electronic Records Management, Part 1236 Management of Vital Records
- National Incident Management System (NIMS), December 2008
- National Fire Protection Association (NFPA) 1600 Standard on Disaster/Emergency Management and Business Continuity Programs, 2013 Edition

State of California COOP Authorities

- State of California Senate Bill 61 Allowing Governing Bodies to Create Contingency Plans for Emergencies
- California Administrative Code Title 13, Chapter 6, Records Retention Scheduling Rules
- California Local Government Code, §441.180, Records Retention
- California Department of Information Resources (DIR) California Administrative Code (TAC) Title 1 §202.74



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- California Government Code Subchapter E, Chapter 418, §418.111 and §418.112
- California Government Code Section 418.004, Government Code
- California Governor’s Office of Emergency Services Continuity Planning Guidance, August 2016

Local COOP Authorities

- City of Suisun City Emergency Operations Plan, 2020
- City of Suisun City Local Hazard Mitigation Plan, 2017



Appendix B City Mission Essential Functions

Table B-1 lists the mission essential functions identified by each City department in priority order for recovery time objectives.

Table B-1 Prioritized Mission Essential Functions

Department		Mission Essential Function		Mission Essential Function Description		Recovery Time Objectives	
Tier 1 (0-12 hours, <24 hours)							
City Administration – all Divisions	Communication with partners and community	All Divisions maintain communication with partners and community about the various needs of the community	Within 0 – 12 Hours Less than 24 hours				
City Administration – CM	Manage Council and Executive Staff	City Manager maintains oversight, coordination, and communication with Council and Executive Staff	Within 0 – 12 Hours Less than 24 hours				
City Administration – CM, Clerk	Coordinate and conduct emergency Council meeting(s), Set meeting agendas	Organize and convene Council emergency meeting(s) including logistics, setup, video, minutes, etc. CM sets Council meeting agendas with Mayor	Within 0 – 12 Hours Less than 24 hours				
City Administration – CM	Customer Service	Front Office provides timely and quality customer service with partners and community	Within 0 – 12 Hours Less than 24 hours				
Financial Services Division, Budget Section	Assess Cash Flow	Ensure that adequate liquid funds will be available to meet needs	Within 0 – 12 Hours Less than 24 hours				
Finance – Payroll & Benefits Division	Process Payroll	Process employee timecards and issue paychecks/ACH deposits (depending on when event occurs)	Within 0 – 12 Hours Less than 24 hours				
Finance – Purchasing Division, Accounts Payable Section	Critical A/P Payment Processing	Process Child Support and Landlord payments (depending on when event occurs)	Within 0 – 12 Hours Less than 24 hours				
Finance – Revenue Division, Water Billing Section	Read Meters – Process Starts/Stops of Water Service	Read Meters/process starts and stops of water service	Within 0 – 12 Hours Less than 24 hours				
Finance – Purchasing Division, Warehouse Section	Operate the Main Warehouse	Issue supplies/water/first aid products/fuel to potential depts. Impacted	Within 0 – 12 Hours Less than 24 hours				
Fire – Operations	Response Capabilities	Logs Support/Personnel/Fleet	Within 0 – 12 Hours Less than 24 hours				
Fire – Operations	Communications	Dispatch/Radio/Phone/ HAM/IT	Within 0 – 12 Hours Less than 24 hours				



Table B-1 Prioritized Mission Essential Functions (cont.)

Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
Fire – Operations	Facilities	Safety/Security/ Generators	Within 0 – 12 Hours Less than 24 hours
Fire – Operations	Response Capabilities	Additional Logistical Support	Within 0 – 12 Hours Less than 24 hours
HCS – Code Enforcement	Inspect vital City buildings for damage	Assess habitability; condemn uninhabitable space	Within 0 – 12 Hours Less than 24 hours
HCS – Code Enforcement	Inspect other City buildings for damage	Assess habitability; condemn uninhabitable space	Within 0 – 12 Hours Less than 24 hours
HCS – Homeless Services	Check on homeless shelter operations	Determine if homeless shelters are habitable	Within 0 – 12 Hours Less than 24 hours
Human Resources	Staffing	Coordinate with EOC, Payroll and essential response departments to provide adequate staffing for event response and essential City operations.	Within 0 – 12 Hours Less than 24 hours
Human Resources	Consultation and Compliance	Comply with and answer urgent questions regarding MOUs, and employment laws, regulations, and policies. Maintain and process emergency employment transactions and other essential/required records.	Within 0 – 12 Hours Less than 24 hours
Human Resources	Mediation and Conflict Resolution	Advise and assist managers handling urgent personnel-related matters and resolve conflicts, and deal with emergencies.	Within 0 – 12 Hours Less than 24 hours
HR – Risk Management	Insurance Implementation	Notify and coordinate with carriers to initiate claims process.	Within 0 – 12 Hours Less than 24 hours
HR – Risk Management	ADA Compliance	Respond as necessary to ADA requests or complaints related to event or related to any City services or programs.	Within 0 – 12 Hours Less than 24 hours
HR – Risk Management	Injury Response	Report employee injuries within 24 hours of incident to REMIF and mandatory reporting to OSHA within 8 hours of serious injuries.	Within 0 – 12 Hours Less than 24 hours
HR – Risk Management	Safety & Claims	Coordinate with Liability Claims contact (RMS) and prepare response plan relevant to incident. Develop Safety Plan.	Within 0 – 12 Hours Less than 24 hours
IT Operations	Verify network connectivity is available	Determine if network connectivity is available. Check City fiber, Comcast or AT&T. Cutover to available network	Within 0 – 12 Hours Less than 24 hours
IT Operations	Ensure phone, voicemail & phone conferencing is working	Bring up phone switches and voicemail servers and conferencing appliance at available locations	Within 0 – 12 Hours Less than 24 hours
IT Operations	SAN connectivity	Determine SAN status for CHA and UFO. Break mirrors if one site is down and bring servers on available SAN	Within 0 – 12 Hours Less than 24 hours



Table B-1 Prioritized Mission Essential Functions (cont.)

Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
IT Operations	Internet Connectivity	Cutover to available Internet connection. (AT&T or Comcast). If both are out, contact Vista Broadband for Microwave Connectivity.	Within 0 – 12 Hours Less than 24 hours
IT Operations	Ensure VPN appliance is working	Ensure VPN appliance is available and working for remote workers	Within 0 – 12 Hours Less than 24 hours
IT Operations	Restore top 50 VM servers	Start SRM	Within 0 – 12 Hours Less than 24 hours
IT Operations	GIS availability	Ensure AGS2, SD2 and GEOHB servers are connected and running	Within 0 – 12 Hours Less than 24 hours
IT Operations	SharePoint environment (EOC & iNet)	Bring up SharePoint Server Farm	Within 0 – 12 Hours Less than 24 hours
Planning & Economic Development	EOC	Staff EOC	Within 0 – 12 Hours Less than 24 hours
Planning & Economic Development –	Damage Investigation	City Buildings	Within 0 – 12 Hours Less than 24 hours
Planning & Economic Development	Damage Investigation	Assist PW	Within 0 – 12 Hours Less than 24 hours
Police – Facilities	Power/Generator (Generator/Fuel) <4 hrs.	Backup generator requires fuel or 4 hours.	Within 0 – 12 Hours Less than 24 hours
Police – Main Communication	Field Services/ Dispatch	Radio/Telephone/911	Within 0 – 12 Hours Less than 24 hours
Police – Field Services/Patrol	Police – Public Safety/Emergency Response/Civil Unrest/Protection/Traffic Safety	Uniform Patrol for emergency response and calls for service	Within 0 – 12 Hours Less than 24 hours
Police – Special Services/Investigations	Police – Criminal Investigations	Investigate serious crime, Intelligence	Within 0 – 12 Hours Less than 24 hours
Police – Support Services	Police – IT Department Technology	Daily maintenance of department technology infrastructure.	Within 0 – 12 Hours Less than 24 hours
Rec, Parks & Marina– Tree Service	Clear roadways and facilities and creeks	Help repair any possible broken water lines	Within 0 – 12 Hours Less than 24 hours
Rec, Parks & Marina – Irrigation Service	Repair any leaks/general maintenance	Do first assessment and report to Building Department any known issues	Within 0 – 12 Hours Less than 24 hours
Rec & Parks, & Marina – Building Assessment/Maintenance	First Assessment of buildings to report conditions and assist with any evacuations	Report to Building Department any issues to help with assessment of structure	Within 0 – 12 Hours Less than 24 hours
PW – Electrical	Inspect Electrical systems	Streetlight, Signal, Buildings	Within 0 – 12 Hours Less than 24 hours
PW – Engineering	Bridge/Dam Inspection	Run Bridge Routes	Within 0 – 12 Hours Less than 24 hours



Table B-1 Prioritized Mission Essential Functions (cont.)

Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
PW – Fleet	Vehicle Supply	Maintain Fleet	Within 0 – 12 Hours Less than 24 hours
PW – Streets	Clear Streets Debris	Maintain Flow of traffic	Within 0 – 12 Hours Less than 24 hours
Tier 2 (24-72 hours)			
City Administration – CM	Decision-maker	<ul style="list-style-type: none"> ▪ Contracts <100k ▪ Budget modifications ▪ FEMA ▪ Personnel and appointments ▪ Franchises (i.e. refuse services) 	24 - 72 hours
City Administration – CM, Clerk	Continued coordination of Council meetings and legislative process; Brown Act compliance	Organize and convene Council meeting(s); submit legislative actions to appropriate agencies; provide public/press access to meetings/actions	24 - 72 hours
City Administration – Council	Decision-maker	<ul style="list-style-type: none"> ▪ Policy ▪ Contracts 100k+ ▪ Budget appropriations ▪ Spokesperson (Mayor only) 	24 - 72 hours
City Administration – Clerk	Records Management	Maintain and preserve city records, and respond to Public Records Act requests	24 - 72 hours
City Administration – Clerk	FPPC Filings	Comply with filing official duties mandated by the Political Reform Act	24 - 72 hours
City Administration – CE	Community Advisory Board (CAB), community grants, coordinate volunteers	Council appointed community advisory board focused on building and strengthening relationships with residents, including administering annual \$1,000 community enhancement grants; collaborate with Rec, Parks & Marina to coordinate community volunteers	24 - 72 hours
City Administration – CM	Board/Task Force support	Provide support for meeting(s) including logistics, setup, video, minutes, etc.	24 - 72 hours



Table B-1 Prioritized Mission Essential Functions (cont.)

Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
Finance – Revenue Division – Revenue/Collections Section	Cash Collection	Brinks Pick up cash	24 - 72 hours
Finance – Revenue Division- Water Billing Section	Water Billing	Process customer water bills	24 - 72 hours
Fire – Administration	Operations Support	Support ongoing Operations and Prevention field missions	24 - 72 hours
Fire – Prevention	Response Capabilities	Power/IT/Comms/Logs Support	24 - 72 hours
Code Enforcement	Inspect private buildings, houses, etc. for damage	Assess habitability; condemn uninhabitable units	24 - 72 hours
Housing Authority	Inspections of neighborhoods; housing safety	Code Enforcement and Fire Department inspections of neighborhoods	24 - 72 hours
Housing Authority	Inspections of housing units for clients; housing safety	Assess habitability; condemn uninhabitable units	24 - 72 hours
Human Resources	Staffing	Maintain coordination with EOC, Payroll and City departments to ensure adequate staffing including recruitment and onboarding of temporary help, and compliance with employment laws and regulations, as other departments come on-line with normal business.	24 - 72 hours
Human Resources	Consultation and Compliance	Prioritize, advise, and assist managers handling normal personnel-related matters and resolving conflicts. Assist employees dealing with emergencies. Maintain position control, personnel files, employment transactions and other routine records as possible. Respond to PRAs and time-critical requests from other agencies as required by law. Administer leaves.	24 - 72 hours
Human Resources	Meeting Facilitation	Facilitate community meetings between City staff and residents as needed.	24 - 72 hours
HR – Risk Management	Drug Testing	Schedule mandatory drug testing and results for safety sensitive positions and post-accident testing.	24 - 72 hours



Table B-1 Prioritized Mission Essential Functions (cont.)

Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
HR – Risk Management	Insurance Coordination	Continue to work with brokers, field agents, and analysts to document insurance issues and efficiently transfer information to carriers.	24 - 72 hours
IT Operations	Ensure Wireless Connectivity is available	Bring up Wi-Fi Controller/Check internal and guest wireless access	24 - 72 hours
IT Operations, Development, GIS, Administration	Helpdesk/ Programmers/GIS/Secretary area needed	Find suitable place for IT support to work. Make PCs & laptops available and/or telecommuting	24 - 72 hours
Planning & Economic Development – Building	Damage Investigation	Vital Buildings	24 - 72 hours
Planning & Economic Development – Building	Damage Investigation	Private Buildings	24 - 72 hours
Planning & Economic Development	Public Information	Reports and Intake	24 - 72 hours
Police – Records Bureau	Process and maintain all crime reports and documents.	Process all crime reports, traffic reports, PRA requests.	24 - 72 hours
Police	Court Liaison	Database for records.	24 - 72 hours
Rec, Parks & Marina– Building assessment / Maintenance	Secure building shut off utilities if necessary, start authorized building repairs	Clean restrooms for possible heavy use	24 - 72 hours
Rec, Parks & Marina– Park Maintenance	Clean/stock restrooms in parks	Provide positive programs and space for those in need	24 - 72 hours
PW – Electrical	Repair failed systems	Traffic, Street, Building	24 - 72 hours
PW – Engineering	Bridge/Contracts Contract sorts	Status, inspection	24 - 72 hours
PW – Fleet	Maintain Fleet	Secure specialty equip.	24 - 72 hours
PW – Streets	Provide safe travel routes	Open streets	24 - 72 hours
Tier 3 (72 hours-1 week)			
City Administration – The Partnership	Manage Policy & Operational Teams, including strategic plan implementation	Coordinate, facilitate, and implement the comprehensive collaborative of over 50 organizations focused on reducing Homelessness and crime	72 hours to 1 week



Table B-1 Prioritized Mission Essential Functions (cont.)

Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
Finance – Payroll & Benefits Division	PERS, Electronic File Transfers & Tax Reporting	Depending on when event occurs, state & federal concrete deadlines	72 hours to 1 week
Housing Authority	Issue vouchers for damaged units/ condemn uninhabitable units	Issue vouchers for damaged units/ condemn uninhabitable units	72 hours to 1 week
Housing Authority	Help shelter operators find alternate shelter location	Help shelter operators find alternate shelter location	72 hours to 1 week
Housing Authority	(HVC) Help clients find new permanent housing as needed	Help clients find new permanent housing as needed	72 hours to 1 week
Housing Authority	Help residents find new permanent housing as needed	Help residents find new permanent housing as needed	72 hours to 1 week
Human Resources	Employee Relations	Prioritize and respond to urgent and routine business. Resume HR responsibilities in the areas of employee and labor relations, disciplinary actions and grievances, etc.	72 hours to 1 week
Planning & Economic Development	Permitting	Repair Permits	72 hours to 1 week
Planning & Economic Development	Public Information	Recovery Process	72 hours to 1 week
Planning & Economic Development	Entitlements	New Projects	72 hours to 1 week
Planning & Economic Development	Communication	Use media outlets and communication platforms to inform business community of emergency info and resources available; computers, phones, internet connection	72 hours to 1 week
Police –Property/Evidence	Maintains all booked property	Receives, processes, stores, delivers, releases, and disposes of items which are Found, Safe keeping, Evidence.	72 hours to 1 week
Rec, Park & Marina – Community Center	Providing safe space for programming or shelter	Inspect play structures for safety and red tag if necessary. Coordinate with trash hauler to keep facility clean	72 hours to 1 week
Rec, Parks & Marina– Park Maintenance	Provide a safe clean gathering environment	Get all operations up and running	72 hours to 1 week



Table B-1 Prioritized Mission Essential Functions (cont.)

Department		Mission Essential Function		Mission Essential Function Description		Recovery Time Objectives	
TPW – Electrical	Install/Maintain Temp sys	Generators, lights, signals	72 hours to 1 week				
PW – Engineering	Contracts/Inspection	Design/Build Damaged Inf	72 hours to 1 week				
PW – Fleet	Maintain Fleet	Maintain & Repair City vehicles	72 hours to 1 week				
PW – Streets	Re-open closed routes	Remove temp detours	72 hours to 1 week				
Tier 4 (1 week-30 days)							
City Administration – Clerk	Boards and Commissions compliance	Conduct recruitments for Board, Commission and Committee vacancies	1 week to 30 days				
City Administration – Council	Advisory board and commission appointments, Administer oaths and affirmations	Council appointments to boards and commissions (i.e. Planning Commission, Board of Public Utilities, Board of Community Services, Measure O Citizen's Oversight committee, etc.)	1 week to 30 days				
City Administration – The Partnership	CHOICE mini grant program	Manage ongoing Measure O mini grant awards for up to \$5,000 for community-based organizations and schools which build capacity to deliver services to youth and families.	1 week to 30 days				
City Administration – CM	Manage Council goal implementation	Coordinate and implement department response to Council goals and objectives	1 week to 30 days				
Finance – all divisions	All Remaining Finance Functions	All Remaining Finance Functions	1 week to 30 days				
Housing Authority	(Trust) Communication with borrowers	Communicate with borrowers re outstanding loans	1 week to 30 days				
Housing Authority	(HCV) Pay rent to landlords / check client listing	Work with AP to issue checks to landlords	1 week to 30 days				
Housing Authority	Housing Trust Reporting	Submittal of reports required by other agencies (Fed Gov't)	1 week to 30 days				
Human Resources	Classification and salary, policy and procedures, training, etc.	Respond to routine inquiries and needs of City Employees, etc. Classification and compensation studies and recommendations, salary schedule administration, labor negotiations, routine required reporting, developing and recommending policies and procedures, routine and new recruitments, staff development and training.	1 week to 30 days				



Table B-1 Prioritized Mission Essential Functions (cont.)

Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
HR – Risk Management	Benefits	Entry of health and/or retirement benefit data and tracking.	1 week to 30 days
HR – Risk Management	Catastrophic Leave	Review by committee for those requesting catastrophic leave.	1 week to 30 days
HR – Risk Management	Workers' Compensation	Continuation of claims tracking and resolution.	1 week to 30 days
HR – Risk Management	Interactive Process	Interactive meetings with staff and supervisors regarding restricted return to work duties.	1 week to 30 days
HR – Risk Management	Risk and Safety	Facilitate normal Risk activities. Facilitate FTA drug policies, CAT Leave, and remaining Safety policies.	1 week to 30 days
Planning & Economic Development	Public Information	Non-permit Related	1 week to 30 days
Planning & Economic Development	Voluntary Inspection	Non-Mandatory	1 week to 30 days
Planning & Economic Development	Marketing and outreach	Computers, telephones, email, internet connection, access to press	1 week to 30 days
Rec, Parks & Marina– Recreation	Open offices for public participation and registration	Get all operations up and running	1 week to 30 days
Rec, Parks & Marina– Park Maintenance	Full operation	Back doing regular work duties	1 week to 30 days
Rec, Parks & Marina– Building Maintenance	Preventive maintenance programs	Back doing regular maintenance	1 week to 30 days
Rec, Parks & Marina– Parks Maintenance	Routine Park maintenance	First responders to help clear trees and debris	1 week to 30 days
PW – Electrical	Install/Maintain Temp sys	Generators, lights, signals	1 week to 30 days
PW – Engineering	Contracts/Inspection	Design/Build Damaged Infrastructure	1 week to 30 days
PW – Fleet	Maintain Fleet	Schedule maintenance	1 week to 30 days
PW – Streets	Re-open closed routes	Remove temp detours	1 week to 30 days



Appendix C

Continuity of Operations Planning Leads

Table C-1 Continuity of Operations (COOP) Key Positions Administrator

COOP Administrator	
City Administration	Position: City Manager
COOP Coordinator	
Fire Department	Position: Emergency Preparedness Coordinator/Fire Chief

Table C-2 COOP Leads and Alternates

Department	COOP Lead	COOP Alternate
City Administration	City Manager	Fire Chief
City Attorney's Office	City Attorney	Assistant City Attorney
Finance Department	Finance Director	Senior Management Analyst, HR and Budget
Fire Department	Fire Chief	Division Chief of Operations
Housing & Community Services Department		
Human Resources Department	Senior Management Analyst, HR and Budget	Human Resources Tech
Information Technology Department	IT Systems Manager	Computer Technician
Planning and Economic Development Department	City Manager	Senior Planner
Police Department	Police Chief	Police Commander
Recreation, Parks & Marina Department	Community Rec Services Director	Recreation Supervisor
Public Works Department	Public Works Director	Public Works Supervisor



Appendix D Continuity Facility Matrix

The City of Suisun City Continuity Facility Matrix presents the continuity facilities identified by department representatives in the event the primary facility for the department has been damaged or rendered unusable. However, depending on circumstances and the degree to which primary and continuity facilities are impacted, the listed continuity facilities may not be available or suitable for use in that capacity. In those circumstances, department leadership and COOP Planning Leads or Alternates must exercise sound judgment in determining where to relocate departments.

Table D-1 Continuity Facility Matrix

Department	Primary Location	Continuity Location 1	Continuity Location 2	Continuity Location 3
City Administration	City Hall, 701 Civic Center Blvd	Joseph Nelson Center 611 Village Dr.	Senior Center 318 Merganser Dr.	Burdick Center 1101 Charleston St.
City Attorney's Office	Offsite	Offsite	Offsite	Offsite
Finance Department	City Hall, 701 Civic Center Blvd	Joseph Nelson Center 611 Village Dr.	Senior Center 318 Merganser Dr.	Burdick Center 1101 Charleston St.
Fire Department	Station 47 621 Pintail Dr.	Burdick Center 1101 Charleston St	Senior Center 318 Merganser Dr.	
Housing & Community Services Department	City Hall, 701 Civic Center Blvd	Joseph Nelson Center 611 Village Dr.	Senior Center 318 Merganser Dr.	Burdick Center 1101 Charleston St.
Human Resources Department	City Hall, 701 Civic Center Blvd	Joseph Nelson Center 611 Village Dr.	Senior Center 318 Merganser Dr.	Burdick Center 1101 Charleston St.
Information Technology Department	City Hall, 701 Civic Center Blvd	Joseph Nelson Center 611 Village Dr.	Senior Center 318 Merganser Dr.	Burdick Center 1101 Charleston St.
Planning and Economic Development Department	City Hall, 701 Civic Center Blvd	Joseph Nelson Center 611 Village Dr.	Senior Center 318 Merganser Dr.	Burdick Center 1101 Charleston St.
Police Department	Police Department	Burdick Center 1101 Charleston St	Senior Center 318 Merganser Dr.	
Recreation, Parks & Marina Department	Joseph Nelson Center 611 Village Dr.	Burdick Center 1101 Charleston St	Senior Center 318 Merganser Dr.	



Table D-1 Continuity Facility Matrix (cont.)

Department	Primary Location	Continuity Location 1	Continuity Location 2	Continuity Location 3
Public Works Department	City Hall	Joseph Nelson Center 611 Village Dr.	Senior Center 318 Merganser Dr.	Burdick Center 1101 Charleston St.
	Corporation Yard	34 Acre Lot		



Appendix E

Continuity of Operations Plan Activation Job Aid

During a disruption to City operations, department leadership and COOP Planning Leads or Alternates will guide key personnel and staff while they activate the COOP. The COOP activation job aid is designed to facilitate a smooth transition through activation and relocation, continuity operations, and reconstitution. While reconstitution tasks are listed after continuity operations tasks in the job aid, it is generally understood that continuity operations and reconstitution tasks will be performed concurrently.

Table E-1 COOP Planning Leads/Alternates Job Aid

Item	Task	Task Assigned To	Date/Time Completed
Activation and Relocation			
1	Contact emergency responders (fire, police, emergency medical services) if necessary.		
2	Conduct evacuation of City facilities, if necessary.		
3	Conduct accountability of personnel and visitors.		
4	Implement safety measures.		
5	Contact maintenance manager to disconnect utilities and power to the building to limit further damage.		
6	Direct and assist emergency personnel as required.		
7	Activate COOP.		
8	Notify City personnel.		
9	Hold response meeting at pre-determined site or via phone. Utilize alternate communication equipment if telecommunications infrastructure is unavailable.		
10	Coordinate relocation procedures in coordination.		
11	Notify external stakeholders of COOP activation.		
12	Assemble supporting elements required for reestablishing and performing mission essential functions at continuity facility: <ul style="list-style-type: none"> ▪ Essential records and databases ▪ Critical software ▪ Key personnel ▪ Critical equipment 		
13	Prepare designated communications and other equipment for relocation.		



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Table E-1 COOP Planning Leads/Alternates Job Aid (cont.)

Item	Task	Task Assigned To	Date/Time Completed
14	Take appropriate preventive measures to protect other communications and equipment that will not be relocated.		
15	Ensure computer connectivity and phone line transfers to the designated continuity facility.		
16	Key personnel begin moving to the continuity facility.		
17	Coordinate public information release regarding COOP activation with the Public Information Officer.		
18	Coordinate with the Finance Department to track all expenses and resources related to the emergency.		
Continuity Operations			
20	Conduct accountability of personnel.		
21	Organize key personnel and account for backup personnel.		
22	Arrange for: <ul style="list-style-type: none"> ▪ On-site telephone ▪ E-mail and phone directory 		
23	Occupy workspace: <ul style="list-style-type: none"> ▪ Stow equipment. ▪ Set up vital files, records, and databases. ▪ Test phone, fax, e-mail, and other communications. ▪ Establish communications with essential support elements and department elements. 		
24	Determine which mission essential functions have been affected.		
25	Prioritize mission essential functions for restoration.		
26	If needed, implement orders of succession and delegations of authority.		
27	Ensure that all critical equipment, critical software, and vital files, records, and databases are available at continuity facility.		
28	Coordinate procurement of additional equipment, as needed.		
29	Begin performing mission essential functions.		
30	Coordinate public information release on the status of COOP implementation with the Public Information Officer.		
31	Track status and restoration efforts of all mission essential functions.		



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Table E-1 COOP Planning Leads/Alternates Job Aid (cont.)

Item	Task	Task Assigned To	Date/Time Completed
32	Begin redeployment plans for phasing down continuity facility operations.		
Reconstitution			
33	Inform all personnel that the emergency or threat no longer exists.		
34	Communicate with municipalities about response reentry actions.		
35	Resume normal operations.		
36	Inventory and salvage usable equipment, materials, records, and supplies from damaged facility.		
37	Document any damaged or lost equipment and records.		
38	Survey condition of primary locations and determine feasibility of salvaging, restoring, or returning to original facilities when emergency subsides or is terminated.		
39	Develop long-term reconstitution and recovery plans.		
40	Continue to track status and restoration efforts of all mission essential functions.		
41	Transition all functions, personnel, and equipment from continuity facility to designated permanent location.		
42	Track COOP activation-related costs for possible federal reimbursement.		
43	Determine loss of inventory for insurance report.		
44	Coordinate public information release on the status of reconstitution efforts with the Public Information Officer.		
45	Conduct an after-action review of the effectiveness of the COOP and identify areas for improvement.		
46	Develop a corrective action plan and remedial action plan.		
47	Request reimbursement through public assistance.		



Appendix F COOP Relocation Checklist

As the department leadership and COOP Planning Leads or Alternates prepare to relocate key personnel, the following procedures will provide guidance to successfully maintain mission essential functions at a continuity facility.

Table F-1 COOP Relocation Checklist

Item	Task	Task Assigned To	Date/Time Completed
1	Designate a relocation manager(s) and prepare relocation checklist in support of the COOP.		
2	Identify areas where outside support will be required in relocation operations; activate memoranda of understanding, vendor contacts, and other agreements as necessary to ensure site support.		
3	Assemble necessary documents and equipment required to continue mission essential functions at the continuity facility.		
4	Order additional resources (including equipment and office supplies) that are not in place or readily available.		
5	Continue mission essential functions at the primary location, if available, until the continuity facility is operational.		
6	Support the orderly transition of all mission essential functions, personnel, equipment, and vital records from the primary location to the continuity facility.		
7	Identify mission essential functions that can be delayed or postponed if the COOP is implemented.		
8	Provide for the proper storage of backup copies of essential records and other pre-positioned resources and assets.		
9	Designate available staff to assist arriving key personnel.		
10	Conduct COOP training for all key personnel arriving at the continuity facility.		
11	Support the orderly transition of all mission essential functions, personnel, equipment, and vital records from the continuity facility to the primary location.		

GUIDE TO IDENTIFYING MISSION ESSENTIAL FUNCTIONS (MEFs) AND CONDUCTING BUSINESS PROCESS ANALYSES (BPAs)



City of Suisun City

April 2020 – Version 1.0

NOTE: THIS DOCUMENT IS INTENDED TO SUPPLEMENT THE SUISUN CITY CONTINUITY PLAN TEMPLATE FOR INDIVIDUAL CITY DEPARTMENTS, APRIL 2020 – VERSION 1.



City of Suisun City

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GUIDE TO IDENTIFYING MISSION ESSENTIAL FUNCTIONS (MEFS) AND CONDUCTING BUSINESS PROCESS ANALYSES (BPAS)

WHAT IS A MISSION ESSENTIAL FUNCTION (MEF)?

Mission essential functions (MEFs) are the limited set of department and department level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal operations.

MEFs are functions that cannot be deferred during an emergency or disaster. MEFs are very high level. A department can begin identifying its MEFs by asking:

- What is our mission? What is our *purpose*?
- Which public goods or services do we provide, and to whom?
- Which of these goods and services absolutely *cannot* be deferred during an emergency? What is the department required to do by law, executive order, or directive?

A department should first look to the statutory requirements assigned to it by law, most notably, in the Municipal Code of Suisun City. MEFs can also be components of the department's mission statement or strategic plan.

MEFs are typically something unique that the department does, such as provide a product or service to the public, another department, or some other external body. If one division or branch of a department provides a product or service to another division or branch within the *same* department, the product or service is unlikely to be a MEF. In fact, many of a department's day-to-day functions support MEFs but are actually not MEFs themselves.

WHAT IS NOT A MISSION ESSENTIAL FUNCTION (MEF)?

Some functions are not mission essential, but they *support* the department's mission. A department whose mission is to clear the roads after a snowstorm has to maintain its vehicle fleet. But vehicle maintenance is not the department's mission. The mission, and the mission essential function, is to clear the roads. Maintaining the vehicle fleet is an important function, but it is one that *supports* the performance of a MEF. It is a **primary business function (PBF)**.

A PBF is a specific supporting activity that an organization must conduct in order to perform its MEFs. PBFs are typically enablers that make it possible for an organization to perform its mission.



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Some functions are *deferrable* but may be part of a department’s mission. If a function can be deferred during an emergency or disaster, it is not a MEF. For example, a department’s mission may include providing free educational classes to the public, but those classes can be deferred during an emergency or disaster.

The table below provides examples of functions that are either missions or supporting activities. Recognizing the distinction between missions and supporting activities may help a department differentiate its MEFs from its PBFs.

MISSIONS <i>(Mission Essential Functions)</i>	SUPPORTING ACTIVITIES <i>(Primary Business Functions)</i>
Maintain transportation infrastructure Provide medical care Fight fires Provide safe water supply Perform health inspections Arrest suspects Investigate crimes	Manage human resources Provide IT support Provide department security Provide travel services Manage department facilities Manage organization records Maintain service vehicles Perform legal reviews

Table 1. Missions vs. Supporting Activities Source: FEMA Continuity Guidance Circular 2, July 22, 2010.

THE BIG PICTURE

Properly identifying MEFs and PBFs will help ensure that a department can continue to perform its mission(s) during or after an emergency or disaster. Departments should keep the **big picture** in mind as well – a department that continues its MEFs during an emergency or disaster can support the continuation of mission essential functions at the state and national level.

National Security Presidential Directive- 51/Homeland Security Presidential Directive- 20 (NSPD-51/HSPD-20) establishes eight National Essential Functions (NEFs). These are the federal government’s mission essential functions. From these, the State, Territorial, Tribal Essential Functions (STTEFs) were developed through the cooperative efforts of State, territorial, and tribal organizations, as well as the federal government, local governments, and the private sector. The City of Suisun City, likewise, is in the process of developing and adopting its own **City Essential Functions (CEFs)**. These CEFs mirror the STTEFs, and are part of the revision of the Emergency Operations Plan (EOP), Continuity of Government Annex, currently in progress. Proposed CEFs are listed on page 5.

Identifying and adopting CEFs will enable City Leadership, through cooperative efforts with local governments and the private sector, to ensure that essential services are provided to City citizens during a natural or manmade disaster. All local governments have important and interdependent roles in preparing for, responding to, and recovering from disasters.

Although the Suisun City Fire Department Emergency Management Division (SCFDDEM) will be assisting agencies in the MEF identification process, it is important for agencies to understand the following:



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- The department should seek to identify MEFs that support one or more of the CEFs. For some agencies, every MEF will support a CEF.
- Agencies may have MEFs that do not directly support a CEF. This is due to the wide range of missions and resources of the City of Suisun City’s individual departments

A department will likely have several primary business functions (PBFs) that support the performance of each MEF. A PBF may support one MEF, or several. The diagram below shows how all four components come together: primary business functions, mission essential functions, City Essential Functions, and National Essential Functions.

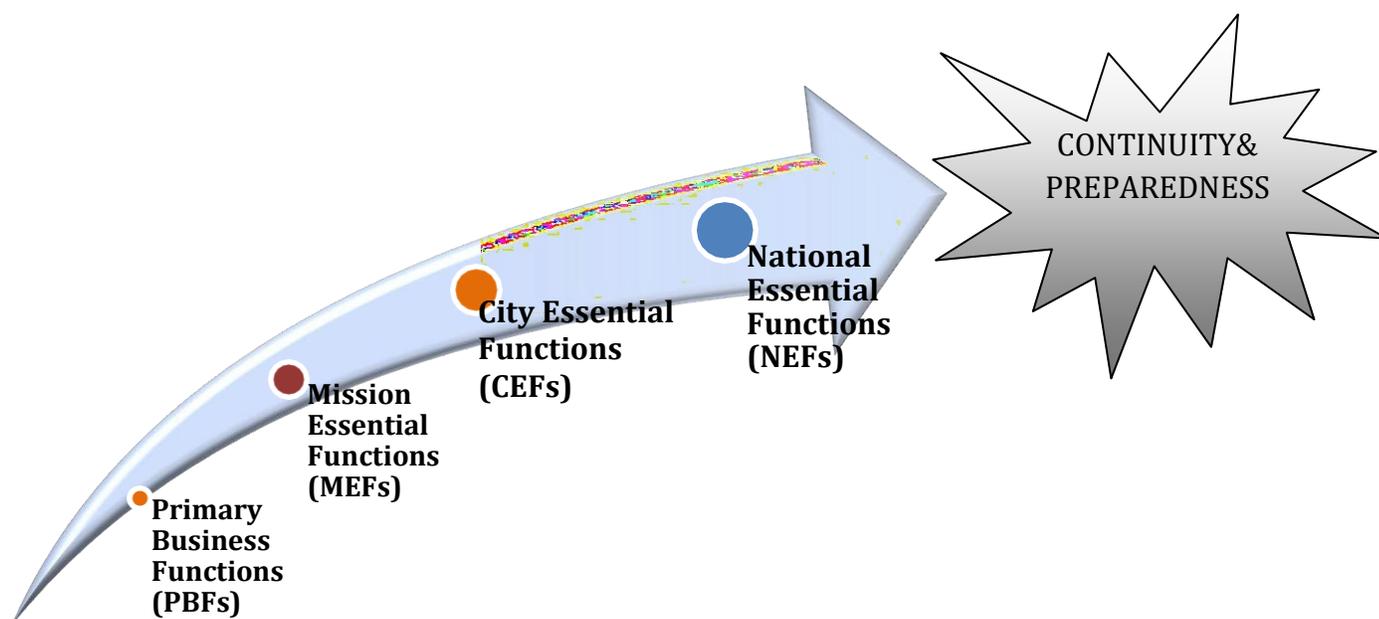


Figure 1. Continuity Functions.

City Essential Functions (CEFs)

City Essential Functions, modeled after the National Essential Functions (NEFs), describe the eight broad responsibilities of state government to lead and sustain the City of Suisun City during or following an emergency or disaster. Recognizing the importance of partnerships and interdependencies, the City of Suisun City’s continuity framework is designed to support the ability of the Federal Government to perform NEFs, which will enable a more rapid and effective response to, and recovery from, a national emergency.

The CEFs are listed in the table below. Notice how the CEFs are very high-level functions. The department should keep these in mind when identifying their MEFs.



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PROPOSED CITY ESSENTIAL FUNCTIONS (CEFs)
CEF 1: <i>Maintain Continuity of Government.</i> Focus: Ensure the continued functioning of state government and critical government leadership elements, including: succession to key offices; organizational communications (with a priority on emergency communications); leadership and management operations; situational awareness; personnel accountability; and functional and judicial organizations (as necessary).
CEF 2: <i>Provide Visible Leadership.</i> Focus: Provide leadership visible to the City of Suisun City and maintain the trust and confidence of Suisun City citizens and partners.
CEF 3: <i>Defend the Constitution of California.</i> Focus: Defend the Constitution of the State of California
CEF 4: <i>Maintain Effective Relationships with Neighbors and Partners.</i> Focus: Maintain relationships and cooperative agreements with federal, state, local, and tribal governments, and private sector and non-profit partners.
CEF 5: <i>Maintain Law and Order.</i> Focus: Maintain civil order and public safety (protect people and property and the rule of law), by ensuring basic civil rights, preventing crime, and protecting critical infrastructure.
CEF 6: <i>Ensure Availability of Emergency Services.</i> Focus: Provide and/or assist local and tribal governments in providing critical emergency services, including emergency management, police, fire, ambulance, medical, search and rescue, hazmat, shelters, emergency food services, recovery operations, etc.
CEF 7: <i>Maintain Economic Stability.</i> Focus: Manage the overall economy of the City by managing the City's finances and ensuring solvency.
CEF 8: <i>Ensure the Availability of Basic Essential Services.</i> Focus: Provide and/or assist in the provision of basic services, including water, power, health care, communications, transportation services, sanitation services, environmental protection, commerce, etc. These are services that must continue or be restored quickly to provide for basic needs.

Table 2. Proposed City Essential Functions.

Mission Essential Functions (MEFs)

Mission Essential Functions (MEFs) are the limited set of an organization's functions that must be continued throughout, or resumed rapidly after, a disruption of normal operations. MEFs are the backbone of continuity planning. They are the functions that absolutely *cannot* be deferred during an emergency or disaster.

Think of what happens when a human being experiences a traumatic injury. Sometimes, their body goes into shock. When that happens, the body ceases its normal, everyday functions, and blood is directed to the most vital organs to keep the body alive.

Likewise, during a disruption of normal events, agencies must be able to focus their efforts and limited resources on functions that cannot be deferred in order to sustain the department operational capability.



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Keep in mind that:

- If a department identifies too many functions as essential, limited resources, including personnel, may not be sufficient to resume the performance of MEFs.
- If a department fails to identify its MEFs and does not include them in its Continuity Plan, those MEFs may not be performed during an emergency or disaster.

While the most important MEFs are those that provide vital services, exercise civil authority, maintain the safety and health of the public, and sustain the industrial and economic base, the department may designate as a MEF a non-deferrable, unique service it provides to the public, even if it does not fall into any of those categories.

Primary Business Functions (PBFs)

Primary Business Functions (PBFs) are the specific supporting activities that a department must conduct in order to perform its MEFs. PBFs are typically enablers that make it possible for the department to perform its mission. They include day-to-day functions as well as those functions deemed non-mission or non-essential.

A good rule of thumb is that if the function results in the delivery of a product or service to the public or another department, it is probably a MEF. If the function results in a product or service being delivered to another part of the department, it is likely a PBF.

Whereas MEFs are typically something unique the department, such as maintaining the City transportation system, PBFs are typically functions that most organizations perform, such as managing payroll or providing IT support. The department recognizes that it could not perform its MEFs without its PBFs, but the priority must be on completing the missions that cannot be deferred.

A **Business Impact Analysis (BIA)** is a useful tool in identifying a department PBFs. The BIA process is beyond the scope of this guide; however, you may refer to your department.

IDENTIFYING MISSION ESSENTIAL FUNCTIONS (MEFs)

Agencies will have to put a lot of work into first identifying their MEFs and then having them approved by leadership. There are six steps in the process:

1. Identify all Organizational Functions
2. Identify Candidate Organizational MEFs
3. Develop MEF Data Sheets
4. Prioritize Candidate MEFs
5. Submit Candidate MEFs for Leadership Approval
6. Submit Candidate MEFs to SCFDEM for integration into the CEF list

The entire process is depicted in the flowchart below. A Business Impact Analysis (BIA) helps the



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department identify their Primary Business Functions (PBFs). A **Business Process Analysis (BPA)** documents how each MEF and PBF is accomplished. Both are an integral part of continuity planning.

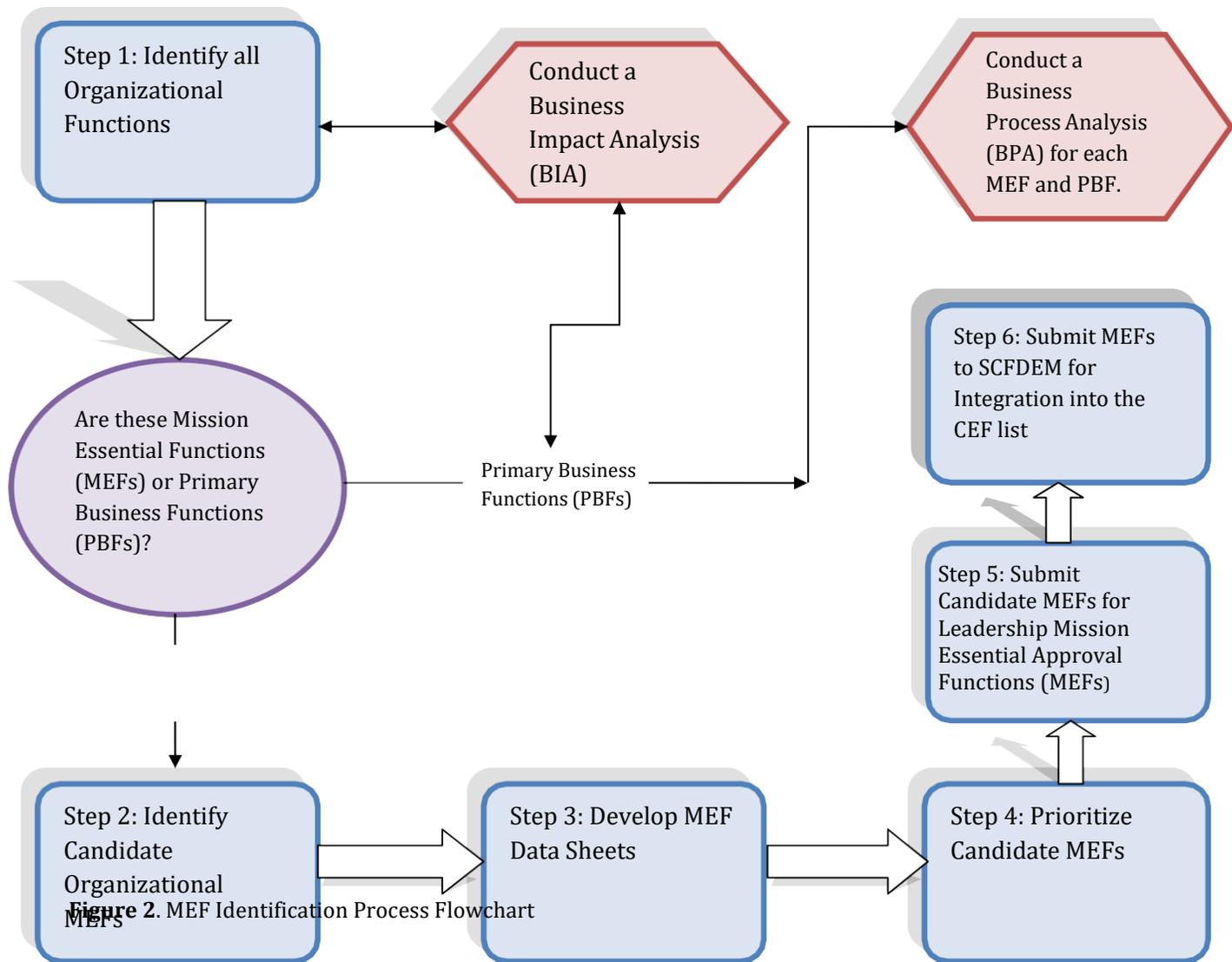


Figure 2. MEF Identification Process Flowchart



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Step 1: Identify all Organizational Functions

The first step is to identify and list all the important functions the organization performs. While many organizational functions are important, for continuity planning purposes, the focus should be on identifying those functions that support and accomplish the organization's missions. Each function should be described in basic terms and should identify products or services delivered or actions the department accomplishes. Keep in mind that:

- Describing a function too broadly may inadvertently include functions that are not essential during a disruption;
- Describing a function too narrowly may result in the organization identifying too many functions to manage effectively.

Requirements to perform the function can include statutes, laws, executive orders, or directives that charge the department with the responsibility to perform the function, as well as the department's mission statement, website, or strategic plan.

Sample text appears in the table below to demonstrate how to document the information collected during Step 1. Use Worksheet 1 in Appendix A to identify your department's organizational functions and their requirements.

ORGANIZATIONAL FUNCTIONS	
Function Description	Requirement(s) to Perform the Function
1. <i>Coordinate the City's response to emergencies and disasters</i>	<i>Municipal Code of Suisun City, Executive Order, City of Suisun City Emergency Operations Plan (EOP), mission statement</i>
2. <i>Perform food inspections following an emergency or disaster</i>	<i>Municipal Code of Suisun City, mission statement, executive order, COVEOP</i>
3. <i>Issue Driver's Licenses</i>	<i>Municipal Code of Suisun City, Executive Order, mission statement</i>
4. <i>Perform health inspections</i>	<i>Municipal Code of Suisun City, Executive Order, EOP, mission statement, strategic plan</i>
5. <i>Repair roads, tunnels, and bridges</i>	<i>Municipal Code of Suisun City, Executive Order, mission statement, EOP</i>
6. <i>Maintain vehicle fleet</i>	<i>Strategic Plan, executive directive</i>
7. <i>Manage human resources</i>	<i>Strategic Plan, executive directive</i>
8. <i>Provide career development guidance to employees, reservists, and interns</i>	<i>Executive directive, strategic plan</i>
9. <i>Provide instruction to first time home buyers</i>	<i>Mission statement, executive directive, strategic plan</i>
10. <i>Manage annual grant applications</i>	<i>Mission statement, executive directive, strategic plan</i>

Table 3. Organizational Functions *Source: FEMA Continuity Guidance Circular 2, July 22, 2010*



City of Suisun City

Step 2: Identify Candidate Mission Essential Functions (MEFs)

The second step in the process focuses on reviewing each of the organizational functions identified in Step 1 to determine which of them are potential MEF candidates. This step of the process focuses on determining if:

- A function is a *mission* or a *non-mission* activity;
- A function is *essential* or *non-essential*.

This step helps the department decide which of its functions are MEFs and which are primary business functions (PBFs). If necessary, refer to page 6 of this guide for a more detailed explanation of the differences between MEFs and PBFs. Refer to the table below to determine which of the organizational functions listed above are mission essential functions and which are primary business functions (those that are determined to be non-mission essential, mission non-essential, and non-mission non-essential).

		FUNCTIONS CATEGORIZATION	
		Essential	Non-essential (during an emergency)
Mission	<p>Mission Essential Functions</p> <p><i>Coordinate the City’s response to emergencies and disasters; Perform food inspections following an emergency or disaster; Perform health inspections; Repair roads, tunnels, and bridges</i></p>		<p>Deferrable Missions</p> <p><i>Provide instruction to first time home buyers; Issue Driver’s Licenses</i></p>
Non-mission	<p>Essential Supporting Activities</p> <p><i>Maintain vehicle fleet; Manage human resources; Manage annual grant applications</i></p>		<p>Deferrable Support Activities</p> <p><i>Provide career development guidance to employees, reservists, and interns</i></p>

Table 4. Functions Categorization Source: FEMA Continuity Guidance Circular 2, July 22, 2010

The functions *not* listed in the upper left corner are likely to be primary business functions and will likely be seen or used again during the Business Impact Analysis (BIA) and Business Process Analysis (BPA).

Next, the department should take a closer look at the functions it has identified as mission essential. Each MEF must be assigned a **Recovery Time Objective (RTO)**, the period of time in which systems,



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applications, or MEFs must be recovered after a disruption of normal operations.

RTOs may be determined by statutory requirements, the results of the business impact analysis (BIA), or prioritization by executive leadership.

If the MEF supports one or more City Essential Functions (CEFs), they should be documented here as well. Keep in mind that not *all* MEFs must support a CEF.

Use Worksheets 2 and 3 in Appendix A to categorize your department's functions and to identify candidate MEFs.

CANDIDATE MISSION ESSENTIAL FUNCTIONS (MEFs)		
MEF Description	Recovery Time Objective (RTO)	Associated CEF(s)
1. <i>Coordinate the City's response to emergencies and disasters</i>	<i>< 1 hour</i>	<i>STTEF 1, STTEF 6</i>
2. <i>Perform food inspections following an emergency or disaster</i>	<i>< 2 hours</i>	<i>STTEF 6, STTEF 7, STTEF 8</i>
3. <i>Repair roads, tunnels, and bridges</i>	<i>< 2 hours</i>	<i>STTEF 5, STTEF 6, STTEF 7, STTEF 8</i>

Table 5. Candidate MEFs *Source: Adapted from FEMA's Continuity Guidance Circular 2, July 22, 2010*

Step 3: Develop MEF Data Sheets

The next step is to develop and document a detailed review of each of the candidate MEFs. Use Worksheet 4 in Appendix A to provide a more detailed explanation of each of your department's MEFs.

Step 4: Prioritize Candidate Mission Essential Functions (MEFs)

The SCFDEM Continuity Plan Template, Version 1.0, requires MEFs to be prioritized by Recovery Time Objective (RTO), with those with the shortest RTOs receiving highest priority.

Step 5: Submit Candidate MEFs for Leadership Approval

The department must obtain from senior leadership the review, validation, and approval of the MEFs, MEF descriptions, and MEF prioritizations. It is critical that leaders recognize the scope and effect of establishing and prioritizing organizational MEFs for the following reasons:

- Organizational leadership should be in full agreement with the organization's missions and priorities during a disruption or crisis.
- Continuity and emergency plans will be developed based on the organization's MEFs and



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priorities, which will involve assignment of personnel and resources.

- Organizational funds and resources may need to be allocated during an emergency or disaster to ensure performance of MEFs.
- Organizational tests, training, and exercise activities will focus on MEF performance.

The submission and approval processes will be based on each organization's specific requirements and preferences. At a minimum, however, department leadership should be presented with:

- An executive summary that provides an overview of the MEF identification process, including its purpose and methodology;
- The prioritized MEF Data Sheets and;
- Supporting documentation, including excerpts from the Municipal Code of Suisun City, the department's strategic plan, interviews with staff, or other materials used during the MEF identification and prioritization process.

Step 6: Submit MEFs to SCFDEM for Integration into the CEF List

SCFDEM, in coordination with the Secretary for Veterans' Affairs and Homeland Security (SVAHS), will assign the department MEFs to the appropriate CEFs, if applicable. A fully comprehensive, integrated chart will be created to show which agencies have a role in supporting each CEF.

The department may submit its MEFs and corresponding MEF Data Sheets via email to the City Emergency Management Division in the Preparedness Division for Suisun City:

Greg Folsom
 City Manager
 Director of Emergency Services
 (707) 421-7300
 gfolson@suisun.com

Justin Vincent
 Fire Chief
 Emergency Manager
 (707) 366-5046
 jvincent@suisun.com



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BUSINESS PROCESS ANALYSIS (BPA)

A Business Process Analysis should be performed for each mission essential function and primary business function.

A Business Process Analysis (BPA) is a systematic method of identifying and documenting all of the elements necessary to accomplish each MEF and PBF. While MEFs and PBFs identify for a department *what* needs to be accomplished, the BPA identifies *how* it is accomplished.

A thorough BPA will help the department ensure that the right people, equipment, capabilities, records, and supplies are identified and available where needed during a disruption of normal operations. This will ensure that the MEFs and PBFs can be resumed quickly and performed as required.

The BPA allows the department to closely examine, map, and identify its operational details, such as the functional processes, workflows, activities, personnel expertise, systems, data, partnerships, controls, interdependencies, and facility requirements, while focusing on the bigger picture: the MEF or PBF itself.

A BPA Data Sheet, like the example shown in Table 8, can be thought of as a guide for key personnel who find themselves performing MEFs or PBFs during a continuity event, especially alternates who may be unfamiliar with one or more of the processes. The BPA Data Sheet may also be useful for new leaders to more fully appreciate the complexities and interdependencies inherent in accomplishing MEFs.

Do not be surprised if the BPA is several pages long. Performing a BPA is not a minor undertaking and should be approached systematically, with a focus on clearly describing the details regarding how each MEF and PBF needs to be performed during an emergency or disaster. The result of the BPA will represent guidelines for performing a MEF or PBF.

Conducting a Business Process Analysis (BPA)

The nine steps to conducting a thorough BPA are found in the table below. A more detailed explanation of each step may be found in the following pages.

Use Worksheets 5 and 6 in Appendix A to document the BPA for each MEF or PBF.



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BUSINESS PROCESS ANALYSIS (BPA) PROCESS	
Step	Considerations
1. Identify MEF Output	What products, services, and information results from the performance of the MEF?
2. Identify Input Requirements	What products, information, and equipment are required to perform the MEF?
3. Identify Leadership who Perform the MEF	Who in the organization's leadership is required to perform the MEF?
4. Identify Staff who Perform and Support the MEF	What staff in the organization is required to directly support or perform the MEF?
5. Identify Communications & Information Technology Requirements	What communications and information technology (IT) software and equipment are required to support MEF performance?
6. Identify Facilities Requirements	What are the facility requirements for performing the MEF (e.g., staff, equipment, and lodging?)
7. Identify Resources and Budgeting Requirements	What supplies, services, capabilities (not already addressed) are required to perform the MEF? What are the funding sources?
8. Identify Partners and Interdependencies	Who are the internal/external organizations that support/ensure MEF performance, and what information, supplies, equipment, or products do they provide?
9. Describe Process Flow	From start to finish, how is the MEF performed?

Table 6. Business Process Analysis (BPA) Process *Source: FEMA Continuity Guidance Circular 2, July 22, 2010*

Step 1: Identify MEF or PBF Output

The first step focuses on the big picture. What missions does the department intend to accomplish? What are the deliverables provided by the mission? Or, what supporting activity directly contributes to the performance of the MEF? What are the deliverables provided by the activity?

Deliverables may be a list of tasks to be completed, goods or services to be delivered, or information developed and provided to external partners or constituents. If possible, the MEF and PBF output descriptions should include metrics that identify specific performance measures and standards. If the mission requires performance under specific conditions or within a specific time frame, that should be noted.

The MEF outputs should align with and expand on details in the MEF Descriptive Narrative as documented in Step 3 of the MEF identification process.



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Step 2: Identify Input Requirements

This step describes the input required to accomplish the MEF or PBF output, which includes input from both internal (within the organization) and external (outside the organization) partners.

External partners include other components and organizations, such as fellow state agencies, federal agencies, and the private sector.

Input may include information, completed actions by partners, requests from constituents, hardware, materials, etc. The input may be required at the beginning of the process, or as the process proceeds. Specific information about input should include the name of the input supplier and delivery time requirements.

Step 3: Identify Leadership Who Perform the MEF or PBF

This step identifies the senior leadership required to perform the MEF or PBF. Senior leadership includes the most senior organizational leaders, such as appointed officials, directors, and policy makers, rather than mid-level and office managers, who fall under Step 4. Note that performing many functions does not require direct leadership participation. If the leadership does not directly participate in the MEF or PBF, no leadership should be identified.

Some missions require that senior leaders make decisions. In those cases, the specific involvement of senior leadership should be explained. This step should also explain if senior leaders can participate via teleworking or from another facility.

Step 4: Identify Staff Who Perform and Support the MEF or PBF

This step captures which staff and how many staff members are required to perform the MEF or PBF. This could be a lengthy list, depending on the nature of the function. The department should include on this list the key personnel who perform the MEF or PBF, their alternates, and those to whom appropriate authorities have been delegated.

Step 5: Identify Communications and IT Requirements

Communications equipment includes IT systems (data management and processing), radio, video, satellite, telephones, handheld devices, pagers, emergency notification systems, facsimile machines, and other secure equipment. This step should indicate whether the communications are for internal or external use and the type of capability required (data, audio, video), including the level of secure communications or data management necessary, unique or unusual communications requirements, data and information content requirements, and any specific or unique software applications.

Step 6: Identify Facilities Requirements

Facilities, including primary and alternate operating facilities, as well as any other facilities required to



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accommodate the performance of the MEF or PBF should be identified. Indicate whether the MEF or PBF may be performed from remote locations or facilities other than the traditional alternate operating facility. Also, identify the specific capabilities required at the facility because of unique operating, security, or safety requirements.

During this step, the department should identify the necessary square footage to accommodate key personnel, determine if the alternate facility meets the communications and IT requirements identified in Step 5, and consider the facility's access to food and water as well as its proximity to lodging and medical facilities.

Step 7: Identify Resources and Budgeting Requirements

This step identifies resources needed to perform the MEF or PBF and capabilities *not already accounted for* in the BPA process.

Essential resources include plans and procedures, vital records, databases, and other types of reference and resource materials critical to MEF or PBF performance. Some supplies and materials may have to be acquired as the emergency situation evolves. Therefore, the organization must have the capability to obtain, purchase, and relocate these resources. Requirements not identified elsewhere should be included in Step 7.

This step should also identify funding sources to sustain the continuity capability throughout the disruption and to continue performance of PBF. This may include purchasing materials, hiring additional staff or contractors, contracting for special services, and arranging for housing key personnel. Input from subject matter experts will be essential to ensuring that all required resources and budget requirements are identified.

Step 8: Identify Partners and Interdependencies

To support MEF or PBF performance, most organizations interact with, and are dependent on, other organizations or partners in a variety of ways. Step 8 focuses on identifying internal and external interdependencies with other organizations that are necessary to the continued performance of the MEF or PBF. Supporting organizations may provide critical information, authorization, direction to initiate action, or a critical input or service. For each interdependent relationship, the department should identify:

- The organization's name, address, and the phone number of the point of contact;
- The types of material, information, or services provided;
- Coordination requirements; and Timelines and due dates, as appropriate.

The department should ensure that their partners understand that their input is necessary for the performance of the MEF or PBF and have adequately planned to continue providing that input during a continuity event. If a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) is



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needed or is in place, it should be referenced or included here.

Step 9: Describe Process Details

This last step is the “bread and butter” of the BPA. It ties together all of the elements necessary to ensure MEF or PBF performance in a detailed diagram or narrative description. Documenting the process details this way will not only describe how the MEF or PBF is accomplished, but will also serve to validate the process and ensure nothing critical has been left out. A well-prepared process flow will:

- Support development of effective continuity plans and procedures; Provide an outline or checklist for emergency operations;
- Serve as a turnover and shift-change check list during disruptions and crises; Support training for new emergency personnel;
- Establish a briefing outline for management; and
- Serve as an operational guide for key personnel and their alternates.

In this step, the department should answer the following questions:

- What initiates performance of the MEF or PBF?
- What inputs are required to perform the MEF or PBF? Where are the inputs needed and where do they come from?
- What people, facilities, resources, partners, and communications are required to support and perform the MEF or PBF?
- What processes are employed to perform the MEF or PBF? What are the MEF or PBF outputs or desired outcomes?
- What aspects of the MEF or PBF could be supported through telework or other remote arrangements?



APPENDIX A WORKSHEETS

Worksheet #1: Organizational Functions Worksheet

ORGANIZATIONAL FUNCTIONS MODEL WORKSHEET	
Function Description	Requirement(s) to Perform the Function
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Worksheet 1. Organizational Functions Model Worksheet Source: FEMA Continuity Guidance Circular 2, July 22, 2010



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Worksheet #2: Functions Categorization Worksheet

FUNCTIONS CATEGORIZATION WORKSHEET		
	Essential	Non-essential (during an emergency)
Mission	Mission Essential Functions	Deferrable Missions
Non-mission	Essential Supporting Activities	Deferrable Support Activities

Worksheet 2. Functions Categorization Worksheet Source: FEMA Continuity Guidance Circular 2, July 22, 2010



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Worksheet #3: Candidate Mission Essential Functions

CANDIDATE MISSION ESSENTIAL FUNCTIONS (MEFs) WORKSHEET		
MEF Description	Recovery Time Objective (RTO)	Associated STTEF(s)
1.		
2.		
3.		

Worksheet 3. Candidate MEFs Worksheet Source: FEMA’s Continuity Guidance Circular 2, July 22, 2010



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Worksheet #4: Mission Essential Function Data Sheet

<i>(Department Name) MEF # Data Sheet (Date)</i>
Department Name: <i>(Department Name)</i>
Department Mission Essential Function (MEF) #: <i>(A brief statement, in one sentence, of the function or action to be performed)</i>
Descriptive Narrative: <i>(The descriptive narrative should include a detailed description of the mission, legal or other requirement(s) to perform the mission, and deliverables provided by performing the mission. This narrative should explain, for the non-expert (avoiding technical jargon, if possible), what services or products are provided to a constituency. The narrative should also include a description of the constituency. The focus should remain on those services provided during a disruption. If multiple services are provided, a list of services might be included. Primary business functions, the specific supporting activities that support the performance of the MEF, may also be identified to clarify what the MEF entails).</i>
Implications If Not Conducted: <i>(A brief description of the effects on the constituency if this mission is not performed. This discussion may be very helpful in justifying that the function must be recovered quickly following a disruption of normal operations).</i>
Associated State, Territorial, Tribal Essential Function (STTEF): <i>(Identify the STTEF or STTEFs this MEF most directly supports).</i>
Recovery Time: <i>(Identify the Recovery Time Objective (RTO), the time by which the MEF must be resumed following a disruption of normal operations. The RTO should reflect the criticality of the MEF. Some MEFs must be performed without interruption. Others may not require resumption for a long period of time. Whatever the goal, the RTO should be identified as a period of time, rather than a range of time (e.g. 72 hours, rather than 12-72 hours)).</i>
Partners: <i>(The names of internal and external organizations necessary to perform the mission).</i>
Point of Contact: <i>(Who in the organization should be contacted for follow-up information? Include their name, email address, and telephone number).</i>

Worksheet 4. MEF Data Sheet Source: Adapted from FEMA's Continuity Guidance Circular 2, July 22, 2010



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Worksheet #5: Business Process Analysis for MEFs

MEF# - Business Process Analysis (BPA) Data Sheet (MEF Title) (Date)
MEF Statement: <i>(Copy of MEF Statement)</i>
MEF Narrative: <i>(Copy of MEF Narrative)</i>
MEF Output: <i>(A list describing the MEF output, i.e., what products and services are produced or delivered to external partners or constituents. If possible, metrics that provide time and other performance measures should be included).</i>
MEF Input: <i>(A list describing information, authorizations, supplies, and services required to perform the MEF. Each input should briefly describe how the input supports the overall process).</i>
Leadership: <i>(A list identifying the key senior leaders [by position or title] who are required to participate directly in performance of the MEF).</i>
Staff: <i>(A list of staff requirements to accomplish the MEF. This should include staff needed for essential supporting activities as well as MEF accomplishment. Requirements for multiple shifts and back up personnel should be identified, particularly if 24/7 operations are expected. Authorities, qualification, and certification should be specified. Staff requirements should be identified by position [e.g., Fire Chief] or capability [Emergency Medical Technician], rather than by name).</i>
Communications and IT: <i>(A list identifying general and unique communications and IT requirements).</i>
Facilities: <i>(A description of the facility requirements to accommodate mission performance, including office space, industrial capacity and equipment, and critical supporting infrastructure).</i>
Resources and Budgeting: <i>(Supplies, services, capabilities, and other essential resources required to perform the mission and supporting activities not already accounted for in the BPA process).</i>
Partners and Interdependencies: <i>(A list of partners and interdependent organizations that support and/or ensure the performance of the mission. It should highlight the products or services delivered by the partners, the information shared or exchanged, and any other critical elements that facilitate accomplishing the MEF).</i>
Process Details: <i>(A detailed narrative or diagram that ties together all of the elements involved in the process of performing the mission).</i>

Worksheet 5. Business Process Analysis Data Sheet for MEFs Source: FEMA's Continuity Guidance Circular 2, July 22, 2010



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Worksheet #6: Business Process Analysis for PBFs

PBF# - Business Process Analysis (BPA) Data Sheet (PBF Title) (Date)
PBF Statement: <i>(Copy of PBF Statement)</i>
PBF Narrative: <i>(Copy of PBF Narrative)</i>
PBF Output: <i>(A list describing the PBF output, i.e., what products and services are produced or delivered to either external partners and constituents or other divisions or departments of the department. If possible, metrics that provide time and other performance measures should be included).</i>
PBF Input: <i>(A list describing information, authorizations, supplies, and services required to perform the PBF. Each input should briefly describe how the input supports the overall process).</i>
Leadership: <i>(A list identifying the key senior leaders [by position or title] who are required to participate directly in performance of the PBF).</i>
Staff: <i>(A list of staff requirements to accomplish the PBF. This should include staff needed for essential supporting activities as well as PBF accomplishment. Requirements for multiple shifts and back up personnel should be identified, particularly if 24/7 operations are expected. Authorities, qualification, and certification should be specified. Staff requirements should be identified by position [e.g., Fire Chief] or capability [Emergency Medical Technician], rather than by name).</i>
Communications and IT: <i>(A list identifying general and unique communications and IT requirements).</i>
Facilities: <i>(A description of the facility requirements to accommodate PBF performance, including office space, industrial capacity and equipment, and critical supporting infrastructure).</i>
Resources and Budgeting: <i>(Supplies, services, capabilities, and other essential resources required to perform the mission and supporting activities not already accounted for in the BPA process).</i>
Partners and Interdependencies: <i>(A list of partners and interdependent organizations that support and/or ensure the performance of the PBF. It should highlight the products or services delivered by the partners, the information shared or exchanged, and any other critical elements that facilitate accomplishing the PBF).</i>
Process Details: <i>(A detailed narrative or diagram that ties together all of the elements involved in the process of performing the PBF).</i>

Worksheet 6. Business Process Analysis Data Sheet for PBFs Source: FEMA's Continuity Guidance Circular 2, July 22, 2010

AGENDA TRANSMITTAL

MEETING DATE: April 21st, 2020

CITY AGENDA ITEM: Accept a Grant from Firehouse Subs for Purchase of a Fire Rescue Boat:

- a. Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Memorandum of Understanding Funding Agreement with Firehouse Subs Public Safety Foundation to Accept Grant Funds to Purchase Equipment for the Suisun City Fire Department Water Rescue Team
- b. Council Adoption of Resolution No. 2020-___: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2019-65 to Appropriate Grant Funds for Purchase of a Fire Rescue Boat

FISCAL IMPACT: The amount of the grant award is \$30,687.66. Acceptance of the grant does not require any matching City funds.

STRATEGIC PLAN: Ensure Public Safety

BACKGROUND: In September of 2019, the Suisun City Fire Department (SCFD) officially created a Water Rescue Division within its membership. Countless hours of training and practice have gone into the program, with around 50% of the members certified and qualified to be on the team. In order to move forward with the process of becoming a State of California and Federal Emergency Management Agency (FEMA) typed rescue team, a second inflatable rescue boat and motor are necessary. To acquire the boat the Fire Department applied for grant funding.

STAFF REPORT: The Fire Department submitted a request for a grant with the Firehouse Subs Public Safety Foundation for the purchase of equipment used by the Suisun City Fire Department Water Rescue Team to lead water-based operations in our marina and assist in rescues outside our jurisdiction. On April 4th, the department received notification of approval for the full request. The items requested consisted of a rigid bottom Zodiac Inflatable Boat, a 50-horsepower motor, and a double-decker trailer. The trailer will enable a quick response for both SCFD boats.

The total project will cost \$30,687.66. To show our appreciation for Firehouse Subs Public Safety Foundation awarding us the funding, their logo will be proudly displayed next to our logo on the boat. There are no matching funds required for the acceptance of this grant. The City Manager will sign the Memorandum of Understanding between the City of Suisun City and the Firehouse Sub Public Safety Foundation.

STAFF RECOMMENDATION: It is recommended that the City Council:

- a. Adopt Resolution No. 2020-___: Authorizing the City Manager to Execute a Memorandum of Understanding Funding Agreement with Firehouse Subs Public Safety Foundation to Accept Grant Funds to Purchase Equipment for the Suisun City Fire Department Water Rescue Team
- b. Adopt Resolution No. 2020-___: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2019-65 to Appropriate Grant Funds for Purchase of a Fire Rescue Boat

PREPARED BY:

REVIEWED AND APPROVED BY:

Justin Vincent, Fire Chief
Greg Folsom, City Manager

ATTACHMENTS:

1. Resolution No. 2020 – Authorizing the City Manager to Execute a Memorandum of Understanding Funding Agreement with Firehouse Subs Public Safety Foundation to Accept Grant Funds to Purchase Equipment for the Suisun City Fire Department Water Rescue Team
2. Resolution No. 2020-__: Adopting the 5th Amendment to the Annual Appropriation Resolution No. 2019-65 to Appropriate Grant Funds for Purchase of a Fire Rescue Boat
3. Memorandum of Understanding-Funding Agreement
4. Suisun City Fire Department Press Release
5. Firehouse Subs Public Safety Foundation Logos

RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COUNCIL OF SUISUN CITY A AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING FUNDING AGREEMENT WITH FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION TO ACCEPT GRANT FUNDS TO PURCHASE EQUIPMENT FOR THE SUISUN CITY FIRE DEPARTMENT WATER RESCUE TEAM

WHEREAS, the City of Suisun City has been awarded a \$30,687.66 grant from the Firehouse Sub Foundation for the purchase of a Zodiac Inflatable boat, 50 horsepower motor, and double decker trailer; and

WHEREAS, acceptance of these grant funds will enhance the City’s ability to respond to water-based emergencies in the marina and outlying areas; and

WHEREAS, acceptance of the grant requires execution of a Memorandum of Understanding between the City of Suisun City and the Firehouse Subs Public Safety Foundation; and

NOW, THEREFORE, be it here resolved by the City Council of Suisun City that authorizes the acceptance of a firehouse subs public safety foundation grant in the amount of \$30,687.66 for the purchase fire department equipment.

PASSED AND ADOPTED at the Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 21st day of April 2020, by the following vote:

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

WITNESS my hand and the seal of said City this 21st day of April 2020.

Donna Pock, CMC,
Deputy City Clerk

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RESOLUTION NO. 2020-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE 5th AMENDMENT TO THE ANNUAL APPROPRIATION RESOLUTION NO. 2019-65 TO
APPROPRIATE GRANT FUNDS FOR PURCHASE OF A FIRE RESCUE BOAT**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUISUN CITY:

THAT Section 010 of Part III of the Annual Appropriation Resolution No. 2019-65 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	FIRE DEPARTMENT	<u>\$ 31,000</u>
	Fire Operations, Emergency Preparedness	
	TOTAL Section 010	<u>\$ 31,000</u>

THAT account titles and numbers requiring adjustment by this Resolution are as follows:

<u>General Fund</u>		<u>Sources</u>	<u>Uses</u>
Revenues:			
A/C No. 010-76950-2310	Grants/Other	\$ (31,000)	\$ -
Appropriations:			
A/C No. 010-96415-2610	Vehicle/Equipment Acquisition	<u>\$ -</u>	<u>\$ 31,000</u>
	Total 010 Fund	<u>\$ (31,000)</u>	<u>\$ 31,000</u>

THAT the purpose is to appropriate funds awarded as a grant from Firehouse Subs Public Safety Foundation for purchase of Fire Rescue Boat.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 21st day of April, 2020 by the following vote:

AYES: COUNCILMEMBERS
NOES: COUNCILMEMBERS
ABSENT: COUNCILMEMBERS
ABSTAIN: COUNCILMEMBERS

WITNESS my hand and seal of the said City this 21st day of April 2020.

Linda Hobson, CMC
City Clerk

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Firehouse Subs Public Safety Foundation, Inc.

12735 Gran Bay Pkwy., Suite 150, Jacksonville, Florida 32258

MEMO OF UNDERSTANDING- FUNDING AGREEMENT

April 14, 2020

Failure to adhere to the requirements of this Funding Agreement will jeopardize your grant award.
All purchases must match the quantities and equipment approved in the original grant request and approved quote.

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award funding to **City of Suisun City, on behalf of Suisun City Fire Department, Suisun City, CA** for \$ 30,687.66 to be used toward the direct purchase of **One Zodiac Red Inflatable Boat, one Yamaha 50 hp Boat Motor & one Pacific Boat Doublestack Trailer.**

City of Suisun City, on behalf of Suisun City Fire Department Responsibilities

1. Email the W-9 for the City of Suisun to procurementfoundation@firehousesubs.com
2. An ACH transfer will be remitted to the organization name as stated in this memo of understanding and **must match the EIN number submitted on the grant request and bank account information listed on the ACH Authorization.**
3. **Confirm Receipt of ACH Transfer** by emailing procurementfoundation@firehousesubs.com
4. **Purchase the equipment on Approved Quote dated 2.11.20 from The Boat Specialists**
5. **Verify Purchase** by providing Firehouse Subs Public Safety Foundation with one of the following:
 - Copies of paid invoices, verifying your organization's name as the customer and matching the vendor quote(s)
 - OR**
 - A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
6. **Confirm Receipt of Equipment** by providing Firehouse Subs Public Safety Foundation with **ALL SIGNED and DATED** packing slips
7. **In the event that the purchased equipment costs less than the dollar amount awarded, all excess funds must be returned to Firehouse Subs Public Safety Foundation**
 - Email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - Return Excess Funds to Firehouse Subs Public Safety Foundation within 90 days of purchase to Attention: Gina Brown, 12735 Gran Bay Parkway, Suite 150, Jacksonville, FL 32258
8. **If purchases exceed funding, City of Suisun City, on behalf of Suisun City Fire Department is responsible for the additional amount**

VERY IMPORTANT: Deadline for submitted documentation is October 31, 2020.

Firehouse Subs Public Safety Foundation

Date

City of Suisun City, on behalf of Suisun City Fire Department Representative

Date

City of Suisun City, on behalf of Suisun City Fire Department Representative Name (Print)

Date

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CITY COUNCIL

Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
Michael A. Segala



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

PRESS RELEASE FOR IMMEDIATE RELEASE

Contact: Fire Chief, Justin Vincent (707) 421-7205

Suisun City Fire Department Receives Lifesaving Equipment Thanks to Firehouse Subs Public Safety Foundation

Suisun City, CA – April 21st, 2020

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

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

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

ABOUT FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION

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

Firehouse Subs Public Safety Foundation is honored to be listed as a four-star nonprofit organization by Charity Navigator, their highest designation. Grant allocations are made possible thanks to the overwhelming support of Firehouse Subs restaurants and generous donors. More than 70% of the funds

DEPARTMENTS: AREA CODE (707)

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SUCCESSOR AGENCY 421-7309 FAX 421-7366

raised for the Firehouse Subs Public Safety Foundation come from the generosity of Firehouse Subs guests and the restaurant brand. Please consider supporting a Firehouse Subs restaurant near you.

Donated by:



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EQUIPMENT LOGO PHOTOS



Donated by:



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AGENDA TRANSMITTAL

MEETING DATE: April 21, 2020

AGENCY AGENDA ITEM: Successor Agency Adoption of Resolution No. SA 2020-___: A Resolution Claiming Force Majeure Due to the State of Emergency On The Development and Disposition Agreement Between Main Street West, LLC, and the Successor Agency to the Redevelopment Agency of the City of Suisun City And Providing for an Extension of the Term of the Agreement by as Many Days as the State of Emergency is in Place

FISCAL IMPACT: None.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND:

The Redevelopment Agency of the City of Suisun City (RDA), later the Successor Agency to the RDA (Agency), and developer Main Street West, LLC (MSW) entered into a Development and Disposition Agreement (DDA) effective April 17, 2006, which was amended on July 18, 2006, September 18, 2007, February 19, 2009, and April 29, 2016 (collectively, the DDA). The DDA is set to expire on April 29, 2021.

On March 16, 2020, the City of Suisun City’s Director of Emergency Services issued a declaration of local emergency based on the COVID-19 pandemic, which was ratified on March 17, 2020 by the City Council. In addition, the County of Solano issued a stay-at-home order on March 18, 2020; and Governor Newsom issued a statewide stay-at-home order on March 19, 2020. On March 22, 2020, the Governor also obtained a declaration of disaster from the President of the United States.

STAFF REPORT:

Following the County’s March 18 stay-at-home order, City Hall closed to the public and all but essential operations have been significantly scaled back or discontinued for the duration of the emergency. The DDA is set to expire on April 29, 2021, in accordance with Section 17 of the Fourth Amendment to the DDA. MSW and the Agency have been in discussions regarding a successor developer for the project. However, discussions have been tabled because of the pandemic and related state of emergency.

Section 3.02(A) of Part Two of the DDA provides, in relevant part, that “performance by either Party hereunder shall not be deemed to be in default where delays or defaults are due to... epidemics; quarantine restrictions; ... acts ... of any public or governmental agency or entity (other than the acts of the Agency); or any other causes beyond the control or without the fault of the Party claiming an extension of time to perform. The Party claiming such extension shall send written notice of the extension to the other within thirty (30) days from the commencement of the cause.”

As a result of the ongoing pandemic and the City’s declaration of local emergency, in addition to the County’s and State’s stay-at-home orders, the City has been performing limited functions since the County’s issuance of the stay-at-home order on March 18, and by extension so has the Agency. The

PREPARED BY:

REVIEWED AND APPROVED BY:

Elena Gerli, City Attorney
Greg Folsom, City Manager

Agency's Executive Director sent a letter to MSW on April 13, 2020 claiming a tolling of the DDA effective March 18, 2020, and for a period equivalent to the existence of the emergency, whichever agency's declaration of emergency applicable to Suisun City is the last to be lifted.

STAFF RECOMMENDATION: It is recommended that the Successor Agency:

Adopt Resolution No. SA 2020-___: A Resolution Claiming Force Majeure Due to the State of Emergency On The Development and Disposition Agreement Between Main Street West, LLC, and the Successor Agency to the Redevelopment Agency of the City of Suisun City And Providing for an Extension of the Term of the Agreement by as Many Days as the State of Emergency is in Place

ATTACHMENTS:

1. Resolution No. SA 2020 – A Resolution Claiming Force Majeure Due to the State of Emergency On The Development and Disposition Agreement Between Main Street West, LLC, and the Successor Agency to the Redevelopment Agency of the City of Suisun City And Providing for an Extension of the Term of the Agreement by as Many Days as the State of Emergency is in Place
2. Exhibit A: Correspondence dated April 13, 2020 from Successor Agency's Executive Director to MSW

RESOLUTION NO. SA 2020-

A RESOLUTION OF THE BOARD OF THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY STATING A CLAIM OF FORCE MAJEURE AS TO THE APRIL 17, 2006 DISPOSITION AND DEVELOPMENT AGREEMENT WITH MAIN STREET WEST, LLC, INCLUDING THE FOUR AMENDMENTS THERETO, BASED ON THE STATE OF EMERGENCY DECLARED TO ADDRESS THE EFFECTS OF COVID-19

WHEREAS, the Redevelopment Agency of the City of Suisun City (RDA), succeeded in interest by the Successor Agency to the RDA (Successor Agency) on the one hand, and developer Main Street West, LLC (MSW), on the other hand, entered into a Development and Disposition Agreement effective April 17, 2006, which was amended on July 18, 2006, September 18, 2007, February 19, 2009, and April 29, 2016 (collectively, the DDA). The DDA is set to expire on April 29, 2021.

WHEREAS, the Suisun City's City Council sits as the Board of the Successor Agency, and the City Manager serves as the Executive Director of the Successor Agency, as well as the City's Director of Emergency Services.

WHEREAS, on March 16, 2020, the City's Director of Emergency Services issued a declaration of local emergency based on the COVID-19 pandemic, which was ratified on March 17, 2020 by the City Council. In addition, the County of Solano issued a stay-at-home order on March 18, 2020; and Governor Newsom issued a statewide stay-at-home order on March 19, 2020. On March 22, 2020, the Governor also obtained a declaration of disaster from the President of the United States.

WHEREAS, following the County's March 18 stay-at-home order, City Hall closed to the public and all but essential operations have been significantly scaled back or discontinued for the duration of the emergency. The DDA is set to expire on April 29, 2021, in accordance with Section 17 of the Fourth Amendment to the DDA. MSW and the Agency have been in discussions regarding a successor developer for the project. However, discussions have been tabled because of the pandemic and related state of emergency.

WHEREAS, Section 3.02(A) of Part Two of the DDA provides, in relevant part, that "performance by either Party hereunder shall not be deemed to be in default where delays or defaults are due to... epidemics; quarantine restrictions; ... acts ... of any public or governmental agency or entity (other than the acts ... of the Agency); or any other causes beyond the control or without the fault of the Party claiming an extension of time to perform. The Party claiming such extension shall send written notice of the extension to the other within thirty (30) days from the commencement of the cause."

WHEREAS, as a result of the ongoing pandemic and the City's declaration of local emergency, in addition to the County's and State's stay-at-home orders, the City has been performing limited functions since the County's issuance of the stay-at-home order on March 18, and by extension so has the Successor Agency.

WHEREAS, the Successor Agency's Executive Director sent a letter to MSW on April 13, 2020 claiming a tolling of the DDA effective March 18, 2020, and for a period equivalent to the existence of the emergency, whichever agency's declaration of emergency applicable to Suisun City is the last to be lifted. The letter is attached as Exhibit "A" and incorporated by reference.

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EXHIBIT "A"

**Correspondence from Successor Agency's Executive Director to Main Street West, LLC,
stating a claim of force majeure, dated April 13, 2020**

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CITY COUNCIL

Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
Michael A. Segala



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585
Incorporated October 9, 1868

April 13, 2020

Michael E. Rice, President
Frank J. Marinello, Vice President
Main Street West Partners, LLC
710 Kellogg Street
Suisun CA 93585

Re: Development and Disposition Agreement with the Successor Agency to the Redevelopment Agency of the City of Suisun City/Force Majeure Claim based on COVID 19

Dear Messrs. Rice and Marinello:

As you are no doubt aware, we are under a state of emergency, at the city, county, and state level. Specifically, the City of Suisun City's Director of Emergency Services issued a declaration of local emergency on March 16, 2020, which was ratified on March 17, 2020 by the City Council. In addition, the County of Solano issued a stay-at-home order on March 18, 2020; and Governor Newsom issued a statewide stay-at-home order on March 19, 2020. On March 22, 2020, the Governor also obtained a declaration of disaster from the President of the United States.

Following the County's March 18 stay-at-home order, City Hall closed to the public and all but essential operations have been significantly scaled back or discontinued for the duration of the emergency.

You have been in discussions with the Successor Agency regarding releasing you as developer from the Development and Disposition Agreement (DDA). The DDA is otherwise set to expire on April 29, 2021, in accordance with Section 17 of the Fourth Amendment to the DDA.

Section 3.02(A) of Part Two of the DDA provides, in relevant part, that "performance by either Party hereunder shall not be deemed to be in default where delays or defaults are due to... epidemics; quarantine restrictions; ... acts ... of any public or governmental agency or entity (other than the acts ... of the Agency); or any other causes beyond the control or without the fault of the Party claiming an extension of time to perform. The Party claiming such extension shall send written notice of the extension to the other within thirty (30) days from the commencement of the cause."

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As a result of the ongoing and very serious epidemic and the City's declaration of local emergency, in addition to the County's and State's stay-at-home orders, the City has been performing limited functions since the County's issuance of the stay-at-home order on March 18, and by extension so has the Successor Agency. Therefore, the Successor Agency is hereby claiming a tolling of the DDA effective March 18, 2020, and for a period equivalent to the existence of the emergency, whichever agency's declaration of emergency applicable to Suisun City is the last to be lifted.

Please let me know if you have any questions regarding the above.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Greg Folsom", with a long horizontal line extending to the right.

Greg Folsom
Executive Director
Successor Agency to the Redevelopment Agency of the City of Suisun City

Cc: Honorable Lori Wilson, Agency Chair
Anthony R. Taylor, Agency Counsel
Paul A. Andronico, Esq.

MINUTES

**SPECIAL MEETING OF THE
SUISUN CITY COUNCIL SUISUN CITY COUNCIL**

TUESDAY, MARCH 17, 2020

6:30 P.M.

(or immediately following the regular City Council Meeting)

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

NOTICE

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

*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED
TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.*

ZOOM MEETING INFORMATION:

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

MEETING ID: 744 576 1347

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

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

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

ROLL CALL

Mayor Wilson called the meeting to order at 8:37 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

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.)

CONFLICT OF INTEREST NOTIFICATION - None

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

DEPARTMENTS: AREA CODE (707)

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GENERAL BUSINESS

City Council

1. Council Adoption of Resolution 2020-40: Ratifying the Director of Emergency Services' Proclamation of the Existence of a Local Emergency Within the City of Suisun City - (Folsom: gfolson@suisun.com)

George Guynn expressed concern about delinquent water bills, Prop 13 school bond, suggested the City should look for grant money. and discussed the nation's and City's economy.

Josh Russo stated part of the panic of COVID-19 is the uncertainty of everything and hoped the City would make resources available to answer questions about mortgages and rents.

Motioned by Council Member Wilson and seconded by Council Member Day to adopt Resolution No. 2020-40. Motion carried unanimously by the following roll call vote:

AYES: Council Members: Adams, Segala, Day, Williams, Wilson

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 9:27 PM.

Linda Hobson, CMC
City Clerk