

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, JULY 21, 2020

5:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and 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.

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

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: 856 9642 8285

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 5pm) 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.)

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

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.)

CLOSED SESSION

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

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;

SCEA (Suisun City Employees' Association);

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

SCPOA (Suisun City Police Officers Association).

CONVENE OPEN SESSION

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

ADJOURNMENT

A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council, are available for public review at least 72 hours prior to a Council /Agency/Authority Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City (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 agendized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
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I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of July 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

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

AND HOUSING AUTHORITY

TUESDAY, JULY 21, 2020

6:30 P.M.

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

NOTICE

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VIA WEBSITE OR PHONE APPLICATION, ZOOM*

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

(Next Ord. No. – 774)

(Next City Council Res. No. 2020 – 98)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 03)

(Next Housing Authority Res. No. HA2020 – 02)

DEPARTMENTS: AREA CODE (707)

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FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340

SUCCESSOR AGENCY 421-7309 FAX 421-7366

ROLL CALL

Council / Board Members

Pledge of Allegiance

Invocation

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.)

REPORTS: (Informational items only.)

1. COVID-19 Update – (Folsom: gfolson@suisun.com).

PRESENTATIONS/APPOINTMENTS**CONSENT CALENDAR**

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

City Council

2. Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Bellecci & Associates for the New Railroad Avenue Pavement Rehabilitation Project and Authorize Change Orders up to 10% of the Contract Amount – (Medill: mmedill@suisun.com).
3. Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Coastland Civil Engineering for the McCoy Creek Trail – Phase 2 Project and Authorize up to \$78,627 in Contract Change Orders – (Medill: mmedill@suisun.com).
4. Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Disability Access Consultants to Provide Consultant Services for the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan and Authorize up to an Additional \$10,000 in Change Orders (Medill: mmedill@suisun.com).
5. Council Adoption of Resolution No. 2020-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2020-21 – (Deol/Luna: ldol@suisun.com, eluna@suisun.com).
6. Council Adoption of Resolution 2020-___: Authorizing the City Manager to Execute a Contract with Solano County Emergency Medical Service Cooperative and the City of Suisun City on Behalf of the Suisun City Fire Department (Vincent: jvincent@suisun.com).
7. Council Adoption of Resolution No. 2020-___: Adopting the Appropriations Limit for Fiscal Year 2020-21 – (Deol/Luna: ldol@suisun.com, eluna@suisun.com).

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

8. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on June 4, 2020, June 9, 2020, June 11, 2020, June 13, 2020, June 16, 2020, June 23, 2020, and June 29, 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 July 21, 2020 was posted and available for review, in compliance with the Brown Act.

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AGENDA TRANSMITTAL

MEETING DATE: July 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 Bellecci & Associates for the New Railroad Avenue Pavement Rehabilitation Project and Authorize Change Orders up to 10% of the Contract Amount

FISCAL IMPACT: There would be no impact to the General Fund. The cost for retaining the firm of Bellecci & Associates to prepare plans, specifications and cost estimates for the New Railroad Avenue Pavement Rehabilitation Project (Project) is \$62,566. Funds are budgeted under Transportation Capital Projects (Fund 115) account Capital Design (115-9906-96210) in the current fiscal year’s budget.

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

BACKGROUND: In July 31, 2017, the City was awarded a total of \$491,000 in One Bay Area Grant Cycle 2 (OBAG 2) Surface Transportation Program (STP) grant funds for the construction phase of the New Railroad Avenue Pavement Rehabilitation Project (Project). The City is required to provide a minimum match of \$64,000 for the design phase, which will be supplied by SB1 funds. This provides a total of \$555,000 to complete the project, including design and construction.

STAFF REPORT: The location for the New Railroad Avenue Pavement Rehabilitation Project is located to the west of Sunset Avenue and is a four-lane arterial road. The Project would provide a pavement overlay on the eastbound lanes of Railroad Avenue (southern 1/2 of the roadway width) from Birchwood Court to Sunset Avenue. This roadway is exhibiting significant alligating (fragmenting cracks in the pavement surface) and base failure (areas of pavement with large depressions and potholes). This Project would repair the highly trafficked roadway, including the base failure, and would upgrade curb ramps to comply with Americans with Disabilities Act (ADA) requirements. Should funding allow, this project will also include upgrading the existing bike lanes on both sides of the road from Marina Boulevard to Sunset Avenue with a buffered bike lane consisting of a 2-foot wide paint striped buffer between the bike lanes and the vehicular lanes.

It should be noted that the westbound lanes on the north side of the median within this segment of Railroad Avenue were rehabilitated as part of Fairfield’s East-West Water Transmission Pipeline Project, and as of 2018 had a Pavement Condition Index (PCI) of 93, which is considered “excellent”. On the other hand, the south side of the median in the eastbound direction on Railroad Avenue, as of 2018, had a PCI of 46, which is considered “at risk” and requires immediate attention. This Project would dovetail into the identified Measure S/SB1

PREPARED BY:	Nick Lozano, Associate Engineer
REVIEWED BY:	Matthew Medill, Public Works Director/City Engineer
APPROVED BY:	Greg Folsom, City Manager

project to provide rubber asphalt cape seal treatment to Village Drive from Highway 12 to Railroad Avenue, which is currently being designed and is tentatively scheduled for construction in 2021 pending available funding.

The Request for Proposals (RFP) for design services was published on May 5, 2020. Eight (8) proposals were received and opened on May 26, 2020. After review of the submitted proposals, the City panel review team determined Bellecci & Associates, a California Corporation, to be the best qualified to perform the professional design services for the City. City staff negotiated a cost with Bellecci & Associates in the amount of \$62,566 to perform engineering services, including the production of construction documents for the Project. Since this amount is above the City Manager's purchasing authorization threshold, City Council approval would be required to award this contract.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Bellecci & Associates for the New Railroad Avenue Pavement Rehabilitation Project and Authorize Change Orders up to 10% 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 Bellecci & Associates for the New Railroad Avenue Pavement Rehabilitation Project and Authorize Change Orders up to 10% of the Contract Amount.
2. Location Map.

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
BELLECCI & ASSOCIATES FOR THE NEW RAILROAD AVENUE PAVEMENT
REHABILITATION PROJECT AND AUTHORIZE CHANGE ORDERS UP TO 10%
OF THE CONTRACT AMOUNT**

WHEREAS, the City has been awarded One Bay Area Grant Cycle 2 (OBAG 2) Surface Transportation Program (STP) grant funds for the construction phase of the New Railroad Avenue Pavement Rehabilitation Project (Project); and

WHEREAS, for the design phase, OBAG 2 requires the City to provide a minimum match of \$64,000, which the City staff has determined will be from Senate Bill 1 (SB1) funds; and

WHEREAS, as of 2018, the project segment of eastbound Railroad Avenue from Birchwood Court to Sunset Avenue has a pavement index of 46, which is considered “at risk” and requires immediate attention; and

WHEREAS, on May 5, 2020, the City staff published a Request for Proposals (RFP) for design engineering services, including the preparation of construction documents, for the Project; and

WHEREAS, on May 26, 2020, the City received proposals from eight (8) professional engineering firms in response to the RFP; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to execute a Professional Services Agreement on the City’s behalf with Bellecci & Associates for the New Railroad Avenue Pavement Rehabilitation Project in the amount of \$62,566, and to take any and all necessary and appropriate actions to implement this contract including change orders up to 10% of the contract amount.

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 21st of July 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 June 2020.

Donna Pock, CMC
Deputy City Clerk

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AGENDA TRANSMITTAL

MEETING DATE: July 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 Coastland Civil Engineering for the McCoy Creek Trail – Phase 2 Project and Authorize up to \$78,627 in Contract Change Orders

FISCAL IMPACT: There would be no impact to the General Fund. The cost for retaining the firm of Coastland Civil Engineering to prepare plans, specifications and cost estimates for the McCoy Creek – Phase 2 Project (Project) is \$571,373. Sufficient funding for this project is budgeted under Transportation Capital Projects fund (115) under account Capital Design (115-9920-96210).

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

BACKGROUND: The City has applied for and has been awarded ATP grant funding in the amount of \$4.137 million to cover design and construction costs, including City staff time. No local match is required of the grant program. Of that total amount, \$650,000 in ATP grant funds has been allocated to cover design costs. Program Supplement Agreement No. S94 for the ATP design allocation was executed between Caltrans and the City on October 2, 2019. The remaining \$3.487 in ATP funding will cover the construction costs. The Program Supplement Agreement for the ATP construction allocation is anticipated to be received upon the completion of the design phase.

STAFF REPORT: The Project will be an extension of McCoy Creek Trail – Phase 1, completed in 2008 along the west bank of the McCoy Creek between Highway 12 and Pintail Drive. The Phase 2 Trail will extend the existing Phase 1 Trail by constructing a Class I pedestrian/bicycle path along the west bank of the McCoy Creek canal from the north side of Pintail Drive to Blossom Avenue.

The Project will include a prefabricated pedestrian/bicycle bridge from the south bank of the Laurel Creek canal to the north bank of the Laurel Creek canal (roughly ending at the dead-end of Humphrey Drive). It will then continue along the north bank of the Laurel Creek canal to Blossom Avenue. See Attachment 2 – Location Map. The Project will be approximately one (1) mile in length. In addition to constructing a 10-foot wide concrete path and installing a prefabricated bridge, other improvements could include shade structures, site furnishings, minor landscaping, monument entrance signs, educational kiosk signs, wayfinding signs, railings, and fencing, as well as bulb-outs, rectangular rapid flashing beacons, and raised high visibility crosswalks at the three crossings at Pintail Drive, Worley Road and Blossom Avenue. This Project is a natural, scenic path through the center of town and allows for easy connection to the

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Nick Lozano, Associate Engineer
 Matthew Medill, Public Works Director/City Engineer
 Greg Folsom, City Manager

Kroc Center, Suisun library, Suisun Elementary, transportation, shopping, and the Central County Bikeway.

The Request for Proposals (RFP) for design services was published on April 23, 2020. Seven (7) proposals were received and opened on May 28, 2020. After review of the submitted proposals, the City panel review team determined Coastland Civil Engineering, a California Corporation, to be the best qualified to perform the professional design services for the City. City staff negotiated a cost with Coastland Civil Engineering in the amount of \$571,373 to perform engineering services, including the production of construction documents for the Project, conducting two community workshops (at least one virtual workshop and the other, if the COVID-19 order allows, will an in-person workshop), presentations to the Parks and Recreation Commission and City Council, and optional services such as bid and construction support at the discretion of the City. Since this amount is above the City Manager's purchasing authorization threshold, City Council approval would be required to award this contract.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Coastland Civil Engineering for the McCoy Creek Trail – Phase 2 Project and Authorize up to \$78,627 in Contract Change Orders.

ATTACHMENTS:

1. Council Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Coastland Civil Engineering for the McCoy Creek Trail – Phase 2 Project and Authorize up to \$78,627 in Contract Change Orders.
2. Location Map.

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 COASTLAND CIVIL
ENGINEERING FOR THE MCCOY CREEK TRAIL – PHASE 2 PROJECT AND
AUTHORIZE UP TO \$78,627 IN CONTRACT CHANGE ORDERS**

WHEREAS, the City has been awarded Active Transportation Program (ATP) Cycle 3 grant funds for the design phase of the McCoy Creek Trail – Phase 2 Project (Project) in the amount of \$650,000; and

WHEREAS, on October 2, 2019, the Program Supplement Agreement for the ATP allocation was executed between Caltrans and the City on October 2, 2019; and

WHEREAS, the ATP grant allocation does not require a local match from the City; and

WHEREAS, on April 23, 2020, the City staff published a Request for Proposals (RFP) for design engineering services, including the preparation of construction documents, for the Project; and

WHEREAS, on May 28, 2020, the City received proposals from seven (7) professional engineering firms in response to the RFP; and

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

WHEREAS, Coastland Civil Engineering has submitted a reasonable cost proposal to perform the necessary engineering services for the Project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to execute a Professional Services Agreement on the City’s behalf with Coastland Civil Engineering for the McCoy Creek Trail – Phase 2 Project in the amount of \$571,373. The City Council further authorizes the City Manager to utilize an additional \$78,627 to execute contract change orders; authorizes City staff to administer the design contract for a total design budget of \$650,000; and to take any and all necessary and appropriate actions to implement this contract.

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 21st of July 2020, by the following vote:

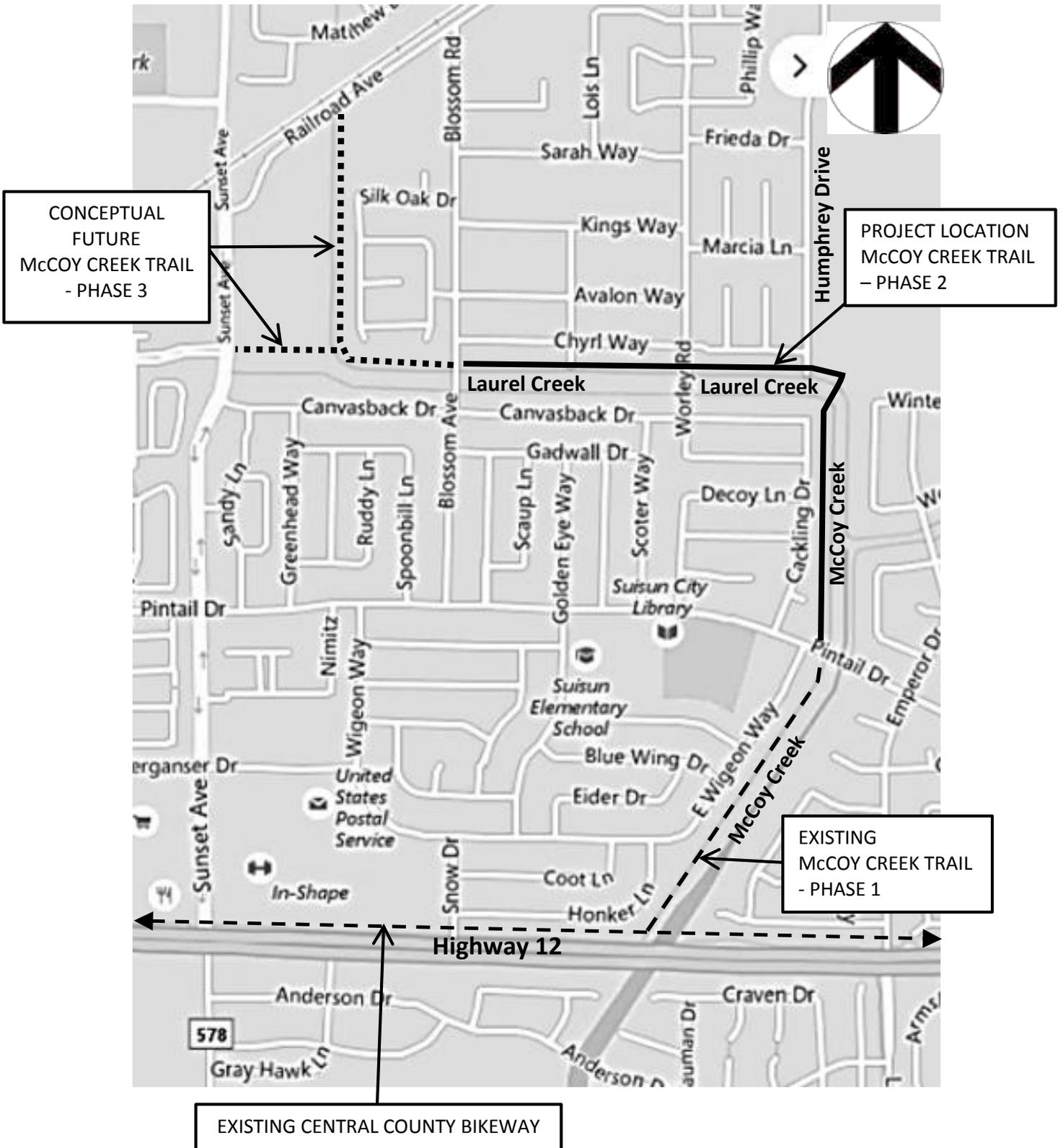
AYES:	Councilmembers:	_____
NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____
ABSTAIN:	Councilmembers:	_____

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

Donna Pock, CMC
Deputy City Clerk

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LOCATION MAP McCoy Creek Trail – Phase 2



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AGENDA TRANSMITTAL

MEETING DATE: July 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 Disability Access Consultants to Provide Consultant Services for the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan and Authorize up to an Additional \$10,000 in Change Orders.

FISCAL IMPACT: There is no General Fund impact. The cost for retaining the firm of Disability Access Consultants, LLC to perform the professional services to produce the ADA Self-Evaluation and Transition Plan is \$119,630 and is budgeted in the Municipal Facilities Improvement Fund 320.

STRATEGIC PLAN IMPACT: The Americans with Disabilities Act Self-Evaluation and Transition Plan is aligned with the Suisun City Strategic Plan and Strategic Plan Goals including Revitalize Historic Downtown, Develop Sustainable Economy, Ensure Public Safety, Provide Good Governance, and Enhance the Environment.

BACKGROUND: The Americans with Disabilities Act (ADA) of 1990 and Revised ADA Implementing Title II applies to State and local government entities, including the City of Suisun City. The United States Department of Justice Civil Rights Division originally published its ADA title II and title III regulations on July 26, 1991, including the 1991 ADA Accessibility Guidelines (1991 Standards). The ADA Title II Regulations can be found in its entirety at https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm.

ADA Title II applies to State and local government entities, and, in subtitle A, protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by State and local government entities. Title II extends the prohibition on discrimination established by section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, to all activities of State and local governments regardless of whether these entities receive Federal financial assistance.

All public entities receiving federal funds are required to complete a self-evaluation. Agencies are required to review and make modifications as needed to the self-evaluation to ensure there is nondiscrimination on the basis of disability. Local agencies shall implement a system for periodically reviewing and updating self-evaluations and, if applicable, transition plans. As a best practice, it is recommended to review the self-evaluation every three years prior to submitting or adopting the four-year Transportation Improvement Program. Each grant funded transportation project administered through Caltrans requires the City to complete a Local Agency ADA Annual Certification Form. The City is overdue to complete the ADA Self-Evaluation and needs to perform this work in order to remain eligible for grant funding.

PREPARED BY:
APPROVED BY:

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

ADA Title II requirements are as follows:

§ 35.105 Self-evaluation.

- *(a) A public entity shall, within one year of the effective date of this part, evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of this part and, to the extent modification of any such services, policies, and practices is required, the public entity shall proceed to make the necessary modifications.*
- *(b) A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments.*
- *(c) A public entity that employs 50 or more persons shall, for at least three years following completion of the self-evaluation, maintain on file and make available for public inspection:*
 - *(1) A list of the interested persons consulted;*
 - *(2) A description of areas examined and any problems identified; and*
 - *(3) A description of any modifications made.*
- *(d) If a public entity has already complied with the self-evaluation requirement of a regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this section shall apply only to those policies and practices that were not included in the previous self-evaluation.*

STAFF REPORT: Suisun City is a member of the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA). PLAN JPA is a joint powers insurance authority consisting of 28 member cities in the San Francisco bay area. Members of PLAN JPA collectively share the risk of self-insured losses and purchase a broad range of risk management services including, but not limited to program administration, accounting and finance, claims administration, risk control, loss prevention, actuarial services, training and education, and legal services to support the shared risk programs.

Several members of the PLAN JPA needed support with ADA compliance. In December of 2019, the PLAN JPA Board approved a fixed-rate contract with Disability Access Consultants (DAC) that allows all member agencies to use their services at group rates. The costs and rates for the ADA Self-Evaluation and Transition Plan support have been negotiated by PLAN JPA and DAC for the benefit of the PLAN JPA members. The PLAN JPA offers a discounted price to its members that has been negotiated with DAC. DAC is currently performing work for numerous PLAN JPA members including the City of Benicia and the City of Fairfield. Staff contacted several references and received positive feedback including a strong positive reference from the City of Fairfield.

Staff is recommending DAC, which is a qualified firm with professional experience in accessibility compliance, to assist City staff in the self-evaluation of City facilities, public rights-of-ways, programs, services, and activities, as well as develop a transition plan, which includes monitoring and management tools, for keeping in compliance with the ADA, Title 24 of the CBC and other

relevant laws and regulations. The inspections performed by DAC will supplement the Public Works Department staff with professional support which will identify barriers or potential barriers in accordance with applicable Federal and State accessibility standards and regulations. In addition, it is understood that DAC will assist the City in developing a schedule for barrier removal over time in a cost effective and realistic manner, using programmatic solutions where available.

As a requirement of the ADA is for public entities to offer opportunities for public input into the transition plan, DAC will assist with an outreach process to assist the City in advising the public of the ADA Self-Evaluation and Transition Plan project. DAC will assist the City to provide an opportunity for interested persons, individuals with disabilities, or organizations representing persons with disabilities to participate in the self-evaluation process. DAC will assist in organizing a public meeting to inform the community of the project and receive input on the process. DAC staff will attend the meeting, maintain a record of the proceedings and comments and be prepared to answer questions regarding the project.

Suisun City and the Suisun City Public Works Department is committed to investing in our community by performing an ADA self-evaluation and transition our infrastructure and policies to provide accessibility and equity to all residents and visitors.

Staff recommends the City contract with Disabilities Access Consultants, LLC for \$119,630 to provide consultant services for the ADA Self-Evaluation and Transition Plan and allow up to an additional \$10,000 for Change Orders.

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 Disability Access Consultants to Provide Consultant Services for the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan and Authorize up to an Additional \$10,000 in Change Orders.

ATTACHMENTS:

1. Council Resolution No. 2020-___: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Disability Access Consultants to Provide Consultant Services for the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan and Authorize up to an Additional \$10,000 in Change Orders.
2. Disability Access Consultants, LLC *Proposal for Accessibility Services Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan*, dated March 10, 2020.

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RESOLUTION NO. 2020-

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**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
DISABILITY ACCESS CONSULTANTS, LLC FOR THE AMERICANS WITH
DISABILITIES ACT (ADA) SELF-EVALUATION AND TRANSITION PLAN AND
AUTHROZIE UP TO AN ADDITIONAL \$10,000 IN CHANGE ORDERS**

WHEREAS, the Americans with Disabilities Act (ADA) of 1990 and Revised ADA Implementing Title II applies to State and Local Governments Services including the City of Suisun City; and

WHEREAS, ADA Title II applies to State and local government entities, and, in subtitle A, protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by State and local government entities; and

WHEREAS, Title II extends the prohibition on discrimination established by section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, to all activities of State and local governments regardless of whether these entities receive Federal financial assistance; and

WHEREAS, all public entities receiving federal funds are required to complete a self-evaluation. Agencies are required to review and make modifications as needed to the self-evaluation to ensure there is nondiscrimination on the basis of disability. Local agencies shall implement a system for periodically reviewing and updating self-evaluations and, if applicable, transition plans; and

WHEREAS, Suisun City is a member of the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA); and

WHEREAS, in December of 2019, the PLAN JPA Board approved a fixed-rate contract with Disability Access Consultants (DAC) that allows all member agencies to use their services at group rates. The costs and rates for the ADA Self-Evaluation and Transition Plan support have been negotiated by PLAN JPA and DAC for the benefit of the PLAN JPA members. The PLAN JPA offers a discounted price to its members that has been negotiated with DAC; and

WHEREAS, Suisun City and the Suisun City Public Works Department is committed to investing in our community by performing an ADA self-evaluation and transition our infrastructure and policies to provide accessibility and equity to all residents and visitors; and

WHEREAS, staff recommends that the City contract with DAC to provide consultant services for the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan.

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 Disability Access Consultants, LLC for Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan in the amount of \$119,630 and to take any and all necessary and appropriate actions to implement this contract including change orders up to \$10,000.

1 **PASSED AND ADOPTED** by a Regular Meeting of said City Council of the City of Suisun
2 City duly held on Tuesday, the 21st of July 2020, by the following vote:

3 **AYES:** Councilmembers: _____
4 **NOES:** Councilmembers: _____
5 **ABSENT:** Councilmembers: _____
6 **ABSTAIN:** Councilmembers: _____

7 **WITNESS** my hand and the seal of said City this 21st day of June 2020.

8 _____
9 Donna Pock, CMC
10 Deputy City Clerk
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Proposal for Accessibility Services

**AMERICANS WITH DISABILITIES ACT (ADA)
SELF-EVALUATION AND TRANSITION PLAN**

March 10, 2020

Disability Access Consultants
2862 Olive Highway, Suite D
Oroville, CA 95966



COVER LETTER

March 10, 2020

To: Mr. Matt Medill, PE
Public Works Director, City Engineer
Public Works Department
City of Suisun City
701 Civic Center Blvd
Suisun City, CA 94585

Re: Americans with Disabilities (ADA) Self-Evaluation and Transition Plan

Firm Information: Disability Access Consultants, LLC (DAC)

Headquarters: 2862 Olive Highway, Suite D, Oroville, CA 95966
bthorpe@dac-corp.com Phone: (800)-743-7067

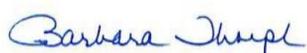
We appreciate the opportunity to submit our statement of qualifications and proposal for providing consultant services for an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan for the City of Suisun City public facilities and public rights-of-way.

Disability Access Consultants, LLC (DAC) has extensive experience in the evaluation of program and facility accessibility and provides a full continuum of Americans with Disabilities Act (ADA) and accessibility services for public entities, such as the City of Suisun City. Founded as a California company in 1998, DAC has provided services for the past 22 years to assist public entities to comply and implement accessibility requirements in accordance with the ADA, Title 24 of the California Building Code, Section 504 and related federal, state and local disability-related nondiscrimination laws and regulations. DAC has conducted over 22,000 building inspections, surveyed thousands of parks and playgrounds, thousands of miles of public rights-of-way and performed hundreds of programmatic reviews and self-evaluations to study the accessibility of programs, services, activities, events and related areas. DAC has a team of 25 staff, including CASp certified inspectors, dedicated to assisting public entities, such as the City of Suisun City, with ADA compliance. DAC has a comprehensive understanding of applicable standards, regulations and requirement under Title II of the ADA, California Building Code, PROWAG, CAMUTCD, Caltrans and related state accessibility standards.

DAC is currently assisting or has recently completed similar studies for numerous city and county governments, including the County of San Mateo, the City of East Palo Alto, the City of Half Moon Bay, the City of Benicia, City of Berkeley and the City of Vallejo. A more detailed list of over 100 similar projects is provided in our response. DAC has trained public entities to use DACTrak to inspect their own public rights-of-way for a significant cost savings and provided training activities for hundreds of public entities.

To provide for easy management of the transition plan and documentation of compliance efforts, DAC has developed web-based software called DACTrak. DACTrak is a powerful on-line tool to manage and update the transition plan, project costs and document progress. Custom reports can be printed in a variety of formats. DACTrak provides a quality finished product for easy and cost-effective management of the ADA plan.

Respectfully submitted by Barbara Thorpe, President





Firm Organization and Description of Qualifications

Disability Access Consultants, LLC (DAC) has extensive experience in the evaluation of program and facility accessibility and provides a full continuum of Americans with Disabilities Act (ADA) and accessibility services for public entities, such as the City of Suisun City. Founded as a California corporation in 1998, DAC has provided services for the past 22 years to assist public entities to comply and implement accessibility requirements in accordance with the ADA, Title 24 of the California Building Code, California Manual on Uniform Traffic Control Devices (CAMUTCD), Public Right-of-Way Accessibility Guidelines (PROWAG), Caltrans Standards and Specifications, Section 504 and related federal, state and local disability-related nondiscrimination laws and regulation. DAC has conducted over 22,000 building inspections, surveyed thousands of parks and playgrounds and performed hundreds of programmatic reviews and self-evaluations to study the accessibility of programs, services, activities, events and related areas. DAC has surveyed over 4,000 miles of public rights-of-way.

As our founder, Barbara Thorpe, worked with a public entity for 20 years as the ADA Coordinator, 504 Coordinator, and Director of Planning and Compliance, she has extensive experience working with individuals with disabilities and organizations representing individuals with disabilities. In addition, she has collaborated with individuals with disabilities and organizations that represent individuals with disabilities in a facilitative manner that has benefited city and town governments during her work with other municipalities. Barbara and the DAC team members have demonstrated the ability to engage and interact with individuals and organizations to assist with the prioritization, long range planning and implementation of the ADA plan.

DAC has a team of more than 25 staff, with our Facility Team Leader Michael Boga holding CASp Certificate #152, dedicated to assisting public entities, such as the City of Suisun City, with ADA compliance. DAC has a comprehensive understanding of applicable standards, regulations and requirement under Title II of the ADA, California Building Code and related state accessibility standards.

DAC has a reputation to being responsive to the client's needs, providing on-time project completion within budgets. DAC has a proven track record for comprehensive experience in conducting ADA Self Evaluations and Transition Plans, implementation and related services.



Other public entities for which DAC has provided similar services include multiple recreation and park districts, water districts, 15 California fairs, 160 California public school districts, and several large Joint Power Authorities and insurance carriers for groups of public entities.

DAC is currently assisting the Plan JPA members, of which the City of Suisun City belongs, to assist members with ADA compliance at a discounted rate. DAC has been assisting several Joint Power Authorities since 2000 and currently provides updates, consultation, plan reviews and expert witness services. DAC has worked with public entities of all sizes, from one site to 506 sites. Members of the DAC team have also served as expert witnesses to assist public entities to defend their current practices and ADA plan. DAC has only served on the side to assist public entities to defend their practices and plan and has never assisted with litigation against a public entity. Our mission statement and philosophy embrace the enhancement and assistance to our clients to build an ADA accessibility plan while documenting previous and current compliance methods.



Over the 22 years of serving our clients, DAC has demonstrated financial stability, staff stability and has a no claims insurance record.

DAC provides a full continuum of professional services that include, but are not limited to:

- Facility inspections
- Self-evaluations for ADA and Section 504 of the Rehabilitation Act
- Policy review and development
- Transition plans
- Public rights-of-way surveys
- Consultation
- Accessibility compliance intake and management software – DACTrak
- DACTrak training to conduct your own inspections
- Expert witness services
- Plan reviews
- ADA Plan implementation assistance and consultation
- Outdoor developed and recreational areas (pools, parks, trails, camping areas)
- NPSI playground safety inspections
- ADA Playground inspections

DAC utilizes the appropriate standard(s) for the inspection that may include, but is not limited to:

- ADA 2010 Standards
- California Building Code
- ADA-ABA
- UFAS
- ANSI
- Section 504 of the Rehabilitation Act
- Outdoor developed and recreational standards
- National Playground Safety Institute (NPSI) standards
- PROWAG – Federal Public Rights-of-way Guidelines
- California Manual on Uniform Traffic Control Devices (CAMUTCD)

DAC has provided training to hundreds of public entities and is also the selected consultant of the California Joint Powers Insurance Authority (CJPIA) to provide regular training sessions to their members. In addition to CJPIA members, DAC has provided customized individual training regarding ADA requirements for facilities, public right-of-way, policies, special events, grievances and other related Title II topics.

DAC has been assisting several Joint Power Authorities throughout the State of California since 2000 and currently provides updates, consultation, plan reviews and expert witness services. DAC has worked with public entities of all sizes, from one site to 506 sites.

Other public entities for which DAC has provided similar services include Fair Oaks Recreation and Park District, Padre Dam Water District, Hayward Parks and Recreation, 15 California Fairs, 160 California public school districts, and several large Joint Power Authorities and insurance carriers for groups of public entities.

Members of the DAC team have also served as expert witnesses to assist public entities to defend their current practices and ADA plan. DAC has only served on the side to assist public entities to defend their practices and plan and has never assisted with litigation against a public entity. Our mission statement and philosophy embrace the enhancement and assistance to our clients to build an ADA accessibility plan while documenting previous and current compliance methods.



In-House Abilities and Experience of the Team

DAC was originally established and founded by Barbara Thorpe in 1998 and organized as its current firm type in 2011. Over the past 5 years, DAC has kept a consistent staff size between 22 to 25 full time employees at any time. All staff that hold key and essential positions as described in the organizational chart have been employees of DAC for a minimum of eleven years. Mike Boga, our Senior Director of Accessibility Services, has been with DAC for 22 years and Candice Pursch, our Director of Accessibility Services has been with DAC for 13 years. All staff are direct employees of DAC and represent a strong in-house team that has worked together on the most of our projects. Srikant Talasila, our IT Director and Jennie Grover, our Director of Operations, have been a DAC team member for 11 years. In addition, several other staff have been DAC team members for an excess of 5 years. Due to our in-house capabilities, DAC does not have a need to subcontract with other companies or individuals. Having all the team members for the project under one roof provides for clearer communication and accountability within the DAC team and between the City and DAC.

Project Commitment

Over the past 22 years, DAC has maintained its commitment for work being completed on time according to the established project benchmarks while maintaining our quality control standards. Costs are controlled due to our extensive experience, our methodology for data collection and analysis and our quality control procedures. DAC has not exceeded approved costs in any project and has at times completed a project under budget and ahead of schedule.

Our firm stands out in the public entity arena due to proven performance in a wide range of services, from programmatic and policy reviews, facility inspections, transition plans, consultation, plan reviews and expert witness services. We excel at providing a comprehensive assessment of our clients' current status by preparing a study of all areas related to accessibility in different departments to document ongoing compliance. DAC has a reputation to being responsive to the client's needs, providing on-time project completion within budgets. DAC has a proven track record for comprehensive experience in conducting ADA self-evaluations and transition plans, implementation and related services. Over the 22 years of serving our clients, DAC has demonstrated financial stability, staff stability and has a no claims insurance record.

Innovative Tools, Strategies and Best Practices

Based on experience and knowledge of the accessibility field and best practices, DAC continues to develop innovative methodologies, easy to use ADA management tools, and proven, successful strategies for evaluating programs, services, activities, events, facilities, parks and public rights-of-way. DACTrak was developed by DAC for the purpose of easy and useful importing and management of the accessibility data collected in the field. DACTrak is interactive web-based software and is not an enhanced Excel spreadsheet. The ability to collect, compile, analyze and use report data in a practical format was one of the driving forces to develop the DACTrak intake and management software.

Our DAC accessibility management software, DACTrak, provides our clients with a powerful management tool to document compliance, project costs, print custom reports and record progress. DACTrak is not an Excel spreadsheet, but actual software that has been developed by our company to assist with the implementation and documentation of the City's ADA plan and provides photographs of as-is site conditions, which has proved to be valuable documentation. Findings and recommendations, in addition to other data are preloaded into the DACTrak software. As DAC owns and licenses the DACTrak software, we can make custom modifications for our clients.

DACTrak Accessibility Management Software

The accessibility management software is included at **no cost** to the City for the first year. If the City decides to continue with the use of the online management software after the initial year, the cost is \$1,000 per year starting after the first year of use at no cost and includes unlimited seat licenses. The use of the DACTrak

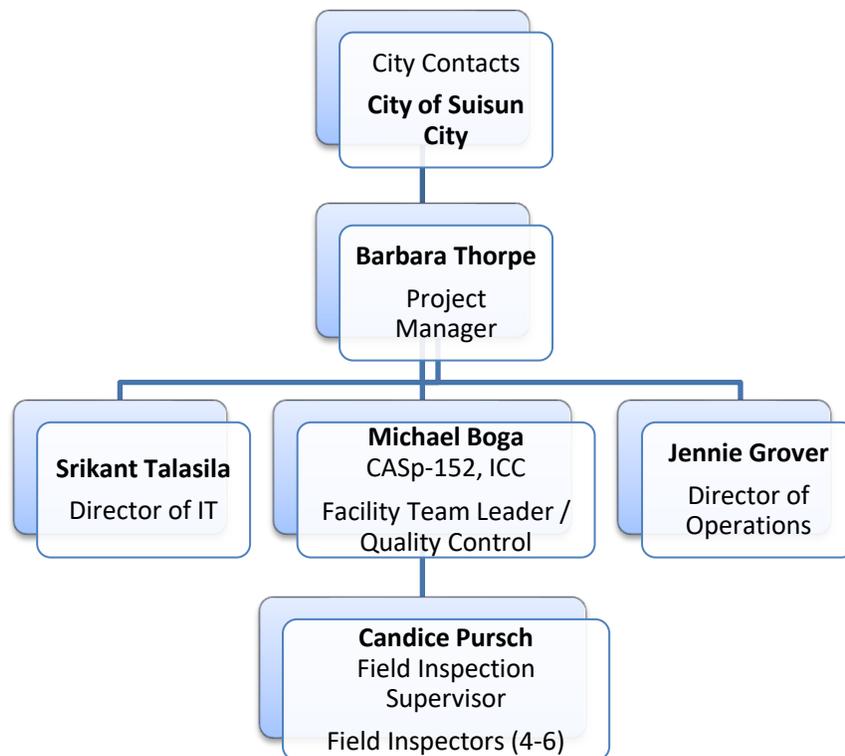


software includes the storage and maintenance of the data. If the City decides not to continue to use the online DACTrak Accessibility Management System to maintain, update and document compliance of the ADA plan, the data can be transferred to an Excel spreadsheet or an alternate format. DAC has found that usable and easy to manage software (instead of Excel spreadsheets) is imperative to maintaining and updating the ADA plan.

Categories can be customized, and findings organized as demonstrated in the screen shots of the DACTrak software included in the supplemental materials Appendix.

Project Team Staffing

Disability Access Consultants (DAC) has a dedicated team of 25 professionals with backgrounds in administrative leadership roles with public entities, construction and code enforcement. DAC is an equal opportunity employer and our team composition includes minority and veteran representation. The team has worked together on numerous ADA compliance projects with City and Town governments and public entities. DAC works with several large JPA's and insurance pools to assist public entities with ADA compliance.



The DAC team has a proven record to provide on-site services in a collaborative and efficient manner. DAC has experienced team members who have worked with public entities for successful and on time completion of numerous projects. Necessary staff members have ICC, NPSI, and CASp certification. A CASp certified Team Leader will be involved with the project and field evaluations. The project team is organized to provide a representation of skills needed to accomplish the project objectives. In addition, teams that have worked together previously will be assigned to the City of Suisun City project.

Barbara Thorpe, M.Ed., LOT - DAC Project Manager

As DAC Project Manager, Barbara will coordinate activities and schedules and report 's designee. Barbara will serve in the leadership role regarding the ADA Self-Evaluation of programs, services, activities and events along with the review of policies and procedures. Barbara brings twenty years of experience in public administration and providing services to individuals with disabilities to Disability Access Consultants. As an



administrator in a public entity, Barbara provides unparalleled understanding of the application of the Americans with Disabilities Act and related legislation. In addition to assisting public entities with compliance with the ADA, Barbara has conducted compliance reviews for the Department of the Interior to audit for compliance with the ADA, Section 504 of the Rehabilitation Act and related civil rights laws and regulations. Barbara has served as an expert witness for the Department of Justice, Office of the Attorney General. Additionally, Barbara is a licensed occupational therapist. Barbara served on the Division of State Architect Advisory Board and served as the vice-chair for the DSA Access Compliance Committee. Barbara has worked on over 200 public entity projects that are similar to the City.

Michael Boga, B.A. Education, California Certified Access Specialist #152, ICC Accessibility, Usability and Plans Examiner - Facility Team Leader

As manager of the production and the inspection team, Michael brings a unique blend of experience in the building industry along with his understanding of individuals with disabilities to the accessibility team. Michael is a certified accessibility specialist through the International Conference of Building Officials (ICC), certified in Accessibility, Usability and Plans examination and is California certified CASp inspector #152. Michael has completed the updated DSA courses regarding the 2010 California Building Code. Michael has provided numerous staff development sessions to public entities regarding accessibility requirements. If requested, Michael would provide training, assist with plan reviews and review new work completed for compliance, as requested. Mike has worked on over 260 projects similar to the City of Suisun City.



Srikant Talasila - Director, Information Technology

Srikant brings many years of experience with information technology and management information services from a large corporation. He can categorize and organize large volumes of information regarding public facilities into a manageable database. He provides training and consultation to our clients in the use of DACTrak. Srikant would work directly with City of Suisun City staff to train and assist with the data entry and management of data.

Jennie Grover - Director of Operations

Jennie draws on her experience in technical writing to provide leadership and management of the production and technical writing team, organizing the completion of technical reports, as well as managing production schedules, staff and timelines.



Value Added Items to Enhance the Project at No Additional Cost or that Provide a Cost Savings

In addition to the above understandings and confirmations, DAC has found through its experience of working with City, Town and County Governments and Joint Power Authorities, such as the PLAN JPA, of which the City of Suisun City is a member, that certain other items enhance the level of success and implementation of ADA Transition Plans and Self-Evaluations by public entities. The Plan JPA offers a discounted price to its members that has been negotiated with DAC.

The use of DACTrak by City staff to conduct surveys at facilities, process reports and manage the information to implement and document the plan may assist the City to more efficiently and effectively achieve the City's project objectives and will provide longevity to the plan.

As an additional value at no cost, DAC provides at least one photograph of each noncompliant accessible item or element, a record number for reference, estimated costs and other features to assist with the implementation of the Transition Plan.

To provide for easy management of the transition plan and documentation of compliance efforts, DAC has developed online software called DACTrak. DACTrak is a powerful tool to manage and update the accessibility plan, project costs and document progress. Custom reports can be easily prepared, printed and saved in a variety of formats.

Disability Access Consultants (DAC) includes the following additions at no additional cost:

- Noncompliant findings and recommendations are included in the DACTrak software
- One or more photographs of each noncompliant finding are included
- Additional photographs can be viewed of the noncompliant item by one click
- DACTrak provides a method to schedule and track the barrier removal
- Documentation of progress and compliance using the progress reporting feature of DACTrak
- Priorities can be established and further refined using DACTrak

DACTrak provides for an organized input method that captures all the information gathered from the site inspections with photographs for each noncompliant finding.

In essence, all of the field information is captured in a online software package and provides for "green" data collection and avoids paper and pencil checklists and unorganized photographs. DACTrak can also be used on a tablet pc to add new facilities and update compliance assessments and transition plans.

DAC has also found that having usable "software" and not just a database is very important to be able to easily manage and update the transition plan.

Our extensive experience with clients needing to have an easy to manage and update plan was the catalyst for DAC to develop our DACTrak software for use by our clients. Thus, other critical issues include:

- Software to update and manage your Transition Plan
- The ability to document progress and barrier removal
- The ability to print custom reports
- The ability to update the plan "automatically" when codes change without re-inspecting sites
- The ability to project costs
- The ability to add or delete facilities

DAC's collection of actual measurements of as-is conditions and GIS information for public rights-of-way is another value-added item. The collection of an as-is condition is a valuable asset to allow the user to make an informed decision based on an actual measurement.



For example, if a “yes” or “no” approach is utilized to indicate if an item is compliant, the user may not know what the actual level of noncompliance is and would not be able to set a priority or severity rating. If codes change, the information collected can be reprocessed without the need to re-inspect, thus providing longevity of the plan and internal capacity of the City in a cost-effective manner.

The screenshot shows a software window titled "Parking Spaces" with a sidebar on the left containing icons for "Parking Spaces", "Notes", and "Pictures". The main area contains the following fields and options:

- Description:** [Text Field] [Pick](#)
- Save** and **Cancel** buttons.
- GIS Information:** Long: 0.000000, Lat: 0.000000, Alt: 0.000000 [Get](#)
- Space type:** Standard (dropdown), **Space outline color:** White Outline (dropdown)
- Space outline is faded, damaged or missing
- Width:** 0.00, **Length:** 0.00, **Slope:** 0.00, **Vertical clearance:** 0.00
- Must travel behind other spaces, On accessible route, \$250 sign is present
- Signage contains the word handicap, Parked vehicle may encroach into path of travel
- Has international symbol of accessibility pavement marking
 - Centered and aligned with the end of space, Contrasting from parking surface, Is faded or damaged
 - Length:** 0.00, **Width:** 0.00, **Symbol color:** White on Blue (dropdown)
- Has accessible signage
 - Sign type:** Wall Mounted (dropdown), Is at head, Has international symbol of accessibility
 - Length:** 0.00, **Width:** 0.00, Sign is faded or damaged, Has van-accessible sign
 - Sign distance from space:** 0.00, **Height from ground:** 0.00, Sign at center of space
- Has accessible aisle
 - Aisle is on which side of space:** Passenger Side (dropdown)
 - Width:** 0.00, **Length:** 0.00, **Slope:** 0.00
 - Is access aisle outlined in blue, Access aisle is faded or damaged
 - The aisle has contrasting hatched lines up to 36" on center
 - Says "no parking" on pavement in white, **Letter height:** 0.00
 - Has "no parking" sign
 - Sign type:** Wall Mounted (dropdown), **Height from ground:** 0.00

At the bottom, there are navigation buttons: **Prev**, **Next**, **1 of 1***, **New**, and **Del**. The status bar at the bottom left reads "Current Location: Exterior".

Scope of Services

It is understood that the City of Suisun City is requesting a firm with professional experience in accessibility compliance to assist City staff in the self-evaluation of City facilities, public rights-of-ways, programs, services, and activities, as well as develop a transition plan, which includes monitoring and management tools, for keeping in compliance with the Americans with Disabilities Act (ADA), Title 24 of the CBC and other relevant laws and regulations. DAC has the extensive knowledge and experience with all Federal and State regulations during the past 22 years in business, that includes, but is not limited to the ADA up to and including the current 2010 American’s Disability Act Standards (ADAS), 28 Code of Federal Regulation (CFR) 35, Title 24 California Building Standards Code, Title II of the ADA, PROWAG, MUTCD, Section 504 and related Federal and State Standards and Regulations.

The inspections will identify barriers or potential barriers in accordance with applicable Federal and State accessibility standards and regulations. In addition, it is understood that DAC will assist the City in developing a schedule for barrier removal over time in a cost effective and realistic manner, using programmatic solutions where available.



In order to successfully complete the project activities in a timely manner, DAC will work closely and collaboratively with the City of Suisun City without imposing unnecessary interruptions or burdens to staff. During the past 22 years, Barbara Thorpe and her team have developed ongoing working relationships with City, Town and County governments and have worked diligently to have clear lines of communication.

DAC will provide services required to complete the Project for the development of the City's ADA Self-Evaluation and Transition Plan. DAC also has suggestions for additional tasks may be included based on our experience in assisting public entities to update their self-evaluation and transition plans.

- A. DAC will develop the procedures and forms needed to conduct a self-evaluation.
- B. Sidewalk & Curb Ramp Evaluation – DAC will conduct field investigations of public facilities including an evaluation of the City's sidewalks, intersections (curb ramps & crosswalks), pedestrian signals, parking lots and parks.
- C. DAC will determine the level of ADA compliance required for each City building and park and would be subject to the requirements of the ADA and related state codes. DAC will conduct the necessary investigations of the areas of each building that could be used by the public. Field investigations will identify physical barriers within the public areas of City buildings and the public right-of-way that limit accessibility. Reports issued will include a comparison of California Building Standards Code and the Federal ADA Accessibility Guidelines (ADA). The standard that offers the greater level of accessibility will be recommended to be applied.
- D. DAC will review and evaluate current City policies, programs (including, but not limited to recreation programs), and practices in order to identify language or policies which may be considered discriminatory to persons with disabilities. The review will include City policy documents that affect the public. The review will evaluate the current level of program accessibility, including eligibility requirements, participation requirements, facilities used, staffing, transportation, communication, grievance procedures and emergency procedures.
- E. DAC will develop the comprehensive ADA Self-Evaluation and Transition Plan based upon the results of the barrier assessments, policy reviews and guidance from City staff. The Transition Plan shall include all requisite information necessary to comply with Title II of the ADA for the plan, plus additional item that are recommended but not required, including, but not limited to the following:
 - Designation of the person responsible for overall implementation of the Plan, usually the ADA Coordinator (required)
 - Detailed reports of the findings of the self-evaluation of facilities, policies, programs, and practices (required)
 - Recommendations of remedial measures to correct deficiencies and a methodology for the prioritization of barrier remediation (required)
 - Method to apply an implementation schedule that includes milestones or measures of achievement for monitoring implementation (required)
 - Development of procedures for grievances (required)
 - Methodology for the self-evaluation of existing barriers to accessibility (recommended)
 - Cost estimates for remediation measures (recommended)
 - Procedure for periodically reviewing and updating the Transition Plan (recommended)
 - Assignment of responsibilities for repair/replacement (recommended)





- F. Project Database – DAC will provide the City with DACTrak Accessibility Management Software to develop the ADA Transition Plan. The DACTrak software will allow ongoing monitoring and updating of the final comprehensive ADA Transition Plan by City staff. The information contained in the DACTrak database shall be the property of the City of Suisun City when the ADA Transition Plan compilation is complete. There are no maintenance or storage fees associated with use of the DACTrak software. If the City does not want to use the DACTrak software to manage the transition plan, the data can be provided to the City in a mutually approved format.
- G. If requested, DAC can also attend a City Council meeting to present an overview of the ADA Transition Plan. It is not required or recommended that the transition plan be adopted by council, as the projected implementation schedule and dates are designed to be adjusted to correspond with the City’s needs and project plans.
- H. As a requirement of the ADA is for public entities to offer opportunities for public input into the transition plan, DAC will assist with an outreach process to assist the City in advising the public of the ADA Self-Evaluation and Transition Plan project. DAC will assist



the City to provide an opportunity for interested persons, individuals with disabilities, or organizations representing persons with disabilities to participate in the self-evaluation process. There is no requirement for public meetings to be held to collect input, however if the City chooses to hold a meeting, DAC will assist in organizing the meeting to inform the community of the project and receive input on the process. DAC staff could attend the meeting, maintain a record of the proceedings and comments and be prepared to answer questions regarding the project.

Deliverables and Additional Documents

Compliance Assessment/Transition Plan Reports and Implementation

- Following approval by the City, DAC will present the transition plan and findings by demonstrating the use of the DACTrak Accessibility Management software program and providing a training session. DACTrak will allow City users to prepare and print reports in both PDF and Excel format. The City will have use of the DACTrak software for a period of three years at no cost to update and manage their information and print progress reports and other custom report formats. There are no maintenance or storage fees associated with use of the DACTrak software.
- The draft plan shall describe the methods that will be used to make the facilities accessible. It is recommended that the schedule and timelines be developed by the City of Suisun City in collaboration with DAC. It is not recommended that DAC unilaterally place dates in the plan that the City of Suisun City may not approve, and DAC would not want to inadvertently commit the City of Suisun City to dates that may be unrealistic or inappropriate. The projected schedule for barrier removal is required by the ADA for the development and implementation of the required transition plan.
- Cost estimates will be provided when available for the specific item or element and can easily be adjusted in the DACTrak software to utilize any specific costs adopted by the City of Suisun City. Some items will not have costs as they may require customizations or special design.
- A City of Suisun City Executive Summary will be developed to document the activities, findings, recommendations and accessibility initiatives of the City of Suisun City ADA/504 Self-evaluation and Transition Plan. Strategies and achievements towards compliance and the methods used to assess the City’s programs, facilities and public rights-of-way will be documented. Recommendations, if any, will be provided in the City of Suisun City ADA/504 Self-evaluation and Transition Plan.



Additional Information
Background Checks and Fingerprinting

All employees of DAC have been fingerprinted and have background checks. DAC has FBI and DOJ fingerprint clearances on file for DAC staff. We have conducted studies for school districts, state and local governments, the Federal Government, Judicial Chambers and Correctional Institutions that require background checks.



DACTrak Reports Tools

Record Manager Prev 5 < 6 7 8 9 10 > Next 5 of 18

Facility: Parking Lot 1 - Church Square [Back to List](#)

Parking - Exterior : Parking Lot , Parking Space

Parking Lot

Right Accessible Space At Warren Street Next To Library

Parking Space Width

Finding
The accessible parking space does not meet the minimum requirements for width.
On Site 104.50 inches
Finding:

Recommendation
Re-stripe the accessible parking space.
Recommended: At least 108.00 inches

Costing Information
Re-stripe existing parking space \$350.00

Code Reference
ADA 502
ADA 502.2
CA 11B-502.2

Record Number
72231

Parking Lot , Parking Space : Parking Space Width

1 2 3 4 5 of 5

Priority	3	Assignment	Category 1
Progress	Not Started	Projected Date of Completion	6/30/2021
Resolution	None	Actual Date of Completion	
Cost Responsibility	None	Actual Cost	
New Measurement		Contractor	
		Designated Staff	
New Comment	Include in Library exterior renovations planned for FY 20/21		
Upload Image	Choose File No file chosen Jpeg files only. Size limited to 500KB.		
	Update Cancel		

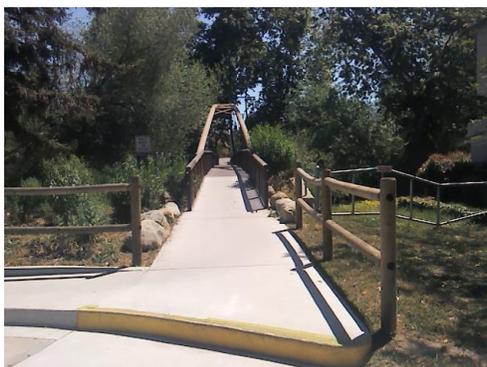
Prev 5 < 6 7 8 9 10 > Next 5 of 18



Schedule

Based on experience with similar projects, it is estimated that the project completion time will be six to eight (8) months.

Scope of Service –Activity or Task	Months							
	1	2	3	4	5	6	7	8
DAC Team Meeting with City of Suisun City; kick-off meeting; survey methodologies, deliverables and schedule confirmation	█							
Project Planning, Survey and Activity Scheduling, Procedures Review	█	█	█	█	█	█		
Inspections of City Buildings, Parks, Parking Areas, Sidewalks and Intersections and public rights-of-way	█	█	█	█	█	█		
Field Inspection Data Compiled (compiled on a daily basis and available for review throughout the inspection process)	█	█	█	█	█	█		
Review of Policies and Procedures; analysis of existing plan	█	█	█	█	█			
Advertisement for Public Input, comments collected and compiled			█	█	█			
Draft Self-Evaluation of services, policies, programs and practices for City Review					█			
Project Database and Accessibility Reports prepared for City					█	█		
DACTrak software presented to City and Logins created, training on maintaining the database						█	█	
Second Draft of Self-Evaluation deliverables presented						█	█	
Deliverables completed and presentation to the City Council if requested								█





COST PROPOSAL

1. Total estimated cost for the survey of the City’s Facilities and Parks: \$40,100.

- CITY HALL
- POLICE BLDG
- FIRE HOUSE (NEW)
- CORP YRD/MN BLD
- SPORTS COMPLEX
- BOAT LAUNCH RESTROOM
- SENIOR CITIZEN CENTER
- HARBOR MASTER
- LAWLER HOUSE
- TRAIN DEPOT
- HARBOR THEATRE
- NORTH BASIN RESTROOM
- JOE NELSON COMMUNITY CENTER
- BURDICK POLICE SUBSTATION
- HERITAGE PARKS
- MONTIBELLO PARK
- MIKE DAY PARK
- HALL PARK
- GEOPP PARK (Quail Glen Park)
- LAWLER RANCH PARK
- LAWLER FALLS PARK
- MCCOY CREEK PARK
- INDEPENDENCE PARK
- PATRIOT PARK
- JOSIAH PARK

2. Total estimated cost for the inspection of Public Rights-of-Way: \$73,530

City has indicated it currently owns an estimated 137 linear sidewalk miles and trails within its City owned Public Right -of-Way (PROW). DAC will survey an estimated 137 linear miles of City sidewalks, curb ramps, APS intersections and bus stops for a total cost of \$75,530 using the rate of \$550 per linear mile of sidewalk. Total cost for the PROW inspections is \$75,530.

3. Review of policies, procedures and programs cost: \$5,000

Review of policies, procedures and programs and assistance with public input at a cost of \$5,000.

4. DACTrak Accessibility Management Program Licensure: The use of DACTrak to manage and document the plan after year 1 is a total cost of \$1,000 a year per member, if they elect to continue to use the software.

Note: costs and rates have been negotiated by Plan JPA and DAC for the benefit of the Plan JPA members.



Supplemental Materials

Sample DACTrak Screen Shots and Information

These samples are generated from the DACTrak Accessibility Management online software program. The following screen shots are recent examples of the DACTrak Management software prepared for several public entity clients.

Facility List	
Apollo Park	12544 Rives Avenue Downey, CA 90242
Barbara J Riley Community Center	7810 Quill Drive Downey, CA 90240
Brookshire Childrens Park	12520 Brookshire Avenue Downey, CA 90240
Chamber of Commerce	11131 Brookshire Avenue Downey, CA 90240
City Hall	11111 Brookshire Avenue Downey, CA 90240
Crawford Park	7000 Dinwiddie Street Downey, CA 90240
Dennis The Menace Park	9125 Arrington Avenue Downey, CA 90240
Discovery Sports Complex Park	12400 Columbia Way Downey, CA 90242
Downey Civic Theatre	8435 Firestone Boulevard Downey, CA 90240
Furman Park	10419 Rives Avenue Downey, CA 90241
Gary P. McCaughan Gymnasium	12544 Reves Avenue Downey, CA 90242

Upon logging in to the secure DACTrak website, you are able to choose the facility you would like to view and manage. These two screen shots are examples of facility lists for two recent public entity transition plan projects.

After choosing a facility, you are able to use Reports drop down menu to choose which report style to view. You may also choose to view multiple facilities in one report.



This screenshot is an example of a finding page in a Basic Photo Report. This type of report shows the user the finding, with accompanying recommendation to correct the non-compliant item, the associated photo, code reference(s), estimated cost to remove the barrier, and any progress that has been added to update the transition plan.

Old Victor Park & School

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

**Path From School Parking Lot To Park
Change In Level**

Path Of Travel , Walking Surfaces : Change in Level

Finding

There is a change in elevation greater than recommended value.

On-Site Finding 1.00 inches

Recommendation

Ensure that the change in elevation is within the recommended value.

Recommendation Up to 0.25 inches

Costing Info (Estimated)

Provide smooth surface \$150



Code Reference ADA 303, 403.4, CA 11B-303, CA 11B-403.4

Notes : Spalled concrete continues for 20 feet

Progress

Record Number	68064	Resolution	None
Progress	Not_Started	Priority	Six
Actual Date		Projected Date	06/30/2025
Actual Cost	\$0.00	Contractor	
Comments	No Comments		
Assignment	Category_3	New Value	0.00
Designated Staff			



The Dual Photo and Basic Photo Reports may be exported to an Excel workbook for easy management of the transition plan data. The Excel workbook exports into a pre-formatted table with the filter function atop each data column. The report is a fully functioning Excel spreadsheet that may be sorted, filtered and manipulated by the user. The column for Picture identification numbers includes cells that are live links to the second tab of the workbook which contains report photos. Clicking the cell for a particular report finding will bring up the associated picture on the Photos tab.

Science Building - Photos

Record Number	Picture	Category	Location	Sub Location	Description	Sub Description
449-77894	19216	Reach Ranges	1st Floor	Science 112 & Biology 1	Fume Hood - Fume Hood	Cannot be Operated with one hand
449-77885	19216	Reach Ranges	1st Floor	Science 112 & Biology 1	Fume Hood - Fume Hood	Element Highest Point of Operation
450-78013	21179	Reach Ranges	1st Floor	Science 113 Biology Laboratory	Fume Hood - Fume Hood	Element Highest Point of Operation
451-78012	21179	Reach Ranges	1st Floor	Science 113 Biology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand
452-77929	19381	Reach Ranges	1st Floor	Science 114 Microbiology Laboratory	Fume Hood - Fume Hood	Element Highest Point of Operation
453-77928	19381	Reach Ranges	1st Floor	Science 114 Microbiology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand
454-77966	19481	Reach Ranges	1st Floor	Science 115 Biotechnology Laboratory	Biological Safety Cabinet - Other	Element Highest Point of Operation
455-77964	19991	Reach Ranges	1st Floor	Science 115 Biotechnology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand
456-77965	19991	Reach Ranges	1st Floor	Science 115 Biotechnology Laboratory	Fume Hood - Fume Hood	Element Highest Point of Operation
457-77952	19383	Reach Ranges	1st Floor	Science 116 Anatomy Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand
458-77953	19381	Reach Ranges	1st Floor	Science 116 Anatomy Laboratory	Fume Hood - Fume Hood	Element Highest Point of Operation
459-77956	19385	Reach Ranges	1st Floor	Science 119 Life Science Preparation	Fume Hood - Fume Hood	Element Highest Point of Operation
460-77955	19385	Reach Ranges	1st Floor	Science 119 Life Science Preparation	Fume Hood - Fume Hood	Cannot be Operated with one hand
461-78061	21130	Reach Ranges	1st Floor	Science 119A Micro Preparation Room	Purifier Clean Bench - Other	Element Highest Point of Operation
462-78138	22625	Reach Ranges	1st Floor	2nd Floor	Science 201 Math Laboratory	Computer Station - Computer Station
463-78137	22625	Reach Ranges	1st Floor	2nd Floor	Science 201 Math Laboratory	Computer Station - Computer Station

La Quinta Library - Photos

Record Number	Picture	Category	Location	Sub Location	Description	Sub Description
43632	11757	Doors	Interior	Bookstore	Lever	
43594	11750	Doors	Exterior	Chamber Of Commerce	Chamber Of Commerce Entrance	Push Bar / D Handle
43596	11754	Doors	Exterior	Chamber Of Commerce	Door Between Library & Chamber Of Commerce	Push Bar / Lever
43634	11756	Doors	Interior	Door To Garden	Door To Garden	Push Bar / D Handle
43635	11756	Doors	Interior	Door To Garden	Door To Garden	Push Bar / D Handle
43552	11542	Doors	Interior	Hallway Conference Room Door	Hallway Conference Room Door	Push Bar / Lever
43551	11542	Doors	Interior	Hallway Conference Room Door	Hallway Conference Room Door	Push Bar / Lever
43549	11549	Doors	Interior	Mens Restroom Near North Entrance	Mens Restroom Near North Entrance	Push / Pull
43479	11187	Doors	Exterior	North Entrance	North Entrance	Push Bar / D Handle
43567	11543	Doors	Interior	Room 110	Room 110	Lever
43568	11543	Doors	Interior	Room 110	Room 110	Lever
43546	11546	Doors	Interior	Storytime Room	Storytime Room	Push Bar / D Handle
43547	11546	Doors	Interior	Storytime Room	Storytime Room	Push Bar / D Handle
43553	11548	Doors	Interior	Womens Restroom Near North Entrance	Womens Restroom Near North Entrance	Push / Pull
43588	11745	Doors	Interior	Young Adult Room	Young Adult Room	Lever
43518	11480	Restrooms	Interior	Mens Restroom Near North Entrance	Mens Restroom Near North Entrance	Lavatory
43519	11480	Restrooms	Interior	Mens Restroom Near North Entrance	Mens Restroom Near North Entrance	Lavatory
43462	11168	Restrooms	Exterior	Outside Mens Restroom	Outside Mens Restroom	Lavatory



Reports Sort and Filter Panel

Users are able to customize the report that is generated by making selections in the drop down menus and choice fields.

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Reports Tools Support

Please select the filter criteria and click "Generate Report" to view the Report.

Clients:	City of Palm Springs	Projects:	Sidewalks
Facilities:	Arenas Drive	Locations:	All Locations
Categories:	All Categories	Priority:	None 1 2 3
Key Word:		Assignment:	None Category 1 Category 2 Category 3
Sort By:	<input checked="" type="radio"/> Priority <input type="radio"/> Category <input type="radio"/> Location <input type="radio"/> Entity	Resolution:	None Corrected Not Corrected Not Applicable
Progress:	All Not Started In Progress Completed	Generate Report	

Include Costing Information in this Report   

Single Facility PDF Report Options

DACTrak offers users many different styles of reports to view in a PDF file which can be exported from DACTrak and saved offline for viewing, printing or emailing.

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Reports Tools Support

Please select the filter criteria and click "Generate PDF" to download the Report.

Clients:	City of Palm Springs	Projects:	Parking Lots
Facilities:	Downtown Parking Structure	Locations:	All Locations
Categories:	All Categories	Priority:	None 1 2 3
Key Word:		Assignment:	None Category 1 Category 2 Category 3
Sort By:	<input checked="" type="radio"/> Priority <input type="radio"/> Category <input type="radio"/> Location <input type="radio"/> Entity	Resolution:	None Corrected Not Corrected Not Applicable
Progress:	All Not Started In Progress Completed	Generate PDF	

Include Costing Information in this Report

Please select a type of report from the list below and click on Generate PDF :

- Text Report
- Basic Photo Report
- Dual Photo Report
- Photo Summary Report
- Summary Report
- Progress Report
- Total Unit Cost Report
- Corrected Items Report



Multi Facility PDF Report Options

In addition to viewing reports for individual facilities, DACTrak offers users the ability to view findings for multiple facilities combined in as single PDF. Users choose which facilities to include from the selection list and are further able to customize the generated report by selecting a Category or Priority setting.

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Reports Tools Support

Please select the filter criteria and click "Generate Report" to view the Report. Press and hold the "Ctrl" button to select multiple facilities.

Clients:	City of Palm Springs	Projects:	Sidewalks
Facilities:	<ul style="list-style-type: none"> Alejo Road Amado Road Andreas Road Arenas Drive Avenida Caballeros Baristo Road 		
Categories:	All Categories	Priority:	None Generate PDF

Please select a type of report from the list below and click on Generate PDF :

- Text Report
- Photo Report
- Progress Report

Single Facility Excel Report Options

DACTrak also contains options to export reports to an Excel format, which can be customized using the drop down menus and selection fields. The exported Excel report is a fully functioning workbook which can be further manipulated to suit the needs of the user.

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Reports Tools Support

Please select the filter criteria and click "Generate Excel" to download the Report.

Clients:	City of Palm Springs	Projects:	Parking Lots
Facilities:	Downtown Parking Structure	Locations:	All Locations
Categories:	All Categories	Priority:	<ul style="list-style-type: none"> None 1 2 3
Key Word:	<input type="text"/>	Assignment:	<ul style="list-style-type: none"> None Category 1 Category 2 Category 3
Sort By:	<input checked="" type="radio"/> Priority <input type="radio"/> Category <input type="radio"/> Location <input type="radio"/> Entity	Resolution:	<ul style="list-style-type: none"> None Corrected Not Corrected Not Applicable
Progress:	<ul style="list-style-type: none"> All Not Started In Progress Completed 		Generate Excel

Include Photos in this Report
 Include Costing Information in this Report



Multi Facility Excel Report Options

Excel reports may also be generated to contain findings for more than one facility by using the Multi Facility Report option in DACTrak. This report is able to be customized using the drop down menus for Categories and Priority. If the user requires a small file size for storage or emailing, the option is available to exclude photos in the generated report.

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DACTrak

Reports
Tools
Support

Please select the filter criteria and click "Generate Report" to view the Report. Press and hold the "Ctrl" button to select multiple facilities.

Clients:	<input type="text" value="City of Palm Springs"/>	Projects:	<input type="text" value="Sidewalks"/>
Facilities:	<div style="border: 1px solid #ccc; padding: 2px;"> Alejo Road Amado Road Andreas Road Arenas Drive Avenida Caballeros Baristo Road </div>		
Categories:	<input type="text" value="All Categories"/>	Priority:	<input type="text" value="None"/> <input type="button" value="Generate Excel"/>

Include Photos in this Report

Map Overlay Report

Aerial map reports of non-compliant findings can be viewed using the Map Overlay option in DACTrak. This report plots the locations of the findings on a user-friendly interactive map. Unique icons are used to symbolize the different types of findings.

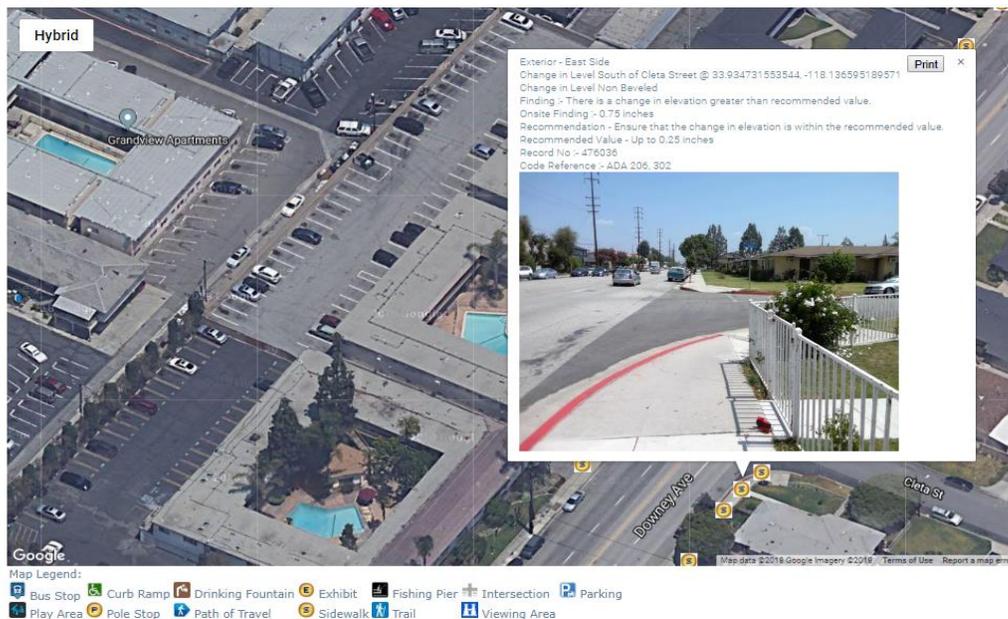
Clients:	<input type="text" value="City of Palm Springs"/>	Projects:	<input type="text" value="Sidewalks"/>
Facilities:	<input type="text" value="Alejo Road"/>	Locations:	<input type="text" value="All Locations"/>
Categories:	<input type="text" value="All Categories"/>	Priority:	<input type="text" value="None"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>
Key Word:	<input type="text"/>	Assignment:	<input type="text" value="None"/> <input type="text" value="Category 1"/> <input type="text" value="Category 2"/> <input type="text" value="Category 3"/>
Sort By:	<input checked="" type="radio"/> Priority <input type="radio"/> Category <input type="radio"/> Location <input type="radio"/> Entity	Resolution:	<input type="text" value="None"/> <input type="text" value="Corrected"/> <input type="text" value="Not Corrected"/> <input type="text" value="Not Applicable"/>
Progress:	<input type="text" value="All"/> <input type="text" value="Not Started"/> <input type="text" value="In Progress"/> <input type="text" value="Completed"/>	<input type="button" value="Generate Report"/>	



Drilled Down View of Map Overlay Report

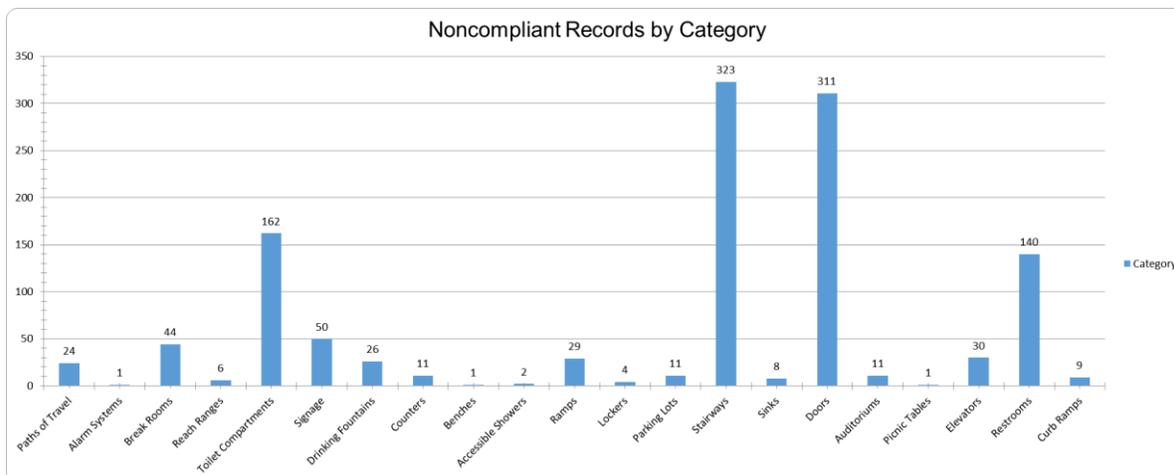
Each icon in the map overlay report is a clickable link that will expand to a pop up window identifying the finding. The individual finding information may also be printed from this feature.

Clients: City of Downey
 Facilities: Downey Avenue - Stewart & Gray Road to Texas Street
 Projects: Public Rights of Way
 Locations: All Locations
 Categories: All Categories, Rooms, Accessible Showers, Adaptable Dwelling Units
 Priority: 1, 2, 3
 Assignment: None, Category 1, Category 2, Category 3
 Key Word:
 Sort By: Priority, Category, Location, Description
 Progress: All, Not Started, In Progress, Completed
 Resolution: None, Corrected, Not Corrected, Not Applicable
 Cost Responsibility: All, Landlord, Tenant, Both
 Projected Date From: To:
 Actual Date From: To:
 Generate Report



Summary and Chart Reports

DACTrak also includes options for summary and chart reports to be created for individual or multiple facilities. The example below is a column chart that summarizes the number of noncompliant records by category for a facility.





Global Progress Editor

Many records are able to be managed and updated with identical information from one screen using the Global Progress Editor. Users choose the records to update and the information that they would like to apply to all chosen records. Once information is entered, the user needs only to click the “Submit” button once to update all chosen records.

Please select the filter criteria and click "Generate List" to view the deficiencies you are able to edit.

Clients: Projects:
 Facilities: Locations:
 Categories:

Click the icon to export to excel :

Record Number	Location	Element Description	Finding	On Site Finding	Progress	Resolution	Priority	Projected Completion Date	Actual Completion Date	Cost Responsibility	Contractor	Code Reference
62468	Exterior	Accessible Parking	No warning signage is present.	Not Found								CA 11B-502.8
62418	Exterior	Accessible Parking	ISA marking is faded and not viewable.	Faded or Damaged								ADA 502,CA 11B-502.6.4
62422	Exterior	Accessible Parking	The access aisle does not contain the wording "No Parking" painted on surface within the access aisle in white letters.	None Found								CA 11B-502.3.3
62420	Exterior	Accessible Parking	The access aisle exceeds maximum slope.	2.40 percent								ADA 502, 502.4,CA 11B-502.4
62419	Exterior	Accessible Parking	The bottom edge of the post-mounted signage designating the accessible parking space is not at the required height.	50.00 inches								ADA 502, 502.6,CA 11B-502.6
62415	Exterior	Accessible Parking	The accessible parking space does not meet the minimum requirements for width.	106.00 inches								ADA 502, 502.2,CA 11B-502.2

Priority Manager

Priority Manger allows users to manage many records on one page, but individually update each record with unique information. Once all selections are made, the user clicks “Submit” to apply all updates.

Clients: Projects:
 Facilities: Locations:
 Categories:

Click the icon to export to excel :

Select deficiencies from the list below, enter new values, scroll to the bottom and hit Save. To erase a value, leave the field blank.

Record Number	Location	Element Description	Finding	On Site Finding	Priority Assignment	Progress	Resolution	Projected Completion Date	Actual Completion Date	Cost Responsibility	Contractor	New Measurement	Code Reference
62074	Administration	Accountant	The door lock requires tight grasping, pinching, or twisting of the wrist to operate.	Not Accessible	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>		<input type="text" value="None"/>		0	ADA 404.2.7, 309.4
62073	Administration	Accountant	The door opening force for this door is greater than allowed.	11.00 pounds	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>			<input type="text" value="None"/>		0	ADA 404.2.9,CA 11B-404.2.9
62072	Administration	Accountant	The clear opening width of the door is less than required.	31.75 inches	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>			<input type="text" value="None"/>		0	ADA 404, 404.2.3,CA 11B-404.2.3
61992	Administration	Accounts Payable & Printing Office	The door opening hardware is not accessible.	Not Accessible	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>			<input type="text" value="None"/>		0	ADA 404.2.7, 309.4,CA 11B-404.2.7
62010	Administration	Assistant Finance Director, Deferred Comp, Payroll, & Deputy Treasurer	The door opening hardware is not accessible.	Not Accessible	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>			<input type="text" value="None"/>		0	ADA 404.2.7, 309.4,CA 11B-404.2.7



DACTrak Reports Tools

Clients: Projects:

Buildings

Project Information
Address : 78-495 Calle Tampico La Quinta, CA 92253
Start Date : 7/6/2011

Facility List	
Boys & Girls Club	49995 Park Avenue La Quinta, CA 92253
City Of La Quinta Sports Complex	Sports Complex La Quinta, CA 92253
Civic Center	78-495 Calle Tampico La Quinta, CA 92253
Fire Station #70	54001 Madison Street La Quinta, CA 92253
Fire Station #93	44555 Adams Street La Quinta, CA 92253
La Quinta Library	78-275 Calle Tampico La Quinta, CA 92253
La Quinta Museum	77-885 Avenida Montezuma La Quinta, CA 92253
La Quinta Senior Center	78-450 Avenida La Fonda La Quinta, CA 92253
La Quinta YMCA Daycare	49-955 Avenue 50 La Quinta, CA 92253
New Fire Station (Fire Station #32)	78111 Avenue 52 La Quinta, CA 92253
Police Substation	51351 Avenida Bermidas La Quinta, CA 92253
Public Works & Maintenance	78109 Avenue 52 La Quinta, CA 92253
Silver Rock Temporary Clubhouse	79-179 Ahmanson Lane La Quinta, CA 92253
Silverrock Maintenance Building	79-600 54 Avenue La Quinta, CA 92253

Upon logging in to the secure DACTrak website, you are able to choose the facility you would like to view and manage. These two screen shots are examples of facility lists for two recent public entity transition plan projects.

Fair Oaks Recreation and Parks District

Project Information
Address : 4150 Temescal Street Fair Oaks, CA 95628
Start Date : 4/8/2011

Facility List	
Arts & Crafts Building	7997 California Avenue Fair Oaks, CA 95628
Bannister Park	3820 Bannister Road Fair Oaks, CA 95628
Community Clubhouse	7997 California Avenue Fair Oaks, CA 95628
District Office	4150 Temescal Street Fair Oaks, CA 95628
Fair Oaks Park	11549 Fair Oaks Boulevard Fair Oaks, CA 95628
Fair Oaks Preschool	8090 Grand Avenue Fair Oaks, CA 95628
Little Phoenix Park	9041 Phoenix Avenue Fair Oaks, CA 95628
McMillan Center	8020 Temple Park Road Fair Oaks, CA 95628
Miller Park	8480 Sunset Avenue Fair Oaks, CA 95628



Welcome, jgrover | Support | Sign Out | Help

DACTrak

Reports | Tools

Clients: City of La Quinta

Facilities: La Quinta Senior Center

Civic Center

- Text Report
- Basic Photo Report
- Dual Photo Report
- Photo Summary Report
- Summary Report
- Progress Report
- Total Unit Cost Report
- Map Overlay
- Multi Facility Reports
 - Text Report
 - Photo Report
 - Progress Report

[View All Photos](#)
[View Cover Page](#)

Facility Information
Address : 78-495 Calle Tampico
La Quinta CA, 92253

After choosing a facility, you are able to use Reports drop down menu to choose which report style to view. You may also choose to view multiple facilities in one report.

Please select the filter criteria and click "Generate Report" to view the Report.

Clients: City of La Quinta

Facilities: La Quinta Senior Center

Categories: All Categories

Key Word:

Sort By: Priority Category Location Entity

Progress: All Not Started In Progress Completed

Projects: Buildings

Locations: All Locations

Priority: None 1 2 3

Resolution: None Corrected Not Corrected Not Applicable

Include Costing Information in this Report

Go To: 1 of 129 Find:

Accessibility Survey

This screenshot is an example of the home page for a Basic Photo Report. The sort and filter panel allows users to quickly run reports that generate findings for specified locations or categories, or by progress, priority or resolution status.



La Quinta Library

Doors - Chamber Of Commerce : Door , Hardware

Door Between Library & Chamber Of Commerce
Push Bar / Lever

Door , Hardware : Door Opening Pressure

Finding

The door opening force for this door is greater than allowed.

On-Site Finding 10.00 pounds

Recommendation

Adjust the closer on the door to meet the door opening force requirements.

Recommendation Up to 5.00 pounds

Costing Info (Estimated)

Adjust door closer pressure. \$25



Code Reference CA 1133B.2.5, ADA 404.2.9

Progress

Record Number	43596	Resolution	None
Progress	Not_Started	Actual Date	
Projected Date	06/30/2013	Priority	Two
Actual Cost	\$0.00		
Contractor			
Comments	No Comments		

Example of a single finding page on one page in a Basic Photo Report. This type of report shows the user the finding, with accompanying recommendation to correct the non-compliant item, the associated photo, code reference(s), estimated cost to remove the barrier, and any progress that has been added to update the transition plan.

Fair Oaks Park

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Path Of Travel At The Basketball Court

Exterior Walkway

Walking Surface Slope

Path Of Travel , Walking Surfaces : Walking Surface Slope

Finding

There are slopes greater than allowed maximum slope on the primary path of travel.

On-Site Finding 14.70 percent



Recommendation

Provide compliant sidewalk.

Recommended Up to 5.00 percent

Costing Information (Estimated)

Install compliant pathway. \$1,840

Code Reference:
ADA 4.3.7, CA 1133B.7.3

Record Number : 988033

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Path Of Travel At The Entrance To The Horticultural Center

Exterior Walkway

Walking Surface Slope

Path Of Travel , Walking Surfaces : Walking Surface Slope

Finding

There are slopes greater than allowed maximum slope on the primary path of travel.

On-Site Finding 6.40 percent



Recommendation

Provide compliant sidewalk.

Recommended Up to 5.00 percent

Costing Information (Estimated)

Install compliant pathway. \$1,840

Code Reference:
ADA 4.3.7, CA 1133B.7.3

Record Number : 987873

This screenshot is an example of a finding page in a Dual Photo Report. This type of report shows the user two findings per page, with accompanying recommendations to correct the non-compliant item, the associated photo, code reference(s), and estimated cost to remove the barrier.



The Dual Photo and Basic Photo Reports may be exported to an Excel workbook for easy management of the transition plan data. The Excel workbook exports into a pre-formatted table with the filter function atop each data column. The report is a fully functioning Excel spreadsheet that may be sorted, filtered and manipulated by the user. The column for Picture identification numbers includes cells that are live links to the second tab of the workbook which contains report photos. Clicking the cell for a particular report finding will bring up the associated picture on the Photos tab.

The screenshot shows an Excel spreadsheet with a table of findings for the Science Building. The table has columns for Record Number, Picture, Category, Location, Sub Location, Description, and Sub Description. A red circle highlights the 'Picture' cell for record 457 (19383). To the right, a 'Photos' pane displays a photograph of a laboratory fume hood.

Record Number	Picture	Category	Location	Sub Location	Description	Sub Description
448	19216	Reach Ranges	1st Floor	Science 112 & Biology 1	Fume Hood - Fume Hood	Cannot be Operated with one hand
449	19216	Reach Ranges	1st Floor	Science 112 & Biology 1	Fume Hood - Fume Hood	Element Highest Point of Operation
450	21179	Reach Ranges	1st Floor	Science 113 Biology Laboratory	Fume Hood - Fume Hood	Element Highest Point of Operation
451	21179	Reach Ranges	1st Floor	Science 113 Biology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand
452	19381	Reach Ranges	1st Floor	Science 114 Microbiology Laboratory	Fume Hood - Fume Hood	Element Highest Point of Operation
453	19381	Reach Ranges	1st Floor	Science 114 Microbiology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand
454	19401	Reach Ranges	1st Floor	Science 115 Biotechnology Laboratory	Biological Safety Cabinet - Other	Element Highest Point of Operation
455	19391	Reach Ranges	1st Floor	Science 115 Biotechnology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand
456	19391	Reach Ranges	1st Floor	Science 115 Biotechnology Laboratory	Fume Hood - Fume Hood	Element Highest Point of Operation
457	19383	Reach Ranges	1st Floor	Science 116 Anatomy Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand
458	19383	Reach Ranges	1st Floor	Science 116 Anatomy Laboratory	Fume Hood - Fume Hood	Element Highest Point of Operation
459	19385	Reach Ranges	1st Floor	Science 119 Life Science Preparation	Fume Hood - Fume Hood	Element Highest Point of Operation
460	19385	Reach Ranges	1st Floor	Science 119 Life Science Preparation	Fume Hood - Fume Hood	Cannot be Operated with one hand
461	21190	Reach Ranges	1st Floor	Science 119A Micro Preparation Room	Purifier Clean Bench - Other	Element Highest Point of Operation
462	22625	Reach Ranges	1st Floor	Science 201 Math Laboratory	Computer Station - Computer Station	Element Highest Point of Operation
463	22625	Reach Ranges	1st Floor	Science 201 Math Laboratory	Computer Station - Computer Station	Knee Height

The screenshot shows an Excel spreadsheet with a table of findings for La Quinta Library. The table has columns for Record Number, Picture, Category, Location, Sub Location, Description, and Sub Description. A red circle highlights the 'Picture' cell for record 6 (11754). To the right, a 'Photos' pane displays a photograph of a door hardware mechanism.

Record Number	Picture	Category	Location	Sub Location	Description	Sub Description
4	11757	Doors	Interior	Bookstore	Lever	
5	11750	Doors	Exterior	Chamber Of Commerce Entrance	Push Bar / D Handle	
6	11754	Doors	Chamber Of Commerce	Door Between Library & Chamber Of Commerce	Push Bar / Lever	
7	43634	Doors	Interior	Door To Garden	Push Bar / D Handle	
8	43635	Doors	Interior	Door To Garden	Push Bar / D Handle	
9	11542	Doors	Interior	Hallway Conference Room Door	Push Bar / Lever	
10	11542	Doors	Interior	Hallway Conference Room Door	Push Bar / Lever	
11	11549	Doors	Interior	Mens Restroom Near North Entrance	Push / Pull	
12	11187	Doors	Exterior	North Entrance	Push Bar / D Handle	
13	11543	Doors	Interior	Room 110	Lever	
14	11543	Doors	Interior	Room 110	Lever	
15	11546	Doors	Interior	Storytime Room	Push Bar / D Handle	
16	11546	Doors	Interior	Storytime Room	Push Bar / D Handle	
17	11548	Doors	Interior	Womens Restroom Near North Entrance	Push / Pull	
18	11745	Doors	Interior	Young Adult Room	Lever	
19	11480	Restrooms	Interior	Mens Restroom Near North Entrance	Lavatory	
20	11480	Restrooms	Interior	Mens Restroom Near North Entrance	Lavatory	
21	11168	Restrooms	Exterior	Outside Mens Restroom	Lavatory	



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DACTrak Reports Tools

Clients: City of La Quinta Buildings

Buildings

Project Information
Address : 78-495 Calle Tampico La Qu
Start Date : 7/6/2011

Facility List

- Boys & Girls Club
- City Of La Quinta Sports Complex
- Civic Center
- Fire Station #70
- Fire Station #93
- La Quinta Library
- La Quinta Museum
- La Quinta Senior Center
- La Quinta YMCA Daycare
- New Fire Station (Fire Station #32)
- Police Substation
- Public Works & Maintenance
- Silver Rock Temporary Clubhouse
- Silverrock Maintenance Building

Tools menu items:
 Project Portfolio
 Project Home
 Facility Home
 Change Password
 Contact Us
 Record Manager
 Global Progress Editor
 Priority Manager

Users can update progress using the Tools drop down menu.

Record Manager allows each record to be updated individually.

Global Progress Editor allows many records to be updated at once with identical information.

Priority Manager allows many records to be updated at once with unique information.

DACTrak Reports Tools

Please select the client, project, facility, location and category to generate list of intakes to manage on.

Clients: Fair Oaks Recreation and Parks District Projects: Fair Oaks Recreation and Parks District
 Facilities: Fair Oaks Park Locations: All Locations
 Categories: All Categories Generate List

Name	Deficiency Type	Location
Accessible Parking	Element	Exterior
Benches Near The Play Area	Element	Exterior
Community Garden Parking Lot	Element	Exterior
Continuing Path Of Travel From The Softball Fields To The Skate Park	Element	Exterior
<u>Curb Ramp From The Accessible Space Near The Play Area</u>	Element	Exterior
Directional Signage From The Public Right Of Way	Element	Exterior
Directional Signage To All Common Areas	Element	Exterior
Drinking Fountain At The Horticultural Center	Element	Exterior
Drinking Fountain Near The BBQ Area	Element	Exterior
Drinking Fountain Near The Restrooms	Element	Exterior
Drinking Fountain Near The Skate Park	Element	Exterior
Drinking Fountain Near The Softball Field Concession Stands	Element	Exterior
Gates To The Community Garden	Element	Exterior
Horticultural Center	Element	Exterior
Left Curb Ramp From The Accessible Spaces Near The Skate Park	Element	Exterior
Mens & Womens Restrooms	Element	Restrooms
Mens Restroom	Element	Restrooms
Mens Restroom	Element	Restrooms

Record Manager allows the user to choose which record to update individually.



DACTrak Reports Tools

1 2 of 2 [Back to List](#)

Facility: Fair Oaks Park

Curb Ramps - Exterior : Curb Ramp

Curb Ramp From The Accessible Space Near The Play Area

No Detectable Warnings

Finding
The curb ramp does not provide a detectable warning surface which includes truncated domes.
On Site Finding: Not Found

Recommendation
Provide compliant detectable warnings to surface.
Recommended: See Above

Costing Information
Provide detectable warning to surface. \$144.00

Citations
CA 1127B.5.8
ADA 4.7.7



1 of 1

Priority: Projected Date of Completion:

Progress: Actual Date of Completion:

Resolution: Actual Cost:

New Comment:

1 2 of 2

Once a record is chosen in Record Manager, the user can set the priority, select the status of progress, add projected and actual dates of completion and also document any notes regarding the record.

Drinking Fountains - Exterior : Drinking Fountains

Drinking Fountain Near The Skate Park

Clear Floor Space Slope

Finding
The Clear Floor Space Slope is not compliant.
On Site Finding: 8.40 percent

Recommendation
Provide compliant Clear Floor Space at the drinking fountain.
Recommended: Up to 2.00 percent

Costing Information
(None) \$0.00

Citations
ADA 4.15.5



1 of 1

Drinking fountain not operational at time of inspection.

Priority: Projected Date of Completion:

Progress: Actual Date of Completion:

Resolution: Actual Cost:

New Comment:

This screen shot represents an example of a record with progress, updates and comments added.



DACTrak Reports Tools

Please select the filter criteria and click "Generate List" to view the deficiencies you are able to edit.

Clients: Fair Oaks Recreation and Parks District Projects: Fair Oaks Recreation and Parks District
 Facilities: Fair Oaks Park Locations: All Locations
 Categories: **Passenger Loading Zones**

Location	Element Description	Finding	Progress	Projected Completion Date	Actual Completion Date
<input type="checkbox"/> Exterior	Passenger Loading Zone At The Horticultural Center	There is less than the minimum required length in the access aisle at the passenger loading zone.			
<input type="checkbox"/> Exterior	Passenger Loading Zone At The Horticultural Center	The slope of the asphalt surface for the access aisle at the passenger loading zone is greater than 2%.			
<input type="checkbox"/> Exterior	Passenger Loading Zone At The Horticultural Center	There is no signage designating accessibility posted at the passenger loading zone.			
<input type="checkbox"/> Exterior	Passenger Loading Zone At The Horticultural Center	There are no detectable warning devices provided at the passenger loading zone.			
<input type="checkbox"/> Exterior	Passenger Loading Zone Near The Restrooms	There is no signage designating accessibility posted at the passenger loading zone.			
<input type="checkbox"/> Exterior	Passenger Loading Zone Near The Restrooms	The slope of the asphalt surface for the access aisle at the passenger loading zone is greater than 2%.			
<input type="checkbox"/> Exterior	Passenger Loading Zone Near The Restrooms	There are curbs between the access aisle and the vehicle pull-up space.			

Projected Date:
 Actual Date:
 Priority: None
 Progress: Not Started
 Resolution: None

Select deficiencies from the list above, and enter new values below. To erase a value, leave the field blank and press Clear.

This is an example of Global Progress Editor, where the user may select many records to update at one time. In this example, the category has been filtered to Passenger Loading Zones using the Categories drop down menu.

DACTrak Reports Tools

Please select the filter criteria and click "Generate List" to view the deficiencies you are able to edit.

Clients: City of La Quinta Projects: Buildings
 Facilities: Silverrock Maintenance Building Locations: All Locations
 Categories: Sinks

Location	Element Description	Finding	On Site Finding	Priority	Progress	Resolution	Projected Completion Date	Actual Completion Date	Cost Responsibility	Contractor
<input type="checkbox"/> Interior	Maintenance Bay	Sink counter height is not compliant.	35.37 inches	None	None	None	<input type="text"/>	<input type="text"/>	None	
<input type="checkbox"/> Interior	Maintenance Bay	The height of the controls and operating mechanisms for the dispenser is not at the correct height.	55.75 inches	None	None	None	<input type="text"/>	<input type="text"/>	None	
<input type="checkbox"/> Interior	Maintenance Bay	The height of the controls and operating mechanisms for the dispenser is not at the correct height.	49.50 inches	None	None	None	<input type="text"/>	<input type="text"/>	None	

Select deficiencies from the list above, and enter new values. To erase a value, leave the field blank.

This is an example of Priority Manager, where the user may select many records to update with unique information from one screen. The user may select progress information from the drop down menus and enter dates for each line item. All information is updated with one click of the Submit button. In this example, the category has been filtered to Sinks using the Categories drop down menu.



When GPS information is recorded for the location of an outdoor finding, such as the sidewalk report below, a Map Overlay report is available to view on DACTrak. This report shows a map of the area where the survey was performed, and pinpoints the location of the finding. Clicking on the pinpoint brings up a screen showing the finding, recommendation to bring the item into compliance, a photo of the finding and the associated code references.

Client: City of La Quinta
Facilities: Ashley Place
Categories: All Categories
Key Word:
Sort By: Priority
Progress: Not Started, In Progress, Completed
Projects: Sidewalks
Locations: All Locations
Priority: 1, 2, 3
Resolution: None, Corrected, Not Corrected, Not Applicable
Generate Report

Exterior - North Side Of Ashley Place From Carne Lane To Desert Stream Drive Driveways 79050-79230 @ 33.716800, -116.286200
Cross Slope
Finding - Sidewalk cross slope is not compliant.
Onsite Finding - 9.60 percent
Recommendation - Repave the sidewalk surface with the recommended cross slope.
Recommended Value - Up to 2.00 percent.
Record No - 37235
Code Reference - CA 1133B, ADA 205.302

AGENDA TRANSMITTAL

MEETING DATE: July 21, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2020-21.

FISCAL IMPACT: The proposed rate for FY 2020-21 to make the debt service payments for the North Bay Aqueduct (NBA) is 0.002781 per \$100 of Assessed Value. As indicated in the attached table and chart, the NBA levy would go down by \$0.0003180 per \$100 or decrease by about \$1.12 per year on a home with an AV of \$350,000.

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

STAFF REPORT: Each year the City Council is required to establish the *ad valorem* property tax rates to be levied on the properties that benefit from the voter-approved bond issues for the acquisition of water from the North Bay Aqueduct. These tax proceeds are used to make annual debt service payment. Staff uses the Preliminary 2020-2021 Assessed Valuations Estimates provided by Solano County to calculate the levy, because the actual assessed valuations are not available in time to meet legal deadlines for submitting the tax rate to the County. There is an inverse relationship between the assessed values and the tax rates needed to generate the funds necessary to make the annual bond payments. In other words, when assessed values (AVs) go up, the tax rate will go down while still generating the needed revenue. When AVs go down, the tax levy must go up in order to generate the amount needed for bond payments.

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Council Resolution No. 2020-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2020-21.

ATTACHMENTS:

1. Council Resolution No. 2020-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2020-21.
2. Table and Chart Showing Property Tax Rates for NBA, FY 2012 through FY 2021 (proposed).
3. Calculation of Voter Approved Debt for 2020-21.

PREPARED BY:

Elizabeth Luna, Accounting Services Manager

REVIEWED/APPROVED BY:

Lakhwinder Deol, Finance Director

Greg Folsom, City Manager

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RESOLUTION NO. 2020-

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING THE DEBT SERVICE RATE FOR THE NORTH BAY AQUEDUCT
BOND ISSUE FOR FISCAL YEAR 2020-21**

WHEREAS, On October 22, 1985, the City of Suisun City (“City”) entered into an agreement with the Solano County Flood Control and Water Conservation District (“District”) for the purpose of obtaining an additional water supply up to a maximum of 1,300 acre-feet per annum from the State’s North Bay Aqueduct project; and

WHEREAS, Under the agreement, the City is required to make annual payments to the District for the District’s costs associated with wheeling that water until the agreement matures in July 1, 2036; and

WHEREAS, City is obligated to make these interest-free payments to District by levying a zone of benefit property tax; and

WHEREAS, City has made the necessary calculations and has determined the correct tax rate for the 2020-21 fiscal year is \$0.002781 per \$100.00 of assessed valuation;

NOW, THEREFORE, BE IT RESOLVED that the City of Suisun City Council does hereby approve the rate of Debt Service designated in the number of cents upon each \$100.00 of the full cash value of the property in the City of Suisun City, as equalized and returned to this City Council by the Auditor of Solano County, to raise the amount of money necessary to pay the FY 2020-21 indebtedness for the North Bay Aqueduct which rate is \$0.002781 per \$100.00 of assessed valuation; and

BE IT ALSO RESOLVED that the City Clerk is hereby directed to transmit a certified copy of this Resolution to the County Auditor as soon as possible, and to post three (3) copies thereof in the three (3) places designated by ordinance for posting in the City.

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 21st of July 2020, by the following vote:

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

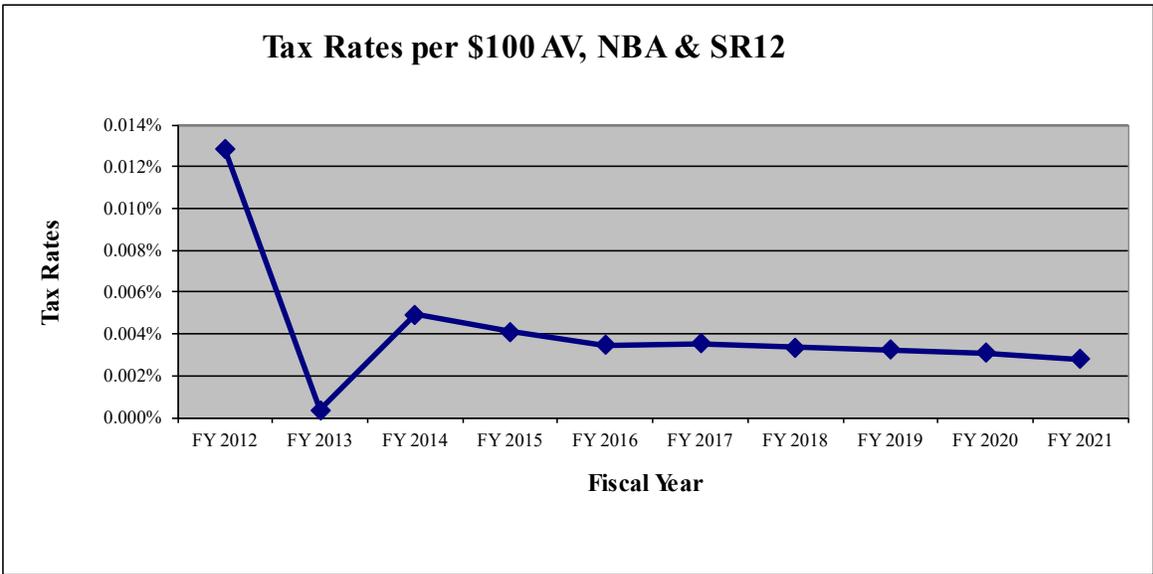
WITNESS my hand and the seal of said City this 21st day of June 2020.

Donna Pock, CMC
Deputy City Clerk

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

<u>Fiscal Year</u>	<u>NBA</u>
FY 2012	0.012862%
FY 2013	0.000345%
FY 2014	0.004929%
FY 2015	0.004095%
FY 2016	0.003474%
FY 2017	0.003522%
FY 2018	0.003335%
FY 2019	0.003233%
FY 2020	0.003099%
FY 2021	0.002781%



NBA			
	FY 2019-20	FY 2020-21	Difference
Assessment Rate	0.003099	0.002781	(0.0003180)
Assessed Value of	\$ 10.85	\$ 9.73	\$ (1.12)
\$ 350,000			

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NORTH BAY AQUEDUCT - Fund 079

Calculation of Voter Approved Debt for 2020-21

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

	<u>Unsecured</u>	<u>Secured</u>	<u>Total</u>
Net Values (Less H.O.)	22,499,830	2,618,839,859	2,641,339,689
SBE Values	-	70,000	70,000
Subtotal	22,499,830	2,618,909,859	2,641,409,689
Less: 2% Delinquency	(449,997)		(449,997)
.25% Delinquency		(6,547,275)	(6,547,275)
Redevelopment	-	-	-
Add: Homeowners	-	24,932,600	24,932,600
Adjusted Net Values	22,049,833	2,637,295,184	2,659,345,018
Tax Rates *	0.003099%	0.002781%	
Amount of Taxes	\$ 683	\$ 73,352	\$ 74,035

<u>Amount Needed</u>	<u>\$ 88,214</u>
Current Reserves	14,179
Interest	-
Secured Taxes	73,352
Unsecured Taxes	683
Total	<u>88,214</u>
Variance	-

Payments to be Made in 2020-21

Principal	77,740
Interest	-
Others- Cost Allocation new for 2018	2,700
Required Reserve	7,774
Total	<u>88,214</u>

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

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AGENDA TRANSMITTAL

MEETING DATE: July 21st, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-___: Authorizing the City Manager to Execute a Contract with Solano County Emergency Medical Service Cooperative and the City of Suisun City on Behalf of the Suisun City Fire Department

FISCAL IMPACT: The one-time application fee is \$2,500.00 which will be charged to account 010-91431-2610. By becoming an Advanced Life Support (ALS) provider the fire department will be eligible to become a member of the Public Private Partnership (PPP). The estimated revenue for the fire department through the PPP is between \$200,000 and \$400,000 a year.

STRATEGIC PLAN: Ensure Public Safety: Strategy 9. Elevate the level of EMS care (Paramedic).

BACKGROUND: The Suisun City Fire Department is the last remaining municipality in Solano County that does not provide ALS care. Upon the direction of the City Council in the city's strategic plan, the fire department began taking steps towards becoming an ALS provider. Members worked diligently to select the correct equipment, guarantee the necessary qualifications were met, and ensured the department not only met but surpassed the county requirements. Currently, the Suisun City Manager serves as a board member on the Solano County Emergency Medical Service Cooperative (SEMSC) representing all of the cities in Solano County. As the last and only city in Solano County with an inferior level of emergency medical response, it is critical that the Suisun City Fire Department elevate its level of care to meet the public expectations.

STAFF REPORT: The agreement between the SEMSC and the City of Suisun City will ensure a standard of care will be maintained. It is expected that the department will:

- Provide 100% ALS coverage 24 hours a day 365 days a year with an ALS first response unit.
- Respond to all requests for medical aid or assistance within their respective operating area jurisdiction.
- Participate in the development of value-added services as may be needed to maintain the fiscal and service viability of SEMSC.
- Staff an Engine with a minimum of one licensed and locally accredited Emergency Medical Technician – Paramedic (EMT-P).

STAFF RECOMMENDATION: It is recommended that the City Council:

Adopt Resolution No. 2020-___: Authorizing the City Manager to Execute a Contract with Solano County Emergency Medical Service Cooperative and the City of Suisun City on Behalf of the Suisun City Fire Department.

PREPARED BY:

REVIEWED AND APPROVED BY:

Justin Vincent, Fire Chief
Greg Folsom, City Manager

ATTACHMENTS:

1. Council Adoption of Resolution No. 2020 – Authorizing the City Manager to Execute a Contract with Solano County Emergency Medical Service Cooperative and the City of Suisun City on Behalf of the Suisun City Fire Department.
2. Agreement for First Response Advanced Life Support (ALS) Non-Transport Services.

RESOLUTION NO. 2020-

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A
CONTRACT WITH SOLANO COUNTY EMERGENCY MEDICAL SERVICE
COOPERATIVE AND THE CITY OF SUISUN CITY ON BEHALF OF THE SUISUN
CITY FIRE DEPARTMENT**

WHEREAS, Solano County is authorized by law to develop an emergency medical services system and has designated the Department of Health and Social Services, Division of Public Health as its Emergency Medical Services Agency pursuant to the Emergency Medical Services and Prehospital Care Personnel Act (Health and Safety Code 1791 et seq); and

WHEREAS, Solano County Emergency Medical Service Cooperative (SEMSC) has been designated by the Solano County Board of Supervisors as the Local Emergency Medical Services Agency (LEMSA) for Solano County and is authorized by California law to oversee and regulate the Solano County emergency medical services system; and

WHEREAS, Advanced Life Support (ALS) Services Providers are required by law to have a written agreement with the LEMSA for authorization to be an ALS Provider in accordance with California Code Title XXII, Div. 9, Paramedic Regulations

WHEREAS, this Agreement is the vehicle utilized by the SEMSC to fulfill said regulatory requirements for providers of First Response Advanced Life Support ALS; and

NOW, THEREFORE, be it here resolved by the City Council of Suisun City that the City Manager is authorized to Execute a contract with Solano County Emergency Medical Service Cooperative and the City of Suisun City on behalf of the Suisun City Fire Department.

PASSED AND ADOPTED at a regular meeting of said City Council held on Tuesday, the 21st day of July 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 July 2020.

Donna Pock, CMC
Deputy City Clerk

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SOLANO EMERGENCY MEDICAL SERVICES COOPERATIVE
AGREEMENT FOR FIRST RESPONSE ADVANCED LIFE
SUPPORT (ALS) NON-TRANSPORT SERVICES

THIS AGREEMENT is made and entered into as of the ____ day of _____, 20____, by and between the Solano Emergency Medical Services Cooperative , a Joint Powers Authority (hereinafter referred to as “SEMSC”), and the City of Suisun, on behalf of the participating Fire Department (herein referred to as “Department”).

RECITALS

WHEREAS, Solano County is authorized by law to develop an emergency medical services system and has designated the Department of Health and Social Services, Division of Public Health as its Emergency Medical Services Agency (hereinafter “EMS”) pursuant to the Emergency Medical Services and Prehospital Care Personnel Act (Health & Safety Code § 1797 et seq); and

WHEREAS, SEMSC has been designated by the Solano County Board of Supervisors as the local Emergency Medical Services Agency for Solano County and is authorized by California law to oversee and regulate the Solano County emergency medical services system; and

WHEREAS, ALS Service Providers are required by law to have a written agreement with the Local EMS Agency (LEMSA) for authorization to be an ALS Provider in accordance with California Code Title XXII, Div 9, Paramedic Regulations, and;

WHEREAS, this Agreement is the vehicle utilized by the SEMSC to fulfill said regulatory requirement for providers of First Response Advanced Life Support (ALS); and

WHEREAS, the Department desires to provide such services according to the terms and conditions of this Agreement.

NOW THEREFORE, the parties mutually agree as follows:

1.0 DEFINITIONS

1.1 At Scene

“At Scene” is defined as the time when a unit is physically at the scene and staff notifies dispatch. If the unit responds to a location other than the scene (e.g., staging areas for hazardous materials/violent crime incidents or non-secured scenes), arrival at scene will be the time of arrival at the designated staging location.

- 1.2 Operating Areas
The “Operating Areas” for each Department is the territory for which the Department has a primary response obligation, and which is identified in map(s) provided to the SEMSC as part of the process to be approved as an ALS provider in accordance with EMS Agency policy.
 - 1.3 Mutual Aid
“Mutual Aid” is a request for immediate response to a major incident which has overwhelmed or exceeded the resources of another provider or agency.
 - 1.4 Response Times
“Response Times” are measured from the time of alert of the fully ALS-equipped apparatus, engine company or other designated fire unit to the arrival of said unit at the scene of the incident.
- 2.0 SERVICE
- 2.1 Scope of Services
SEMSC hereby engages Department to perform services enumerated in this Agreement and all exhibits attached thereto.
 - 2.2 In general, Department shall:
 - 2.2.1 Provide 100% coverage twenty-four (24) hours a day, three hundred sixty-five (365) days a year with ALS First Response unit in Department’s jurisdiction.
 - 2.2.2 Respond to all requests for medical aid or assistance within their respective operating area jurisdiction as described in maps supplied per section 1.2.
 - 2.2.3 Participate in the development of value-added services as may be needed to maintain the fiscal and service viability of SEMSC.
 - 2.3 Permits and Licenses
At its sole cost, Department shall obtain all necessary permits and licenses required to initiate and render services under this agreement.
 - 2.4 Deployment Plan
Department shall submit to SEMSC for review, at least fifteen (15) days prior to implementation, Department’s plan, or updated plan should a plan already be on file with the EMS Agency, detailing deployment methods and unit levels to provide coverage within their respective operating areas.
- 3.0 PERSONNEL
- 3.1 Each fire apparatus or other response vehicle used for ALS First Response must be staffed with at least one (1) licensed and locally accredited Emergency Medical Technician – Paramedic (EMT-P).
 - 3.2 Exemptions from minimum staffing levels:

- 3.2.1 During a locally declared disaster (as defined in SEMSC guidelines and/or the Department's Emergency Plan), Department will be exempt from providing Advanced Life Support/Paramedic level staffing if paramedic level personnel resources are exhausted or Department is unable to recall such personnel in a timely manner.
- 3.2.2 Department will be exempt during special event and stand-by coverage utilizing a dedicated unit when such alternate level of service is acceptable to the special event/standby coordinator and Department has received prior written approval from SEMSC.
- 3.3 The Department must have all EMT-P personnel locally accredited as set forth in Solano County EMS Policy 3400, Paramedic Accreditation/Reaccreditation. A Department based orientation to the Solano County EMS System must be scheduled by the Department within the first week of employment. The orientation may be subject to review by the EMS Agency and must be consistent with Solano County EMS policies.
- 3.4 Department's personnel must acquire and maintain appropriate licenses, certifications and accreditations necessary to perform their duties. Department shall provide a listing of its personnel and licenses, certification and accreditation information to EMS.
- 3.5 SEMSC may demand the temporary removal of any person who is determined by the EMS Agency to be chronically incompetent or negligent from patient care or quality improvement responsibilities. This action will be temporary and subject to a final determination by the State EMS Authority in the matters of paramedic licensure or an Investigative Review Panel in matters affecting EMT personnel.

Such persons must not be reassigned by Department for delivery of EMS services without the prior written consent of SEMSC but may continue to be used by the Department in other first responder duties, including the support of EMS personnel providing patient care. SEMSC must provide written documentation citing the specific reasons for exercising such rights relative to any given employee. The affected employee has the opportunity to appeal such removal to the SEMSC's Medical Director. The Department must ensure that only qualified and competent personnel are assigned direct patient care responsibilities.
- 3.6 SEMSC shall adhere to all applicable laws, rules and regulations pertaining to disciplinary review and accreditation of personnel.
- 3.7 Department shall ensure that the clinical performance of their personnel is conducted in a manner consistent with the medical control authority and policies and procedures established by the SEMSC Medical Director.

- 3.8 The SEMSC Medical Director, with the concurrence of the SEMSC Board, may recommend rest standards for extended shifts and standards governing back-to-back shifts and mandatory overtime as necessary to protect patients from errors caused by exhaustion of field personnel. If such standards are developed by state regulation, such standards will automatically be accepted by both SEMSC and the Department.
 - 3.9 Department shall ensure that their personnel know their operating area and are aware of applicable response time requirements for each area.
- 4.0 TERM OF PERFORMANCE
- 4.1 This agreement will commence at 00:01 hours beginning July 15, 2020 and shall be valid for a period of five years, unless revoked by either party.
 - 4.1.1 Contract Extension
Unless terminated by either party prior to June 30, 2025, this Agreement will be automatically extended for a period of ninety (90) days to allow for continuation of services and sufficient time to complete a novation or renewal contract.
- 5.0 TERMINATION AND SUSPENSION
- 5.1 Termination with Notice
 - 5.1.1 A Department may withdraw from this Agreement without cause by providing a ninety (90) day prior written notice to the SEMSC.
 - 5.2 Termination for Cause
Either party may terminate this Agreement at any time for cause for substantial breach of provisions endangering public health and safety.
 - 5.3 Termination by SEMSC for Major Breach
 - 5.3.1 Department's failure to operate its emergency medical services program in a manner which enables SEMSC and Department to remain in substantial compliance with the requirements of federal, state and local laws, rules and regulations;
 - 5.3.2 Chronic or persistent failure of Department's employees to conduct themselves in a professional and courteous manner where Department fails to take reasonable remedial action;
 - 5.3.3 Department's failure to substantially and consistently meet or exceed the clinical performance standards required herein;
 - 5.3.4 Department's failure to participate in the Quality Assurance/Quality Improvement Program of EMS, including, but not limited to, investigation of incidents and implementation of corrective action;
 - 5.3.5 Department's failure to maintain equipment or vehicles in accordance with good maintenance practices;
 - 5.3.6 Department's chronic or persistent failure to correct any minor breach;

- 5.3.7 Department's failure to cooperate with and assist SEMSC in the investigation or correction or any minor or major breach; or
 - 5.3.8 Any other willful act or omission by the Department that endangers public health or safety.
 - 5.4 SEMSC Responsibilities
In the event of termination, SEMSC must comply with all laws respecting reduction or termination of prehospital medical services.
 - 5.5 Minor Breach
 - 5.5.1 Minor infractions of federal, state or local laws and regulations will constitute a minor breach of this Agreement.
 - 5.5.2 Non-compliance with EMS Agency Policy & Procedures or provisions of the Agreement will constitute a minor breach of this agreement
 - 5.5.2.1.1 The EMS Agency shall provide the Department with timely written notice of any minor breach and the right to cure such breach within 30 days after such notice. The failure to correct minor breaches for which the Department has received written notice and an opportunity to cure on more than three (3) occasions within a twelve (12) month period will constitute cause for termination of this contract.
 - 5.5.2.1.2 The EMS Agency may suspend the ALS Agreement with the Department for cause in lieu of determining major breach. Under suspension the Department is prohibited from providing ALS services. Any suspension issued by the EMS Agency may be appealed as described in Section 10.2 of this agreement.
- 6.0 DECLARATION OF MAJOR BREACH AND TERMINATION OF AGREEMENT
- 6.1 If SEMSC determines that a major breach has occurred that endangers public health and safety, SEMSC may terminate this Agreement. If in SEMSC's opinion a major breach has occurred that the Department is capable of curing, SEMSC may provide Department a reasonable period of time to cure such deficiency.
 - 6.2 Department will be given an opportunity to dispute and/or appeal the termination in accordance with Section III of Exhibit C at which time the Department may explain why this Agreement should not be terminated, however delay of termination shall be at the sole discretion of the SEMSC.

7.0 INSURANCE

7.1 Without limiting Department's obligation to indemnify SEMSC, Department must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Department, Department's agents, representatives, employees or subcontractors.

7.2 Minimum Scope of Insurance:

Coverage must be at least as broad as:

7.2.1 Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).

7.2.2 Insurance Services Office Form Number CA 00 01 covering Automobile Liability, Code 1 (any auto).

7.2.3 Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

7.3 Minimum Limits of Insurance

Department must maintain limits no less than:

7.3.1 General Liability (Including operations, products and completed operations.): \$2,000,000 per occurrence for bodily injury, personal injury and property damage, or the full per occurrence limits of the policy, whichever is greater. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

7.3.2 Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

7.3.3 Workers' Compensation: As required by the State of California.

7.3.4 Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

7.4 Additional Insurance Coverage

To the extent coverage is applicable to Department's services under this Contract, Department must maintain the following insurance coverage:

7.4.1 Cyber Liability: \$1,000,000 per incident with the aggregate limit twice the required limit to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information property of the SEMSC that will be in the care, custody or control of Department under this Contract.

7.4.2 Professional Liability: \$2,000,000 combined single limit per claim and in the aggregate. The policy shall remain in full force and effect for no less than 5 years following the completion of work under this Contract.

- 7.5 If Department maintains higher limits than the minimums shown above, SEMSC is entitled to coverage for the higher limits maintained by Department. Any insurance proceeds in excess of the specified limits and coverage required, which are applicable to a given loss, shall be available to the SEMSC. No representation is made that the minimums shown above are sufficient to cover the indemnity or other obligations of the Department under this Contract.
- 7.6 Deductibles and Self-Insured Retentions
Any deductibles or self-insured retentions must be declared to and approved by SEMSC. At the option of SEMSC, either:
- 7.6.1 The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to SEMSC, its officers, officials, agents, employees and volunteers; or
- 7.6.2 Department must provide a financial guarantee satisfactory to SEMSC guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
- 7.7 Other Insurance Provisions
- 7.7.1 The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:
- 7.7.1.1 SEMSC, its officers, officials, agents, employees, and volunteers must be included as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Department; and with respect to liability arising out of work or operations performed by or on behalf of Department including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later ISO revisions are used or the equivalent) to Department's insurance policy, or as a separate owner's policy. The insurance afforded to the additional insureds shall be at least as broad as that afforded to the first named insured.
- 7.7.1.2 For any claims related to work performed under this Contract, Department's insurance coverage must be primary insurance with respect to the SEMSC, its officers, officials, agents, employees, and volunteers. Any insurance maintained by SEMSC, its officers, officials, agents, employees, or volunteers in excess of Department's insurance and shall not contribute to it.

7.7.2 If Department's services are technologically related, Professional Liability coverage shall include, but not be limited to claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to such obligations. The policy shall also include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the SEMSC in the care, custody, or control of the Department. If not covered under the Department's Professional Liability policy, such "property" coverage of the SEMSC may be endorsed onto the Department's Cyber Liability Policy.

7.7.3 Should any of the above described policies be cancelled prior to the policies' expiration date, Department agrees that notice of cancellation will be delivered in accordance with the policy provisions.

7.8 Waiver of Subrogation

7.8.1 Department agrees to waive subrogation which any insurer of Department may acquire from Department by virtue of the payment of any loss. Department agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

7.8.2 The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of SEMSC for all work performed by Department, its employees, agents and subcontractors.

7.9 Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to SEMSC.

7.10 Verification of Coverage

7.10.1 Department must furnish SEMSC with original certificates and endorsements effecting coverage required by this Contract.

7.10.2 The endorsements should be on forms provided by SEMSC or, if on other than SEMSC's forms, must conform to SEMSC's requirements and be acceptable to SEMSC.

7.10.3 SEMSC must receive and approve all certificates and endorsements before work commences.

7.10.4 However, failure to provide the required certificates and endorsements shall not operate as a waiver of these insurance requirements.

7.10.5 SEMSC reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage described above at any time.

8.0 PERFORMANCE SECURITY

There shall be no requirement of the Department by SEMSC for a Performance Security.

9.0 CONTRACT ADMINISTRATION AND MONITORING

9.1 SEMSC shall utilize a multi-layered system to enforce the terms and conditions of this Agreement. The Department shall assume the initial role by ensuring that its personnel and equipment comply with the terms of this Agreement at all times.

9.2 The appeals procedure shall be as set forth in Exhibit C to this Agreement.

10.0 GENERAL PROVISIONS

10.1 NOTICE

Any notice necessary in the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mail addressed as follows:

**Solano County Emergency Medical Services
355 Tuolumne St., Suite 2400
MS 20-240
Vallejo, CA 94590**

**Fire Chief or Designee
Suisun City Fire Department
621 Pintail Drive
Suisun City, CA 94585**

If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

10.2 EXHIBITS

10.2.1 All exhibits referred to in this Agreement are incorporated herein by reference as though fully set forth.

10.2.2 This Agreement includes the following Exhibits:

- Exhibit A: Operations
- Exhibit B: Disaster Response/Training
- Exhibit C: Appeal Policy and Procedure
- Exhibit D: EMS Policy and Procedure Manual
- Exhibit E: Physician Liaison Agreement

10.2.3 This Agreement may be amended by the addition or deletion of Exhibits as mutually agreed by the SEMSC and the Department.

10.3 Limitations of Liability

10.3.1 In no event will a party to this Agreement be liable to the other party for any reason whatsoever in an amount exceeding four million dollars (\$4,000,000.), in the aggregate concerning all claims or causes of action arising from or in any way related to this Agreement.

10.3.2 The foregoing does not limit the liability of either party to the extent that such party is fully indemnified or otherwise made whole pursuant to insurance policies required by this Agreement

10.4 Severability

If any of the provisions of this Agreement are declared invalid, such provisions will be severed from this Agreement and the other provisions will remain in full force and effect. The Department and SEMSC will negotiate successor provisions which will lawfully fulfill the intent of the severed provisions.

10.5 Indemnification by Department

10.5.1 Department shall indemnify and hold harmless SEMSC and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of negligent or intentional acts or omissions of Department, its employees or agents.

10.5.2 Department shall indemnify SEMSC against any claims arising from licensed programs or licensed materials furnished by Department which infringe a U.S. patent, copyright, or other proprietary right of a third party.

10.6 Indemnification by SEMSC

10.6.1 SEMSC shall indemnify and hold harmless Department and their employees or agents from and against any damages including costs and attorney's fees arising out of negligent or intentional acts or omissions of SEMSC, its employees or agents.

10.7 Compliance with Law

10.7.1 The Department shall comply with all federal, state and local laws and regulations applicable to its performance as ALS First Responders, including EMS Policies and Procedures.

10.7.2 The Department shall obtain and maintain in current order copies of the Solano County EMS Agency Policy and Procedures Manual and Special Memoranda from the EMS Agency.

10.8 Inspection

10.8.1 Authorized representatives of SEMSC, the state, and the federal government may inspect and audit Department performance, place of business and records pertaining to this Agreement.

10.8.2 At any time during normal business hours, and as often as SEMSC deems necessary, representatives from SEMSC, including EMS representatives and the EMS Medical Director(s), may directly observe Department operations as it relates to the provision of ALS First Response.

10.8.3 The Department shall make provisions so that an SEMSC representative, including EMS representatives and the EMS Medical Director(s), may, at any time, "accompany" a responding Department unit to a medical call. This may include the use of a command vehicle to respond in tandem. The SEMSC or its representative shall observe polite conduct and noninterference with employees' duties at all times.

10.9 Litigation

Department shall keep SEMSC informed at all times as to litigation, or reasonable expectations of litigation, insofar as it pertains to Department's operations under this Agreement or the potential to impact a Department's ability to satisfy the requirements of this Agreement. This requirement is binding until such litigation is satisfied or the Agreement expires, whichever event occurs last.

11.0 ENTIRE AGREEMENT

This Agreement, including any exhibits referenced herein, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by SEMSC or the Department other than those contained herein.

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first written above.

SOLANO EMERGENCY MEDICAL SERVICES COOPERATIVE,
A Joint Powers Authority

By: _____
Birgitta Corsello, Chair

APPROVED AS TO FORM

By: _____
Jo Ann Iwasaki Parker
Attorney for SEMSC

ATTEST:

By: _____
Rachelle Canones
Clerk of the Board

CITY OF SUISUN

By: _____
Greg Folsom
City Manager

APPROVED AS TO FORM:

By: _____
Anthony R. Taylor, Aleshire & Winder, LLP
City Attorney

ATTEST:

By: _____
Linda Hobson
City Clerk

APPROVED AS TO SUBSTANCE:

By: _____
Justin Vincent
Fire Chief

EXHIBIT A OPERATIONS

I. ALS APPARATUS

A. STAFFING

At a minimum, each ALS unit responding to an EMS 911 request must have: One (1) licensed, locally certified accredited Emergency Medical Technician Paramedic (EMT-P).

B. VEHICLES

1. Shall maintain and provide to SEMSC a complete listing of all vehicles (including reserve vehicles), to be used regularly as ALS First Response Units, including license and vehicle identification numbers.
2. All vehicles shall be equipped and supplied as required by EMS Agency Policy & Procedure for ALS Non-Transporting Units.

C. VEHICLE MARKINGS AND ADVERTISING RESTRICTIONS

1. All advertising and vehicle marking must emphasize the "911" emergency telephone number.
2. All Advanced Life Support vehicles used by Department must indicate "Paramedic Unit" and "911" emergency telephone number on each vehicle.

II. DATA COLLECTION AND PERFORMANCE REPORTING

A. Department's data collection and reporting system must comply with applicable EMS policies and meet the following minimum standards:

1. Department shall ensure that sufficient resources in terms of qualified personnel and provisions for adequate hour allocations are available so data entry and related functions can be accomplished;
2. Department shall comply with all EMS documentation requirements relating to response and patient care, including, but not limited to, Prehospital Care Reports, "Refusal of Medical Assistance/Against Medical Advice" Summary Audits and Field Advisory Report/Unusual Occurrence (FAR/VO) forms;
3. Department shall make Field Advisory Report/Unusual Occurrence (FAR/VO) Forms and QA/QI report forms available to its personnel and shall encourage the appropriate use of such forms in accordance with established EMS Policies & Procedures and Department's internal QA/QI program; and
4. Department shall furnish its personnel with approved "Equipment Failure Report" Forms and encourage the appropriate use of such in accordance with Department's internal vehicle and equipment maintenance program.

Copies of such forms shall be provided to EMS within 30 days following the origination of the report. Department shall document its findings regarding the validity of such report and the measures taken to correct or eliminate the problem.

- B. Department shall provide data uploads of PCR data to the EMS Agency on a monthly basis via electronic medium (e-mail or electronic data transfer).
- C. Department shall supply Response Time Data from computer aided dispatch (CAD) on a monthly basis in electronic spreadsheet format (preferably Microsoft Excel®). In the event a Department is unable to comply with this provision, specific arrangements may be made with the EMS Agency for CAD Data submission.

III. QUALITY IMPROVEMENT

A. General Standards:

Department shall strictly adhere to any and all EMS Policies & Procedures, including those in force at the time of the execution of this Agreement and those which are subsequently adopted, with 30 days prior written notice to Department. The final interpretation of these policies and procedures rests with the SEMSC Medical Director.

- Department shall adhere to EMS Policies dealing with Field Advisory Reports (FAR), Documentation and Quality Improvement Policy Manual Section 2000).

B. Medical Care Personnel:

1. Department shall develop and maintain an internal quality improvement program for medical care personnel. This program must, at a minimum, conform to the requirements identified in EMS Policy 2203 and include the following:
 - a. Review of all incident reports and cooperation with EMS officials to generate data on system performance;
 - b. A Quality Improvement Coordinator to review documentation and performance of pre-hospital care personnel with the goal being identification and resolution of EMS system and intra-agency issues;
 - c. Observation and evaluation of EMTs and Paramedics in the field who routinely have direct patient care responsibility, including patient assessment, diagnosis, protocol selection and compliance and procedural competency; and
 - d. Quality Improvement activities must include involvement and approval by the Department's physician liaison or equivalent.
2. The Quality Improvement Coordinator shall provide monthly reports to EMS that includes issues/areas reviewed, problems identified, and corrective action taken or recommended.

IV. SYSTEM COMMITTEE PARTICIPATION

- A. Department shall formally designate personnel to participate in the appropriate County EMS Committees and related sub-committees, such as, but not limited to:
 - 1. Quality Improvement
 - 2. Physicians Forum (The Department Medical Director shall regularly attend this meeting).
 - 3. Trauma Advisory Committee
 - 4. ST-Elevation Myocardial Infarction (STEMI)
- B. Department shall be an active participant in the EMS system and comply with all applicable federal, state and local laws, regulations and policies and procedures that now exist or may hereafter be enacted, including, but not limited to, those related to medical control, quality assurance, special incident reporting, data collection and evaluation, dispatch and communications. Any local laws, regulations and policies and procedures that now exist or are enacted after the date of this Agreement must be consistent with state and federal law.

V. INQUIRIES AND COMPLAINTS

- A. Department shall provide prompt response and follow-up to inquiries and complaints in writing. Such responses shall be subject to the limitations imposed by patient confidentiality restrictions.
- B. On a monthly basis, Department shall submit to EMS a list of all complaints received regarding EMS Service and the appropriate disposition/resolution.

VI. PATIENT RIGHTS

Department shall develop and maintain patient rights policies, which shall provide the following, at a minimum:

- A. Fast, effective medical treatment of the patient regardless of the patient's ability to pay;
- B. Appropriate information regarding the treatment needed with the right to refuse any treatment or service;
- C. Full explanation of methods or procedures about which the patient or patient representative has questions;
- D. Confidential treatment of patient medical records; (HIPAA Compliance);
- E. Retention of patient records and patient access to his or her records; and
- F. Active listening to the patient at the scene and during any necessary transport, if applicable, and answering all questions promptly.

EXHIBIT B PREHOSPITAL DISASTER RESPONSE & TRAINING

It is understood that disaster response is a core function of the Department. The purpose of this exhibit is not to alter any requirements or operational parameters of SEMS or the Department's Emergency Response Plan. The purpose of this exhibit is to emphasize the Department's role as an Advanced Life Support (ALS) provider in disaster situations.

The SEMSC Medical Director and the Office of Emergency Services (OES) Coordinator for Solano County shall communicate and coordinate with each other in the event of a locally declared disaster in accordance with the provisions of SEMS and emergency response plans of the operational area.

I. DISASTER RESPONSE

A. During a local disaster as defined by the Department's emergency and/or disaster plan, Department may be released from response time performance requirements, including late run penalties, until notified by the SEMSC Medical Director or his/her designee, that disaster assistance may be terminated. While on scene, Department personnel shall perform according to local disaster protocols.

B. During the course of the disaster, Department shall use its best efforts to restore local first response ALS coverage.

II. DISASTER TRAINING

Department shall participate in training programs, exercises, and emergency planning meetings designed to upgrade, evaluate and maintain readiness of the system's disaster and multi-casualty response system.

EXHIBIT C APPEALS POLICY AND PROCEDURE

Departments shall have the following process to appeal disagreements regarding interpretation and enforcement of this Agreement and EMS Agency Policies & Procedures, and sanctions for non-compliance with same.

- I. **APPEAL TO THE EMS AGENCY ADMINISTRATOR**
The EMS Agency Administrator will be the first level of appeal. Concerns and issues should first be brought to the Administrator for review and resolution.

- II. **APPEAL TO THE PUBLIC HEALTH OFFICER**
 - A. Department has the right to appeal the findings and decisions of the EMS Agency Administrator to the Public Health Officer.
 - B. Within fifteen (15) days of mailing of written notification of findings and/or proposed resolution by the EMS Agency Administrator of the issue(s), the Department shall submit a written request for review which contains an explanation of the reason(s) why Department disagrees with the findings of the Administrator and the Department's intent to appeal same to the Public Health Officer.
 - C. Within fifteen (15) days of mailing of the request for review, the Public Health Officer shall review the request and make a written response of each issue to the Department, with a copy to SEMSC.

- III. **APPEAL TO THE SEMSC BOARD OF DIRECTORS**
 - A. Department shall have the right to appeal the ruling of the Public Health Officer by making a written request for a formal hearing before the SEMSC Board of Directors within fifteen (15) days after the Department receives written notification from the Public Health Officer of his or her determination and findings.
 - B. Upon timely receipt of a written request for a hearing, the SEMSC Board of Directors shall set a date and time for a hearing to be held within thirty (30) days of receipt of such request.
 - C. At least fifteen (15) days before the hearing date, the SEMSC Board of Directors shall send written notice to Department of the date, time, and location for the hearing.
 - D. At the hearing, the SEMSC Board of Directors shall consider all evidence related to the determination and findings of the Public Health Officer.
 - E. Department may present both oral and written evidence at the hearing explaining the Department's position. Department may also submit a written statement to the SEMSC Board of Directors prior to the hearing which shall be submitted at least 72 hours in advance.

- F. Upon conclusion of the hearing, SEMSC shall sustain, reverse or modify the determination and findings of the Public Health Officer with written findings explaining the factual and legal grounds for the Board's decision.
- G. The decision of the SEMSC Board of Directors shall be final.

EXHIBIT D
EMS POLICY AND PROCEDURES MANUAL

Incorporated by Reference.

EXHIBIT E
PHYSICIAN MEDICAL DIRECTOR AGREEMENT

- I. The Department shall have as part of its ALS Program a Physician Medical Director. This position must be a California-licensed physician possessing a current, valid Drug Enforcement Agency (DEA) license. This position may be shared with other Departments, agencies or providers.

- II. The Medical Director shall provide the Department with medical consultation, training and oversight for maintenance and administration of controlled medications. The Medical Director plays a key role in the on-going quality improvement efforts of all ALS First Responder providers in Solano County. Duties of the Medical Director must include, but not be limited to:
 - A. Attend the Solano County Physician's Forum meeting and play an integral role in the decision-making process;
 - B. Provide oversight, as required by the DEA, for the housing and administration of controlled substances;
 - C. Provide paramedic consultation regarding prehospital care (post call follow-up);
 - D. Review and approve the Department's EMS Quality Improvement Program;
 - E. Provide on-going emergency medical services quality improvement training (meeting regularly with the department quality improvement coordinators and provide lectures, etc);
 - F. Participate in field ride-alongs; and
 - G. Regularly review patient care records for accuracy.

- III. Department shall have ninety (90) days from the date of implementation of this agreement to secure a Physician Medical Director. Department shall not be authorized to function more than ninety (90) days without a Medical Director responsible for the Department's ALS Program. Should the services of the Medical Director become unavailable, including notice by the Medical Director to no longer provide services to the Department, the Department shall, within five (5) business days of the loss of this service, or the probable loss of service, whichever is first, notify the EMS Agency Administrator in writing of the change or potential change in Medical Director coverage.

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AGENDA TRANSMITTAL

MEETING DATE: July 21, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-__: Adopting the Appropriations Limit for Fiscal Year 2020-21

FISCAL IMPACT: There is no direct fiscal impact that would result from adopting the proposed annual Appropriations Limit.

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

BACKGROUND: In November 1979, California voters approved Proposition 111, “The Gann Initiative” which is incorporated in Article XIII B of the California State Constitution. Proposition 111 limits the amount of tax revenue that State and local government agencies can appropriate. A jurisdiction’s annual appropriations limit is calculated based upon the level of appropriations in fiscal year 1978-79 and subsequent changes in the local population and cost of living.

A jurisdiction may choose between two population growth factors and two cost of living factors when calculating its appropriations limit. The choice offered regarding population growth is between the growth in city or county population. The California State Department of Finance (DOF) provided the 2020 population growth rates for the City of Suisun City and Solano County as -.31% and .34%, respectively. The City used the City population growth factor, which was -.31%. The choice offered for the annual cost of living factor is between the growth in California per capita income and the growth in non-residential assessed valuation due to new construction within the City. The City used the growth in California per capita income, which was 3.73%.

STAFF REPORT: The City is required, by the State Constitution, to annually establish and adhere to a limit on the amount of its appropriations. The limit is prescribed by a State formula. For the fiscal year (FY) 2020/2021, staff has calculated that the appropriations limit is \$18,305,870. Per the adopted budget, the City expects to collect, and has budgeted to appropriate, \$9,081,870 of Proposition 111 covered revenue, \$9,224,144 below the appropriations limit.

Analysis

FY 2020/2021 Allowed Appropriations Limit	\$ 18,305,870
FY 2020/2021 Appropriations Limit	\$ 9,081,726
Balance Over (Under) Available Limit	\$ (\$9,224,144)

RECOMMENDATION: It is recommended that the Council Adopt Resolution No. 2020-__: Adopting the Appropriations Limit for Fiscal Year 2020-21.

PREPARED BY:
REVIEWED/APPROVED BY:

Lakhwinder Deol, Finance Director
Greg Folsom, City Manager

ATTACHMENTS:

1. Council Resolution No. 2020-__: Adopting the Appropriations Limit for Fiscal Year 2020-21.
2. Exhibit A: Allocation of Revenue for GANN Limit Calculation
3. Exhibit B: Calculation of GANN Spending Limit

RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21**

WHEREAS, on November 6, 1979, the voters of California added Article XIII B to the State Constitution, placing limitations on the appropriations of the proceeds of taxes generated by state and local governments; and

WHEREAS, Article XIII B and Proposition 111 provide that the appropriations limit for the Fiscal Year 2020-21 be calculated by adjusting the base year appropriations of Fiscal Year 1978-79 for changes in the California per capita income, as well as the population percentage change for Suisun City; and

WHEREAS, the City of Suisun City has complied with all of the provisions of Article XIII B in determining the appropriations limit for Fiscal Year 2020-21.

NOW, THEREFORE, BE IT RESOLVED that the appropriations subject to limitation for the City of Suisun City shall be as follows:

Appropriation Limit Fiscal Year 2020-21	\$18,305,870
Appropriations Subject to Limit	<u>\$9,081,726</u>
Balance Over (Under) Available Limit	<u>(\$9,224,144)</u>

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 21st of July 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 June 2020.

Donna Pock, CMC
Deputy City Clerk

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CITY OF SUISUN FY 2020-21 ANNUAL BUDGET
EXHIBIT A: Allocation of Revenue for Gann Limit Calculation

<u>Budget Activity</u>	<u>Proceeds of Taxes</u>	<u>Non-Proceeds</u>	<u>Total</u>
Property Taxes/VLF	\$ 4,336,078	\$ -	\$ 4,336,078
Transient Occup Tax	\$ 360,367		\$ 360,367
Sales & Use Taxes	\$ 4,094,981	\$ -	\$ 4,094,981
Property Transfer Taxes	\$ 104,000	\$ -	\$ 104,000
Business License Taxes	\$ 186,300	\$ -	\$ 186,300
Off-Highway Motor Vehicle	\$ -	\$ -	\$ -
Franchise Fees	\$ -	\$ 886,600	\$ 886,600
In Lieu Sales Tax	\$ -	\$ -	\$ -
Licenses & Permits	\$ -	\$ 92,000	\$ 92,000
Fines & Forfeitures	\$ -	\$ 390,800	\$ 390,800
Use of Money and Property	\$ -	\$ 36,000	\$ 36,000
Intergovernmental Revenues	\$ -	\$ 1,143,300	\$ 1,143,300
Intragovernmental Revenues	\$ -	\$ 1,722,100	\$ 1,722,100
Charges for Services	\$ -	\$ 1,486,088	\$ 1,486,088
Other Revenues	\$ -	\$ 20,300	\$ 20,300
Total Resources	\$ <u>9,081,726</u>	\$ <u>5,777,188</u>	\$ <u>14,858,914</u>
Total Use of Resources			
Operating Costs	\$ 9,081,726	\$ 7,500,740	\$ 16,582,466
Capital Costs	\$ -	\$ 31,000	\$ 31,000
Transfer to Other Funds	\$ -	\$ 1,592,600	\$ 1,592,600
Debt Service Costs	\$ -	\$ 169,300	\$ 169,300
Total Use of Resources	\$ <u>9,081,726</u>	\$ <u>9,293,640</u>	\$ <u>18,375,366</u>

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EXHIBIT B: Calculation of Gann Spending Limit

Fiscal Year	CPI/PCI	Population	Allowed Limit	Proceeds of Taxes
1985-86	1.0374	1.0222	2,444,778	1,642,502
1986-87	1.0230	1.1081	2,771,366	1,455,056
1987-88	1.0347	1.0688	3,064,819	1,548,634
1988-89	1.0466	1.0642	3,413,570	1,856,964
1989-90	1.0519	1.0949	3,931,495	2,095,784
1990-91	1.0421	1.0993	4,503,844	2,436,169
1991-92	1.0414	1.0589	4,966,562	2,413,941
1992-93	1.0162	1.0333	5,215,086	2,280,000
1993-94	1.0272	1.0245	5,488,181	2,290,000
1994-95	1.0071	1.0329	5,708,991	2,292,331
1995-96	1.0472	1.0354	6,190,092	2,385,800
1996-97	1.0467	1.0160	6,582,836	2,304,000
1997-98	1.0467	1.0163	7,002,566	2,435,010
1998-99	1.0415	1.0175	7,420,803	2,644,030
1999-00	1.0453	1.0222	7,929,170	2,782,240
2000-01	1.0491	1.0196	8,481,535	3,152,650
2001-02	1.0782	1.0099	9,235,324	3,483,510
2002-03	0.9873	1.0100	9,209,216	3,379,230
2003-04	1.0231	1.0103	9,518,995	3,189,640
2004-05	1.0328	1.0197	10,024,893	3,310,280
2005-06	1.0526	1.0085	10,641,896	4,057,440
2006-07	1.0396	1.0053	11,121,951	4,556,720
2007-08	1.0442	1.0123	11,756,387	4,490,400
2008-09	1.0429	1.0122	12,410,317	4,498,800
2009-10	1.0062	1.0294	12,854,387	4,279,800
2010-11	0.9746	1.0061	12,604,306	3,902,700
2011-12	1.0251	0.9985	12,901,293	3,957,300
2012-13	1.0377	0.9995	13,380,978	4,270,900
2013-14	1.0512	1.0042	14,125,161	4,051,300
2014-15	0.9977	1.0063	14,181,457	4,481,300
2015-16	1.0382	1.0105	14,877,782	5,941,800
2016-17	1.0537	1.0057	15,766,076	6,411,500
2017-18	1.0369	1.0044	16,419,775	8,501,800
2018-19	1.0367	1.0014	17,046,212	9,172,300
2019-20	1.0385	1.0000	17,702,491	8,678,800
2020-21	1.0373	0.9969	18,305,870	9,081,726

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MINUTES
SPECIAL MEETING OF THE SUISUN CITY COUNCIL
TRANSPORTATION WORKSHOP

THURSDAY, JUNE 4, 2020

5:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and 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: 835 6642 4531

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 5pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM

ROLL CALL

Mayor Wilson called the meeting to order at 5:42 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

PUBLIC COMMENT

(Oral participation from the audience is limited to 3 minutes to each speaker).

GENERAL BUSINESS

1. Overview of Transportation Workshop – (Wilson: lwilson@suisun.com).
2. County, Capitol Corridor, Solano Express, Transit Development Act (TDA) Funding – (Solano Transportation Authority).
3. Local Transit/FAST – (City of Fairfield).
4. Train Station, Roads, Trails, Projects, CIP, Traffic Committee – (Suisun City Public Works, Medill: mmedill@suisun.com).
5. Brainstorm and Discussion.

This was an informational meeting, the above items were discussed and no decisions were made.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 8:52 PM.

Linda Hobson, CMC
City Clerk

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M I N U T E S

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, JUNE 9, 2020

5:00 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: 891 9124 3785
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 4:30pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

ROLL CALL

Mayor Wilson called the meeting to order at 5:00 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 / Boardmembers should be identified at this time.)

CLOSED SESSION

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

1. Conference with Legal Counsel - Significant Exposure to Litigation (1 potential case)
Pursuant to Government Code section 54956.9(d)(2)

2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;

SCEA (Suisun City Employees' Association);

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

SCPOA (Suisun City Police Officers Association).

5:02 PM – Mayor Wilson recessed the meeting to Closed Session.

CONVENE OPEN SESSION

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

6:51 PM – Mayor Wilson reconvened the meeting and stated no action was taken in Closed Session.

ADJOURNMENT

Adjournment

There being no further business, Mayor Wilson adjourned the meeting at 6:51 PM.

Linda Hobson, CMC
City Clerk

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

THURSDAY, JUNE 11, 2020

5:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and 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: 853 2660 3995

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 5pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

(Next Ord. No. – 772)

(Next City Council Res. No. 2020 – 67)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 02)

(Next Housing Authority Res. No. HA2020 – 01)

ROLL CALL

Mayor Wilson called the meeting to order at 5:34 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

Pledge of Allegiance was led by Council Member Adams.

Invocation was given by City Manager Folsom.

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.)

George Guynn – Hoped to get back to normal having people attend meetings in person and stated he had problems with Zoom

CONFLICT OF INTEREST NOTIFICATION - None

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

REPORTS: (Informational items only.)

1. Potential Revenue Measure Polling Results – (Folsom: gfolson@suisun.com).

City Manager Folsom explained the City has a structural deficit and the City had engaged FM3 to do polling on a ¾ cent tax.

Kurt Bellow presented slides and the information collected.

Public Comment:

George Guynn discussed previous tax measures and the money being spent for other things that were not discussed prior to the passage and stated increasing taxes isn't always the solution.

Steve Olry questioned the results, stated most Suisun City residents live from payday to payday, questioned the councils expenditures during the past year.

Deputy Clerk Pock summarized an email from Michael Zeiss stating he supported the increase in taxes and suggested a three-year review.

Mayor Wilson asked Council if they would like City Attorney Taylor to come back wording for a potential ballot measure?

YES: Council Members: Adams, Day, Wilson

NOES: Council Member Segala, Williams

REPORTS: (Informational items only.)

2. a. Council/Boardmembers

Council Member Adams reported having the opportunity to train with firefighters and thanked them for all their hard work; and also expressed for the citizens who lost their homes in the fire.

Council Member Segala reported expressed concern about homeless encampments near water tank and other areas and suggested City look into possible violations.

Council Member Williams reported:

- Thanking fire and police for their fast response to the Wild Life Center Fire and empathized with the people who lost their homes;
- Representing the City on June 4 at the League of California Cities for Community Service Policy Committee;
- Expressing concerns about homelessness and fires;
- June 21 will be the Virtual Suisun City Children's Art Fair (Website: SCartfair.com).

b. Mayor/Chair

Mayor Wilson;

- Reported Council would be discussing homelessness at the June 16 Council Meeting and stated a homeless survey was being circulated;
- Reported June 13 – 9:110 AM Council will hold a special meeting at the Joe Nelson Center

to discuss “Community Policing.”

- Thanked Fire and Police for all their work on the June 3 fire and stated our hearts go out to the displaced families and the Wild Life Center where animals were lost and asked for everyone’s support

3. City Manager/Executive Director/Staff

PUBLIC COMMENT - None

(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

There being no further business, Mayor Wilson adjourned the meeting at 7:25 PM.

Linda Hobson, CMC
City Clerk

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MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

SATURDAY, JUNE 13, 2020

9:00 A.M.

JOSEPH NELSON COMMUNITY CENTER – 611 VILLAGE DRIVE -- SUISUN CITY, CALIFORNIA, 94585

NOTICE

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

PER THE POLICY AT CITY HALL, MASKS ARE REQUIRED 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: 871 9002 4318

CALL IN PHONE NUMBER: (707) 438-1720

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING CLERK@SUISUN.COM (PRIOR TO THURSDAY, JUNE 11TH at 4:00pm) OR VIA WEBSITE OR PHONE APPLICATION, ZOOM

ROLL CALL

Mayor Wilson called the meeting to order at 9:27 AM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

Pledge of Allegiance – Ruth Forney, Former Solano County Supervisor

Invocation – Pastor John Butcher, The Building Christian Fellowship

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 - None

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

REPORTS: (Informational items only.)

1. Overview/Ground Rules – (Wilson: lwilson@suisun.com).
2. City Structure – (Folsom: gfolson@suisun.com).
3. Overview of Suisun City Police Department (SCPD) – (Roth: aroth@suisun.com).

Public Comment:

Anthony Gilmore

I could not hear the names and comments clear enough to summarize.

GENERAL BUSINESS

City Council

4. Responding to Open Letter from African American Organization of Solano County (AAOSC) – (Latreasa Wilson-Alford and Tiffanee Jones Representing AAOSC)

CONSENSUS:

1. **Letter of support H.R.1 – yes**
 2. **Letter of support ACA-5 – yes**
 3. **Letter of support AB-3121 – no**
 4. **Direct Public Safety Citizens Advisory Committee to review police policies – yes**
 5. **Direct Public Safety Citizens Advisory Committee to review force policy – yes**
 6. **Direct Public Safety Citizens Advisory Committee to review complaints for excessive force in annual report – yes**
 7. **All boards and commissions should reflect the diversity of our community – yes**
 8. **Allocate funding and resources to ensure African American have access to mental health – Council said the County is responsible. Letter of support to go to County – yes**
 9. **Support posting these items on City website - yes**
5. Consideration of Adopting Policies Related to Campaign Zero’s General Campaign or other Specific Campaign of #8cantwait.

Mayor read email from Ebony Robinson stating there were 8 policies that could decrease violence by 72%.

Could not hear public comments.

City Attorney Anthony Taylor stated Suisun City Police uses the best practices which are the gold standard of policing established by outside experts.

- Exhaustion of force techniques before deadly force - governed by Federal and State law
- The City could decide to ban police officers from shooting at a moving vehicle which could hamper the police from saving lives

Bring back to Council:

- **End broken window policing – no**
- **Community oversight – Already have Citizen Advisory Committee – Public Safety and Emergency Oversight Committee - no**
- **Limit Use of Force – no**
- **Independently Investigate and Prosecute – no**
- **Community Representation – should post diversity chart annually for all employees - yes**
- **Body cams / film the police – no**
- **Training – yes**
- **End for-profit policing – does not apply to Suisun**
- **Demilitarization – doesn't currently receive**
- **Fair police union contracts**

6. Renewing the Social Contract between Suisun City Police Department and the Community.

Public comments were made, but could not be heard on Zoom.

PUBLIC COMMENT - None

(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

There being no further business, Mayor Wilson adjourned the meeting at 1:10 PM.

Linda Hobson, CMC
City Clerk

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MINUTES

**REGULAR MEETING OF THE
SUISUN CITY COUNCIL**

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

AND HOUSING AUTHORITY

TUESDAY, JUNE 16, 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: 864 0579 3744

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*

(Next Ord. No. – 772)

(Next City Council Res. No. 2020 – 67)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 02)

(Next Housing Authority Res. No. HA2020 – 01)

ROLL CALL

Mayor Wilson called the meeting to order at 6:37 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

Pledge of Allegiance was led by Council Member William

Invocation was given by City Manager Folsom.

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.)

Steve Ory complained about the lack of code enforcement.

George Guynn discussed large agenda packet and lack of time to review it and mask rules.

Michelle Guerrero discussed rules about masks and stated citizens were not in favor of Defunding Police Department.

CONFLICT OF INTEREST NOTIFICATION - None

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.) **None**

REPORTS: (Informational items only.)

1. COVID-19 Update – (Folsom: gfolson@suisun.com).
2. Suisun City Police Department, Annual Report – (Roth: aroth@suisun.com).

This item was continued to future meeting.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

3. Presentation of Proclamation to Representative from Solano Pride Center Proclaiming June 2020 as “Lesbian, Gay, Bisexual, Transgender and Queer Pride Month” – (Wilson: lwilson@suisun.com).  

CONSENT CALENDAR

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

City Council

4. Council Adoption of Ordinance No. 771: Amending Sections 8.12.070 (Generally – Definitions) and 8.12.080 (Generally – Acts Declared to be Nuisances) of Chapter 8.12 (Public Nuisances) of Title 8 (Health and Safety), and Amending Section 15.04.075 (Construction Work Hours) of Chapter 15.04 (Permits – Uniform Codes) of Title 15 (Buildings and Construction) of the Suisun City Municipal Code to Implement Noise Regulations (Introduced and Reading Waived on May 19, 2020) – (Kearns: jkearns@suisun.com).      

5. Review and Approve Letter of Response to Solano County Grand Jury Report “Registry of Public Agencies Filing Process and Authorizing the Mayor to Sign a Response Letter – (Folsom: gfolson@suisun.com).     
6. Council Adoption of Resolution No. 2020-67: Adopting a List of Projects for Fiscal Year 2020-21 Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017 – (Medill: mmedill@suisun.com).  
7. Council Adoption of Resolution No. 2020-68: Authorizing the City Manager to Purchase Equipment, Software Licenses, and Installation Services for the Recognized Obligation Payments Schedule (ROPS) Marina Cameras Project – (Healy: dhealy@suisun.com).  
     
8. Council Adoption of Resolution No. 2020-69: Adopting Implementing Regulations for Section 8.12.080 (s) (Generally – Acts Declared to be Nuisances; Noise Regulations) – (Kearns: jkearns@suisun.com).    
9. Council Adoption of Resolution No. 2020-70: Authorize Payment in the Amount of \$39,130.75 to Hi-Tech Emergency Vehicle Service, Inc. for Required Ladder and Pump Testing for Ladder Truck 47 – (Vincent: jvincent@suisun.com).   
10. Council Adoption of Resolution No. 00-71: Authorizing the City Manager to Execute a Contract Services Agreement with Superior Building Services for Temporary COVID-19 Janitorial [Services for City Facilities – \(Folsom: \[gfolson@suisun.com\]\(mailto:gfolson@suisun.com\)\)](#).    


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

11. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on May 19, 2020 and June 4, 2020 – (Hobson: Clerk@suisun.com).  


Joint City Council / Suisun City Council Acting as Successor Agency

12. Council/Agency Approval of the May 2020 Payroll Warrants in the Amount of \$463,212.61. Council/Agency Approval of the May 2020 Accounts Payable Warrants in the Amount of \$2,176,059.11– (Finance).

Attorney Elena Gerli Read title of Ordinance 771.

Michael Zeiss discussed Item 7 and suggested a facial recognition policy be brought to the Public Safety Advisory Committee for discussion.

Consensus of Council was to have staff bring back a facial recognition policy.

George Guynn discussed Item 9 and suggested staff look for a volunteer to repair pump.

Council Member Day requested Item 9 be removed from Consent Calendar for vote.

Motioned by Council Member Adams and seconded by Council Member Segala to approve Consent Calendar Items 4-8 and 10-12. Motion carried unanimously by the following roll call vote:

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

Item 9

Motioned by Council Member Williams and seconded by Council Member Adams to adopt Resolution No. 2020-70. Motion carried by the following roll call vote:

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

NOES: Council Member Day

GENERAL BUSINESS

City Council

17. Hearing

Council Adoption of Resolution No. 2020-72: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California – (Deol: ldeol@suisun.com).   

Mayor Wilson opened the public hearing. Hearing no comments, Mayor Wilson closed the public hearing.

Motioned by Council Member Williams and seconded by Council Member Adams to adopt Resolution No. 2020-72. Motion carried unanimously by the following roll call vote:

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

PUBLIC HEARINGS

City Council

13. PUBLIC HEARING

Conduct a Public Hearing, Approve Final Engineer's Report, and Order the Levy and Collection of Assessments for Maintenance Assessment Districts – (Medill: mmedill@suisun.com).      

- a. Council Adoption of Resolution No. 2020-73: Amending and/or Approving the Final Engineer's Annual Levy Reports for the Suisun City Maintenance Assessment Districts for FY 2020-21; and
- b. Council Adoption of Resolution No. 2020-74: Ordering the Levy and Collection of Assessments within the Suisun City Maintenance Assessment Districts for FY 2020-21.

Mayor Wilson opened the public hearing.

Michael Zeiss commended staff for taking care of the landscaping and suggested the Lighting and landscaping Committee should be activated.

Hearing no further comments, Mayor Wilson closed the public hearing.

Motioned by Council Member Day and seconded by Council Member Adams to adopt Resolutions No. 2020-23 and No. 2020-74. Motion carried unanimously by the following roll call vote:

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

14. PUBLIC HEARING

Conduct a Public Hearing, Approve Final Engineer's Report, and Order the Levy and Collection of Assessments for the McCoy Creek Parking Benefit Assessment District – (Medill: mmedill@suisun.com).    

- a. Council Adoption of Resolution No. 2020-75: Amending and/or Approving the Final Engineer’s Annual Levy Report for the McCoy Creek Parking Benefit Assessment District for FY 2020-21; and
- b. Council Adoption of Resolution No. 2020-76: Ordering the Levy and Collection of Assessments within the McCoy Creek Parking Benefit Assessment District for FY 2020-21.

Motioned by Council Member Williams and seconded by Council Member Adams to adopt Resolutions No. 2020-75 and No. 2020-76. Motion carried unanimously by the following roll call vote:

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

15. PUBLIC HEARING

Urgency Ordinance Adoption of the Suisun City Municipal Code Relating to Social Host Liability Provisions – (Medill: mmedill@suisun.com).    

- a. Council Introduce and Waive Reading of Ordinance No. 772: Amending Sections 8.04.010 (Definitions) and 8.04.020 (Possession, sale, or discharges generally), and Adding Sections 8.04.054 (Social host liability) and 8.04.070 (Penalty) of Chapter 8.04 (Fireworks) of Title 8 (Health and Safety), and Amending Section 1.20.050 (Amount of administrative penalties) of Chapter 1.20 (Administrative citations) of Title 1 (General provisions) of the Suisun City Municipal Code Relating to Social Host Liability Provisions.
- b. Council Adopt Urgency Ordinance No. 773: Amending Sections 8.04.010 (Definitions) and 8.04.020 (Possession, sale, or discharges generally), and Adding Sections 8.04.054 (Social host liability) and 8.04.070 (Penalty) of Chapter 8.04 (Fireworks) of Title 8 (Health and safety), and Amending Section 1.20.050 (Amount of administrative penalties) of Chapter 1.20 (Administrative citations) of Title 1 (General provisions) of the Suisun City Municipal Code Relating to Social Host Liability Provisions.

Steve Olry supported the ordinances.

Motioned by Council Member Day and seconded by Council Member Adams to introduce and waive the reading the reading of Ordinance No. 772 and adopt Urgency Ordinance No. 773. Motion carried by the following roll call vote:

AYES: Council Members Adams, Day, Williams, Wilson

NOES: Council Member Segal

16. PUBLIC HEARING (CONTINUED TO AUGUST 4, 2020)

Accessory Dwelling Units – (Kearns: jkearns@suisun.com).

- a. Council Introduce and Waive Reading of Ordinance No. ___: Amending 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties

Mayor Wilson opened the public hearing. Hearing no further comments, Mayor Wilson continued the public hearing.

Motioned by Council Member Williams and seconded by Council Member Segala to continue the public hearing to August 4, 2020. Motion carried unanimously by the following roll call vote:

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

GENERAL BUSINESS

City Council

17. HEARING

Council Adoption of Resolution No. 2020-___: Placing Liens for Unpaid Waste Collection Service Charges on Certain Lands Situated in the City of Suisun City, County of Solano, State of California – (Deol: ldeol@suisun.com).   

This item was moved to the beginning of the Agenda and was adopted.

18. Discussion and Direction Regarding Selection of UP to Three Storefront Retailers in Response to the Request for Applications (RFA) – (Kearns: jkearns@suisun.com).  

Presentation by staff / Applicant presentations / Ad Hoc Committee comments / Council Discussion

8:35 pm Council Member Segala is not present and not responding to request for participation in discussion.

Bryan Mitchell, Shrine Group Applicant, spoke about Railroad Avenue site.

Juan Garcia Flores is an applicant for Railroad Avenue site.

Dr. Verna Schuter is a small business applicant and expressed concern about a big cannabis coming into our small town.

Public Comment

Anthony Blanco – in favor of multiple licenses, community benefit of jobs and funding local programs and police.

George Guynn – discussed tax rate, supports small business and initial start-up companies.

Jorge Espinosa - consider taking all three businesses, support local business, new construction and development would bring jobs.

Juan Garcia - location should be walkable because it is important to employees, patients and customers.

Mr. Olry was glad that downtown was not being considered, however, thought multiple businesses could flourish.

Dr. Verna Schuter was in favor of three dispensaries and suggested selecting an established business.

Hyma Verona advised he could do the concrete work.

Bryan Mitchell stated Shrine was not referred to as a big company successful, it is a local business, has been successful and proud of what they built, and is here to create jobs.

9:11 PM - Council Member Segala returned.

Mayor Wilson supported Shryne Company and would not support going back out with another RFP before reviewing scoring, Consensus of Council was to work with Schryne Company and review RFP process and bring back to council at a later date.

REPORTS: (Informational items only.)

19. a. Council/Boardmembers

Council Member stated it was the first time Council had a 5-0 vote on cannabis and reported there was a marina cleanup day on June 6 and thirty people participated.

Council Member Segala was in agreement for a cannabis plan but did not agree with cannabis.

Council Member Williams suggested the City provide hearing de vices or closed captions of all meetings; advised there would be a Good Neighbor Policy meeting on June 24; and on June 22 the Children's Art Fair will go live on www.scartfair.com.

b. Mayor/Chair

Mayor Wilson reported there would be a county-wide live streaming event on July 4 called Solano County Independence Day Spectacular and there would be a Clean Team on June 27, 8:00 AM at the Train for Life Center located at Highway 12 and Sunset.

20. City Manager/Executive Director/Staff

PUBLIC COMMENT - None

(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

There being no further business, Mayor Wilson adjourned the meeting at 9:45 PM.

Linda Hobson, CMC

City Clerk

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MINUTES

**REGULAR MEETING OF THE
SUISUN CITY COUNCIL**

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

AND HOUSING AUTHORITY

TUESDAY, JUNE 23, 2020

6:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and 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:** 838 1527 4808*

***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*

(Next Ord. No. – 774)

(Next City Council Res. No. 2020 – 77)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 02)

(Next Housing Authority Res. No. HA2020 – 01)

ROLL CALL

Mayor Wilson called the meeting to order at 6:34 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

Pledge of Allegiance was led by Council Member Williams

Invocation was given by City Manager Folsom.

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.)

George Guynn expressed concern about being required to wear a mask.

CONFLICT OF INTEREST NOTIFICATION - None

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

REPORTS: (Informational items only.)

1. Cooling Center – (Lofthus: klofthus@suisun.com).

Steve Olry concerned about monitoring and mask wearing.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

CONSENT CALENDAR

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

City Council

2. Council Adoption of Resolution No.2020-77: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Lamassu Utility Services, Inc. for the Highway 12 Storm Drain Pipe Lining and CCTV Inspection Project and Authorize up to an Additional \$18,263.87 for Contingencies. – (Medill: mmedill@suisun.com).
3. Council Adoption of Resolution No.2020-78: Authorizing the City Manager to Execute a Professional Services Agreement Extension on the City's Behalf with Athens Administrators for Worker's Compensation Claims Administration Services – (Corey: scorey@suisun.com).
4. Council Adoption of Resolution No. 2020-79: Ratifying the Director of Emergency Services' Local Emergency Directive to Allow Limited Encroachment on Sidewalks, Streets, and Parking Lots for Outdoor Dining and Retail Activities – (Kearns/Folsom: jkearns@suisun.com, gfolson@suisun.com).
5. Council Adoption of Resolution No. 2020-80: Authorizing the City Manager to Execute a Contract to Purchase a 2016 Chevrolet Tahoe for the Use of Enforcement and Investigation by the Fire Department in the Amount of \$29,899.89 – (Vincent: jvincent@suisun.com).

Council Member Day asked that Item 5 be pulled from Consent Calendar.

Motioned by Council Member Williams and seconded by Council Member Segala to approve Consent Calendar Items 2-4. Motion carried unanimously by the following roll call vote:

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

Item 5

Jeremy Snyder, POA Vice-President, was concerned about fire staff acting as a police officer, proper training, proper equipment.

George Guynn suggested getting fireworks and gun detecting equipment.

Motioned by Council Member Williams and seconded by Council Member Adams to adopt Resolution No. 2020-80. Motion carried unanimously by the following roll call vote:

AYES: Council Members: Adams, Williams, Wilson

NOES: Council Members: Day, Segala

PUBLIC HEARINGS**Joint City Council / Suisun City Council Acting as Successor Agency/Housing Authority****6. PUBLIC HEARING (CONTINUED TO JUNE 30, 2020)**

Adoption of the Fiscal Year 2020-21 Annual Budget - (Deol/Corey: Ldeol@suisun.com, scorey@suisun.com).

- a. Council Adoption of Resolution No. 2020-__: Adopting the Annual Budget for Fiscal Year 2020-21; and
- b. Agency Adoption of Resolution No. SA 2020-__: Adopting the Annual Budget for Fiscal Year 2020-21; and
- c. Authority Adoption of Resolution No. HA 2020-__: Adopting the Annual Budget for Fiscal Year 2020-21; and
- d. Council Adoption of Resolution No. 2020-__: Adopting the Appropriations Limit for Fiscal Year 2020-21.
- e. Council Adoption of Resolution No. 2020-__: Approving an Annual Update of the Master Fee Schedule.

Mayor Wilson stated this item was going to be continued to June 30, 2020.

Mayor Wilson opened the public hearing.

Sergeant Martinez, Suisun City Police Officer, expressed concern about losing officers who go to other cities that pay more than Suisun City.

Jurel Kolinsky, property manager of an apartment complex, complimented the Suisun City police officers, suggested the City look into ways to keep our police officers and dispatchers, stated Suisun City needs more police officers.

George Guynn suggested City should be careful to spending down to the actual revenue coming into the City and expressed concern about taxing citizens more when many have lost their jobs.

Sarah Kimble, Suisun City Police Dispatcher, suggested there were better ways to balance the budget other than reducing staff and reducing employees' salaries and suggested increasing revenue with new developments and cannabis dispensaries.

Steve Olry stated the City had champagne taste on a beer budget and will have suffer through itl

Hearing no further comments, Council Member Williams. Motioned and Council Member Adams seconded motion to continue the public hearing to June 30, 2020. Motion carried unanimously by the following roll call motion:

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

GENERAL BUSINESS

REPORTS: (Informational items only.)

7. a. Council/Boardmembers

Council Member Adams reported Team Clean would be meeting Saturday at 8:00 AM at Training for Life and stated staff and City Council were working hard to keeping the City on track.

Council Member Segala thanked City Manager Folsom for responding quickly on a citizen's complaint regarding a walkway.

Council Member Williams reported the Suisun City Art Fair is live and voting will end on July 13 and reported receiving an email regarding fireworks and requested a consensus on banning fireworks. There was no consensus.

b. Mayor/Chair

Mayor Wilson state the fireworks that are being heard are illegal and the Safe and Sane Fireworks haven't begun selling yet,

8. City Manager/Executive Director/Staff

City Manager Folsom reminded everyone that the City has a Homelessness Survey on the City website, and all the City's facebook pages and there will be a special meeting on July 16, 6:00 PM at the Joe Nelson Center.

PUBLIC COMMENTm - None

(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

There being no further business, Mayor Wilson adjourned the meeting at 8:30 PM.

Linda Hobson, CMC
City Clerk

M I N U T E S

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

MONDAY, JUNE 29, 2020

5:00 P.M.

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

NOTICE

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*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: 878 7937 8121
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 4:30pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

ROLL CALL

Mayor Wilson called the meeting to order at 5:00 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 / 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

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

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;

SCEA (Suisun City Employees' Association);

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

SCPOA (Suisun City Police Officers Association).

5:10 PM – Mayor Wilson recessed the meeting to Closed Session.

CONVENE OPEN SESSION

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

6:00 PM – Mayor Wilson reconvened the meeting and stated no action was taken in Closed Session.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 6:00 PM.

Linda Hobson, CMC
City Clerk