

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



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

AND

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

TUESDAY, SEPTEMBER 3, 2019

5:30 P.M.

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

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), the following City Council/Successor Agency meeting includes teleconference participation by Council/Board member Jane Day from: 301 Morgan Street, Suisun City, CA 94585.

ROLL CALL

Council/Board Members

PUBLIC COMMENT

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

CONFLICT OF INTEREST NOTIFICATION

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

CLOSED SESSION

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

City Council

1. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: City Manager and Administrative Services Director

Employee organization: Unrepresented Employees

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

2. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: City Manager and Administrative Services Director
Employee organization: SCEA (Suisun City Employees' Association)

3. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: City Manager and Administrative Services Director
Employee organization: SCMPEA (Suisun City Management and Professional Employees' Association)

City Council Acting as Successor Agency**4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Pursuant to Government Code Section 54956.8 Real Property Identified by APN's, 0032-091-170, 0032-091-180, 0032-091-190 and 0032-091-200 located at the southwest corner of Civic Center and Driftwood Drive.

Negotiating Party: City Manager and Development Services Director
Subject: Price and Terms of Payment
Parties Negotiating With: Main Street West Partners

5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8 Real Property Identified by APN's, 0032-152-180.

Negotiating Party: City Manager and Development Services Director
Subject: Price and Terms of Payment
Parties Negotiating With: Main Street West Partners

CONVENE OPEN SESSION

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

ADJOURNMENT

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

PLEASE NOTE:

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

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of September 3, 2019 was posted and available for review, in compliance with the Brown Act.

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



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

REGULAR MEETING OF THE SUISUN CITY COUNCIL

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

AND HOUSING AUTHORITY

TUESDAY, SEPTEMBER 3, 2019

6:30 P.M.

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

NOTICE

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by:
Council/Board Member Jane Day from: 301 Morgan Street, Suisun City, CA 94585.*

(Next Ord. No. – 765)

(Next City Council Res. No. 2019 – 91)

Next Suisun City Council Acting as Successor Agency Res. No. SA2019 - 06)

(Next Housing Authority Res. No. HA2019 – 06)

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.)

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

REPORTS: (Informational items only.)

1. New LUCAS Chest Compression System – (Vincent: jvincent@suisun.com).

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

2. Update on Solano County Development Activities by Robert Burris, President and CEO, Solano Economic Development Corporation – (Folsom: gfolson@suisun.com).
3. Committee Appointments - (Wilson / lwilson@suisun.com).
 - a. Lighting and Landscaping District Citizen Advisory Committee.
4. Proclamation: Not Presented
 - a. Proclaiming September 17-23, 2019 as “Constitution Week” in Suisun City.
5. Proclamation: Presented
 - a. Presentation of a Proclamation to Recreation, Parks, Marina and Arts Department Recognizing October 6, 2019 as “Celebrate Suisun City Day” – (Lofthus: klofthus@suisun.com).
 - b. Presentation of a Proclamation Proclaiming September 8-14, 2019 as “National Suicide Prevention Week” in Suisun City.

CONSENT CALENDAR

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

City Council

6. Council Adoption of Resolution No. 2019-___: Accepting the Lawler Ranch Mexican Fan Palm Tree Trimming and Removal Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project – (Medill: mmedill@suisun.com).
7. Council Adoption of Resolution No. 2019-___: Accepting the 2019 Marina Fuel System Upgrade Project as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project – (Lofthus: klofthus@suisun.com).
8. Council Adoption of Resolution No. 2019-___: Adding New Fire Department Job Classifications, Salary Ranges, and Bargaining Unit Placement – (Dingman: jdgingman@suisun.com).

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

9. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on July 30, 2019 and August 14, 2019 – (Hobson: clerk@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

10. Council/Agency Approval of the July 2019 Payroll Warrants in the Amount of \$445,959.75.
Council/Agency Approval of the July 2019 Accounts Payable Warrants in the Amount of \$1,504,543.06 – (Finance).

PUBLIC HEARINGS**GENERAL BUSINESS**City Council

11. Fire Department Update: 2018-2019 Arson Presentation – (Vincent: jvincent@suisun.com).
12. Council Adoption of Resolution No. 2019-___: Authorizing the City Manager to Approve Contract Award for Fire Alarm Panel Replacement at Suisun City Hall and Police Department and Authorize up to 10% for Contingencies – (Folsom: GFolsom@suisun.com).
13. Council Discussion and Direction: Consideration of an Application for Statewide Planning Grants Program Senate Bill (SB2) – (McNamara: tmcnamara@suisun.com).

REPORTS: (Informational items only.)

14. a. Council/Boardmembers
b. Mayor/Chair
15. 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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PLEASE NOTE:

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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 September 3, 2019 was posted and available for review, in compliance with the Brown Act.

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Office of the Mayor
Suisun City, California

Proclamation



WHEREAS, the Constitution of the United States, the guardian of our liberties, is a product of reflection and choice, embodying the principles of limited government in a Republic dedicated to rule by law, not by men; and

WHEREAS, September 17, 2019 marks the two hundred thirty-second anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this memorable anniversary, and to the patriotic exercises that will commemorate the occasion; and

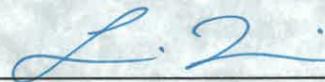
WHEREAS, Public Law No. 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through September 23 as Constitution Week.

NOW, THEREFORE, BE IT RESOLVED, that I, Lori D. Wilson, by virtue of the authority vested in me as Mayor of the City of Suisun City do hereby proclaim the week of September 17 through September 23, 2019 as:

“CONSTITUTION WEEK”

in the City of Suisun City and urge all citizens to pay special attention during that week to our Federal Constitution and the advantage of American Citizenship.

In witness whereof I have hereunto set my hand and caused this seal to be affixed.



Lori D. Wilson, Mayor

ATTEST: _____

DATE: August 20, 2019



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Office of the Mayor
Suisun City, California

Proclamation



WHEREAS, the City of Suisun City recognizes October 1868 as the month of incorporation; and

WHEREAS, October 2019 represents the one hundred fifty-first year; and

WHEREAS, the Suisun City is one of the most diverse cities in the nine-county Bay Area and the United States of America; and

WHEREAS, Sunday, October 6, 2019 will be designated by the City of Suisun City as “Celebrate Suisun City Day” and recognize the contributions of all cultures and heritages that contribute to creating community through a festival; and

WHEREAS, the Recreation, Parks, and Marina Department will host a festival showcasing the proud heritage of the Suisun City’s multicultural community to inform and enlighten the public about our diverse cultures while promoting peace and harmony within the community and beyond by providing the public with the opportunity to learn about various ethnic cultures through cultural and historical performances, food, music, dance and by proudly wearing the national costume; and

WHEREAS, Suisun City’s residents continually build bridges of understanding and friendship among the various cultural communities and appreciate cultural differences;

NOW, THEREFORE, BE IT RESOLVED, that I, Lori D. Wilson, by virtue of the authority vested in me as Mayor of the City of Suisun City do hereby proclaim October 6, 2019 as:

“CELEBRATE SUISUN CITY DAY”

and urge all residents to celebrate the richness of a diverse cultural heritage throughout our community and recognize the valuable cultural contributions brought by all.



In witness whereof I have hereunto set my hand and caused this seal to be affixed.



Lori D. Wilson, Mayor

ATTEST: _____

DATE: September 3, 2019

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Office of the Mayor
Suisun City, California

Proclamation



WHEREAS, suicide is the tenth leading cause of death in the United States and the second leading cause of death among individuals between the ages of ten to thirty-four (American Foundation for Suicide Prevention); and

WHEREAS, in the United States, one person completes suicide every 12 minutes, resulting in over 44,000 suicides each year (Centers for Disease Control); and

WHEREAS, on average, one person dies by suicide every two hours in California (American Foundation for Suicide Prevention); and

WHEREAS, over ninety percent of the people who die by suicide have a diagnosable and treatable mental health condition, although often that condition is not recognized or treated; and

WHEREAS, the stigma associated with mental health conditions and suicidality works against suicide prevention by discouraging persons at risk for suicide from seeking life-saving help and further traumatizes those who have attempted suicide and the loved ones of suicide loss; and

WHEREAS, suicide is a preventable national, state, and local public health problem and that no single suicide prevention program or effort will be appropriate for all populations or communities; and

WHEREAS, as a community we can promote awareness that there is no single cause for suicide and that efforts should be made to develop and implement strategies to increase access to quality mental health, substance abuse, and suicide prevention services; and

WHEREAS, Solano County Behavioral Health in partnership with the Solano County Suicide Prevention Committee and the community have, and continue to strive to impact change by saving lives and envisioning a suicide free community achieved through education and trainings, stigma reduction efforts, collaboration with partners and the provision of resources to combat suicide.

NOW THEREFORE, BE IT RESOLVED that I, Lori D. Wilson, by virtue of the authority vested in me as Mayor of the City of Suisun City do hereby proclaim the week of September 8 through September 14, 2019 as:

“NATIONAL SUICIDE PREVENTION WEEK”

in the City of Suisun City, and encourage all residents of Suisun City to learn more about the detection and prevention of suicide.



In witness whereof I have hereunto set my hand and caused this seal to be affixed.



Lori D. Wilson, Mayor

ATTEST: _____

DATE: September 3, 2019

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AGENDA TRANSMITTAL

MEETING DATE: September 3, 2019

CITY AGENDA ITEM: Council Adoption of Resolution No. 2019-___: Accepting the Lawler Ranch Mexican Fan Palm Tree Trimming and Removal Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.

FISCAL IMPACT: Acceptance of this Lawler Ranch Mexican Fan Palm Tree Trimming and Removal Project (Project) as complete will not have fiscal impact on the General Fund as the Project costs were completely covered by the Lawler Ranch Lighting and Landscape District. The Project work has been completed for a final Project amount of \$200,050.

BACKGROUND: As part of the development of the Lawler Ranch subdivision approximately two hundred (200) Mexican Fan palm trees were planted along the District's Highway 12 Corridor and up to the first four-way intersection at both entrances, and this type of tree require systematic maintenance pruning to remove dead fronds to ensure tree health, for visual aesthetics, and for safety. The completion of this Project addressed the needed maintenance to the palm trees.

STAFF REPORT: On April 2, 2019, the City Council of the City of Suisun City authorized the City Manager to enter into an agreement on behalf of the City with A&E Arborists Tree Care, for the Lawler Ranch Mexican Fan Palm Tree Trimming and Removal Project, and to take any and all necessary and appropriate actions to implement this contract including authorizing a project contingency of 10% for a total project amount of \$152,597. As the project bids were much lower than expected, Staff recommended additional tree work be negotiated with the contractor in consideration of the competitive bid pricing received. The City Council further authorized the City Manager to approve a contract change order to include trimming of additional trees within the Lawler Ranch Landscaping and Lighting District for an amount not to exceed \$60,000. The total project budget approved by City Council was \$212,597.

The City Manager executed the contract for \$138,725 on April 24, 2019. The City Manager executed Contract Change Order #1 on May 1, 2019 for \$50,000 for pruning of the remainder of the approximate two hundred and seventeen (217) non-palm trees and removal of seven (7) dead trees including stumps along the Highway 12 corridor. The City Manager executed Change Order #2 on May 16, 2019 for \$10,000 for the pruning of one hundred and twenty-four (124) Sycamore trees along Potrero Circle in the interior of the subdivision. The total contract cost was \$200,050 including the two contract change orders and one additional palm tree removal at 368 Stamper Circle.

Final work under the contract included: 1) the trimming of one hundred eighty-five (185) Mexican Fan palm trees along with the removal of nineteen (19) Mexican Fan palm trees; 2) the trimming of two hundred seventeen (217) non-palm trees along with removal of seven (7) non-palm trees within the Highway 12 Corridor; and 3) trimming of one hundred twenty-four (124) non-palm trees along Potrero Circle in the District's interior. All work has been completed and it is now appropriate to file the Notice of Completion with the County for the work completed.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Amanda Dum, Management Analyst
 Matthew Medill, Public Works Director
 Greg Folsom, City Manager

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

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2019-__: Accepting the Lawler Ranch Mexican Fan Palm Tree Trimming and Removal Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.

ATTACHMENTS:

1. Resolution No. 2019-__: Accepting the Lawler Ranch Mexican Fan Palm Tree Trimming and Removal Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.
2. Notice of Completion.

RESOLUTION NO. 2019-___

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE LAWLER RANCH MEXICAN FAN PALM TREE TRIMMING
AND REMOVAL PROJECT AS COMPLETE, AND AUTHORIZING THE CITY
MANAGER TO RECORD THE NOTICE OF COMPLETION FOR THE PROJECT**

WHEREAS, as part of the development of the Lawler Ranch subdivision approximately two-hundred (200) Mexican Fan palm trees were planted along the District’s Highway 12 Corridor and up to the first four-way intersection at both entrances, and this type of tree require systematic maintenance pruning to remove dead fronds to ensure tree health, for visual aesthetics, and for safety;

WHEREAS, this type of palm tree needs maintenance pruning every two (2) to three (3) years, and the last pruning project was over nine (9) years ago; and

WHEREAS, it was time for a maintenance project to occur, the Lawler Ranch Mexican Fan Palm Tree Trimming and Removal Project (Project), and the Lawler Ranch Lighting and Landscape District had adequate funds to cover the cost of the Project; and

WHEREAS, the City released a bid package requesting bids for this work on January 25, 2019, bid packages were opened on March 12, 2019 at 2:00PM and six (6) bids were received with A&E Arborists Tree Care submitting the lowest responsive bid of \$138,725; and

WHEREAS, On April 2, 2019, the City Council of the City of Suisun City authorized the City Manager to enter into an agreement on behalf of the City with A&E Arborists Tree Care, for the Lawler Ranch Mexican Fan Palm Tree Trimming and Removal Project, and to take any and all necessary and appropriate actions to implement this contract including authorize Project a Project contingency of 10% for a total Project amount of \$152,597; and

WHEREAS, as the project bids were much lower than expected, Staff recommended additional tree work be negotiated with the contractor in consideration of the competitive bid pricing received; and

WHEREAS, the City Council of the City of Suisun City further authorized the City Manager to approve a contract change order to include trimming of additional trees within the Lawler Ranch Landscaping and Lighting District for an amount not to exceed \$60,000; and

WHEREAS, the City Manager executed the contract for \$138,725 on April 24, 2019; and

WHEREAS, the City Manager executed Contract Change Order #1 on May 1, 2019 for \$50,000 for pruning of the remainder of the approximate two hundred and seventeen (217) non-palm trees and removal of seven (7) dead trees including stumps along the Highway 12 corridor; and

WHEREAS, the City Manager executed Change Order #2 on May 16, 2019 for \$10,000 for the pruning of one hundred and twenty-four (124) Sycamore trees along Potrero Circle in the interior of the subdivision; and

WHEREAS, the total contract cost was \$200,050 including the two contract change orders and one additional palm tree removal at 368 Stamper Circle; and

1 **WHEREAS**, the construction contract and contract change orders combined included
2 trimming of one hundred eighty-five (185) palm trees along with the removal of nineteen (19)
3 palm trees, tree trimming two hundred seventeen (217) non-palm trees and the removal of seven
4 (7) non-palm trees along the Highway 12 Corridor, and trimming of one hundred twenty-four (124)
5 non-palm trees along Potrero Circle in the District’s interior area; and

6 **WHEREAS**, A&E Arborists Tree Care has completed all work under the contract and
7 under the change orders for the Project and is ready to receive a Notice of Completion.

8 **NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun
9 City does hereby accept the Lawler Ranch Palm Tree Trimming and Removal Project as completed
10 and authorizes the City Manager to take such measures as necessary to execute the Notice of
11 Completion.

12 **PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun
13 City duly held on Tuesday, the 3rd day of September 2019, by the following vote:

14 **AYES:** Councilmembers: _____
15 **NOES:** Councilmembers: _____
16 **ABSENT:** Councilmembers: _____
17 **ABSTAIN:** Councilmembers: _____

18 **WITNESS** my hand and the seal of said City this 3rd day of September 2019.

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Donna Pock, CMC
Deputy City Clerk

WHEN RECORDED MAIL TO:

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

No Fee, per code 27283

NOTICE OF COMPLETION

A.P.N. N/A

Notice is hereby given that:

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

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

NAMES	ADDRESSES
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- (If no transfer made, insert "none.")
7. A work of improvement on the property hereinafter described was completed on: September 3, 2019
 8. The name of the contractor, if any, for such work of improvement was A & E Arborists Tree Care
(If no contractor for work of improvement as a whole, insert "none.")
 9. The property on which said work of improvement was completed is in the City of Suisun City, County of Solano, State of California, and is described as follows:
Lawler Ranch Mexican Fan Palm Tree Trimming and Removal Project
 10. The street address of said property is: Highway 12 (South Side) - The Highway 12 segments runs from a point approximately eight hundred feet (800') east of Lawler Center Drive to a point approximately seven hundred feet (700') east of Walters Road/Lawler Ranch Parkway intersection. Lawler Ranch Parkway West Entrance - From the Emperor Drive/Lawler Ranch Parkway intersection on Highway 12 (West Entrance) to the first four-way intersection at Mayfield Circle/Johnston Drive. Lawler Ranch Parkway East Entrance - From the Walters Road/Lawler Ranch Parkway intersection on Highway 12 (East Entrance) to the first four-way intersection at Potrero Circle/Potrero Street.

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

Signature of
Owner Named
in Paragraph 2 _____

Dated: _____

By Greg Folsom, City Manager

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AGENDA TRANSMITTAL

MEETING DATE: September 3, 2019

CITY AGENDA ITEM: Council Adoption of Resolution No. 2019-___: Accepting the 2019 Marina Fuel System Upgrade Project as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.

FISCAL IMPACT: Acceptance of this 2019 Marina Fuel System Upgrade Project as complete will not have fiscal impact on the General Fund as the project costs are covered by ROPS (Recognized Obligation Payments Schedule). The project construction is complete and Contractor provided the final invoice in the amount of \$218,254.00, which included a change order in the amount of \$19,800.00 over the original contract amount of \$198,454.00.

BACKGROUND: The 20 plus year old Marina fueling system was past its expected life and was in need of updating. Prior to the start of this project the fuel system and the electrical system that powers the fuel system failed and were in desperate need of immediate replacement. Without a functioning fuel system, marina tenants were unable to easily or safely fuel up their boats and/or leave the Suisun Slough. The completion of this Project addressed that deficiency and provided a state of the art marina fueling system.

STAFF REPORT: On March 19, 2019, the construction contract for this Project was awarded to Remediation Risk Management (Triton Construction).

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

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2019-___: Accepting the 2019 Marina Fuel System Upgrade Project as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.

ATTACHMENTS:

1. Resolution No. 2019-___: Accepting the 2019 Marina Fuel System Upgrade Project as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.
2. Location Map.
3. Notice of Completion.

PREPARED BY:

Janet Hull, Recreation Manager

REVIEWED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

APPROVED BY:

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Greg Folsom, City Manager

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RESOLUTION NO. 2019-___

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE 2019 MARINA FUEL SYSTEM UPGRADE PROJECT AS
COMPLETE, AND AUTHORIZING THE CITY MANAGER TO RECORD THE
NOTICE OF COMPLETION FOR THE PROJECT**

WHEREAS, the failing 20 plus year old Marina fueling system was past its expected life and was in need of replacement; and

WHEREAS, on March 19, 2019, the City Council awarded the construction contract for the 2019 Marina Fuel System Upgrade Project to Remediation Risk Management, dba Triton Construction (Contractor); and

WHEREAS, the construction contract included, upgrading and replacing the fuel system from the existing sump to the fuel dock; and

WHEREAS, Contractor has completed all work under the contract for the Project and is ready to receive a Notice of Completion; and

WHEREAS, the City has inspected the work completed by Contractor and approves of the work completed.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby accept the 2019 Marina Fuel System Upgrade Project as completed, and authorizes the City Manager to take such measures as necessary to execute the Notice of Completion.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 3rd day of September 2019, by the following vote:

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

WITNESS my hand and the seal of said City this 3rd day of September 2019.

Donna Pock, CMC
Deputy City Clerk

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LOCATION MAP

2019 Marina Fuel System Upgrade Project



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WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE FOR
RECORDER'S USE

No Fee, per code 27283

NOTICE OF COMPLETION

A.P.N. _____

Notice is hereby given that:

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

NAMES

ADDRESSES

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

NAMES

ADDRESSES

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

- A work of improvement on the property hereinafter described was completed on September 5, 2019
- The name of the contractor, if any, for such work of improvement was Remediation Risk Management
(Triton Construction)

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

- The property on which said work of improvement was completed is in the City of Suisun City
_____, County of Solano, State of California, and is described as follows:
2019 Marina Fuel System Upgrade Project

- The street address of said property is at Suisun City Marina at the South end of the West Dock, and
adjacent to Walnut Court

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

Signature of
owner named
in paragraph 2

Dated: _____

By Greg Folsom, City Manager

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AGENDA TRANSMITTAL

MEETING DATE: September 3, 2019

CITY AGENDA ITEM: Council Adoption of Resolution No. 2019-__: Adding New Fire Department Job Classifications, Salary Ranges and Bargaining Unit Placement.

FISCAL IMPACT: For FY 2019-20, there would be no additional fiscal impact. The estimated annualized cost of \$840,500 to hire two Fire Division Chiefs, reclass three Administrative Fire Captains to Fire Captains, and hire three Fire Engineers was appropriated in the adopted FY 2019-20 Annual Budget.

BACKGROUND: The Fire Department identified a significant staffing need in its annual budget request for FY 2019-20 to provide the level of service expected by City residents in a manner consistent with best operational practices and State law. Council approved the following Fire Department staffing enhancements:

- Two Fire Division Chiefs,
- Conversion of existing three Administrative Fire Captains to Operational Captains,
- Three Fire Engineers, and
- One Fire Inspector (Part-time)

The Council also directed the City Manager to update the City Classification and Compensation plans to amend and/or add the classes necessary to meet the Fire Department need.

STAFF REPORT: The City has had the classification and salary ranges for Fire Division Chief and Administrative Fire Captain for many years. The 2018 Compensation Survey revealed that these classes would need to be updated if they were to be filled. To implement the Council direction, Administrative Services Department and Fire Department staff worked collaboratively with MRG Consulting (“MRG”), which specializes in fire service human resources, to update the Fire Division Chief classification and salary range, and draft new classes and ranges for Fire Captain and Fire Engineer. The existing class of Administrative Fire Captain is unique in the industry and cannot be compared with other jurisdictions.

Bargaining groups expected to be impacted by these proposed changes were notified. The Suisun City Employees’ Association (SCEA), which is most aligned with the new Fire Engineer class, did not desire to represent that class and no further discussion was warranted. The Suisun City Management and Professional Employees’ Association (SCMPEA), which represents the existing Fire Division Chief class and the related Administrative Fire Captain class, agreed to accept the proposed class changes without further discussion.

The recommended Classification Specifications for each class are attached to the resolution Staff prepared for Council consideration.

PREPARED BY:

Scott T. Corey, Senior Management Analyst

REVIEWED BY:

Joe Dingman, Administrative Services Director

APPROVED BY:

Greg Folsom, City Manager

With the assistance of MRG, Staff updated the 2018 Compensation Survey for each of the classes as follows:

FIRE DIVISION CHIEF SALARY SURVEY				
Agency	Comparable Job Class	Max Salary	Base + Cash	Total Comp
American Canyon	No Comparable	\$ -	\$ -	\$ -
Benicia	Division Fire Chief	\$ 10,877	\$ 12,801	\$ 14,186
Davis	Fire Division Chief - Marshal	\$ 10,516	\$ 11,406	\$ 12,710
Dixon	Fire Division Chief	\$ 12,041	\$ 12,052	\$ 13,283
Fairfield	Deputy Fire Chief	\$ 15,105	\$ 15,460	\$ 17,182
Hercules	No Comparable Position	\$ -	\$ -	\$ -
San Pablo	Assistant Fire Chief	\$ 15,314	\$ 16,085	\$ 17,596
Vacaville	No Comparable Position	\$ -	\$ -	\$ -
Vallejo	Battalion/Division Chief	\$ 10,986	\$ 10,986	\$ 10,986
West Sacramento	No Comparable Position	\$ -	\$ -	\$ -
Woodland	Fire Division Chief	\$ 10,618	\$ 10,618	\$ 10,618
	Median	\$ 10,986	\$ 12,052	\$ 13,283

Based on this analysis, Staff prepared a salary range of \$6,899-\$9,314 per month for the amended Fire Division Chief class. To recruit other mid-management positions, the City often hires at a mid-point in the range, which would be \$7,662 per month.

When setting a new salary range, it is a standard Human Resources practice to measure the range against both external comparable positions to understand the City's relationship to the overall market, and internal comparisons to ensure appropriate separation between subordinate classes and among similar classifications, if they exist.

The proposed Fire Division Chief salary range represents a 12.52% increase over the existing range, which is appropriate given the updated Class Specification describing the work performed and the market comparison. Internally, this range is 40% below Fire Chief, to which it reports, and 16% above Fire Captain, which it directly supervises. While the relationship to Fire Chief is wider than usual, the relationship to Fire Captain is within the typical range. Both are acceptable for a new range but may be subject to future adjustments.

The Fire Division Chief position is an exempt mid-management position and would continue to be represented by SCMPEA.

FIRE CAPTAIN SALARY SURVEY				
Agency	Comparable Job Class	Max Salary	Base + Cash	Total Comp
American Canyon	Fire Captain	\$ 9,887	\$ 9,887	\$ 9,887
Benicia	Fire Captain	\$ 9,908	\$ 10,263	\$ 11,985
Davis	Fire Captain	\$ 9,169	\$ 9,940	\$ 11,452
Dixon	Fire Captain	\$ 8,458	\$ 9,270	\$ 10,575
Fairfield	Fire Captain	\$ 11,142	\$ 13,089	\$ 14,474
Hercules	Fire Captain	\$ 9,750	\$ 9,750	\$ 9,750
San Pablo	Fire Captain	\$ 10,952	\$ 10,952	\$ 10,952
Vacaville	Fire Captain	\$ 10,594	\$ 11,265	\$ 12,569
Vallejo	Fire Captain	\$ 9,613	\$ 9,731	\$ 10,962
West Sacramento	Fire Captain	\$ 8,916	\$ 9,746	\$ 10,771
Woodland	Fire Captain	\$ 8,565	\$ 9,858	\$ 11,193
	Median	\$ 9,750	\$ 9,887	\$ 10,962

* Benefits for American Canyon Fire District not available for this analysis.

Based on this analysis, Staff prepared a salary range of \$5,795-\$7,823 per month for the Fire Captain class. To recruit other mid-management positions, the City often hires at a mid-point in the range, which would be \$6,011 per month. Actual starting rate is determined by the City Manager.

The proposed Fire Captain salary range represents a 27.02% increase over the existing Administrative Fire Captain classification for which there is no comparable position in the market. The new range is appropriate given the realigned Class Specification describing the work performed and the market comparison. Internally, this range is 19% below Fire Division Chief, to which it reports, and 8.4% above Fire Engineer, which it directly supervises. While the relationship to Fire Division Chief is within the expected range, the relationship to Fire Engineer is more compact than usual. This is acceptable for a new range but may be subject to future adjustments.

The Fire Captain class, which is a non-exempt mid-management class, would be represented by SCMPEA.

FIRE ENGINEER SALARY SURVEY				
Agency	Comparable Job Class	Max Salary	Base + Cash	Total Comp
American Canyon	Firefighter*	\$ 8,047	\$ 8,047	\$ 8,047
Benicia	Fire Engineer	\$ 9,007	\$ 9,362	\$ 11,084
Davis	Firefighter II*	\$ 7,973	\$ 8,744	\$ 10,256
Dixon	Fire Engineer	\$ 7,628	\$ 8,408	\$ 9,713
Fairfield	Fire Engineer	\$ 9,574	\$ 11,380	\$ 12,765
Hercules	Fire Engineer	\$ 8,622	\$ 8,622	\$ 8,622
San Pablo	Fire Engineer	\$ 9,716	\$ 9,716	\$ 9,716
Vacaville	Fire Engineer	\$ 8,847	\$ 8,847	\$ 8,847
Vallejo	Firefighter/Fire Engineer	\$ 8,199	\$ 8,379	\$ 9,610
West Sacramento	Fire Engineer	\$ 7,710	\$ 7,710	\$ 7,710
Woodland	Fire Engineer	\$ 7,434	\$ 8,625	\$ 9,960
	Median	\$ 8,199	\$ 8,625	\$ 9,713

* Same salary as a Firefighter, which performs Engineer work by driving and maintaining trucks. No Engineer class. (Benefits for American Canyon Fire District not available for this analysis.)

Based on this analysis, Staff prepared a salary range of \$5,900-\$7,171 for the Fire Engineer class. The proposed Fire Engineer class is entirely new. Internally, this range is 9% below Fire Captain, to which it reports, which is more compacted than usual but acceptable for a newly established range.

The Fire Engineer class will be unrepresented.

Staff has prepared a Resolution with attached Class Specifications and Salary Schedule for Council consideration.

RECOMMENDATION: It is recommended that the City Council adopt:

1. Resolution No. 2019-___: Adding New Fire Department Job Classifications, Salary Ranges and Bargaining Unit Placement.

ATTACHMENTS:

1. Resolution No. 2019-___: Adding New Fire Department Job Classifications, Salary Ranges and Bargaining Unit Placement.

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RESOLUTION NO. 2019-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADDING NEW FIRE DEPARTMENT JOB CLASSIFICATIONS, SALARY RANGES,
AND BARGAINING UNIT PLACEMENT**

WHEREAS, Suisun City Code Chapter 2.40 establishes a Personnel System that includes Classifications to group positions with similar duties and responsibilities into categories, and Pay Ranges within a Compensation Plan to establish appropriate compensation for the various Classes; and

WHEREAS, the authority to approve new job Classifications, establish Pay Ranges for each Classification and approve placement of new Classifications in appropriate bargaining units each by resolution is the purview of the City Council; and

WHEREAS, the City Manager is designated as the Personnel Officer with the responsibility to prepare, maintain and propose revisions to the Classification Plan and a Compensation Plan to be effective upon approval by the City Council; and

WHEREAS, the City Council directed the creation several new Job Classifications within the Fire Department in adopting the Fiscal Year 2019-20 Annual Budget; and

WHEREAS, appropriate bargaining units have been consulted in accordance with the Employer-Employee Relations Resolution (Reso. No. 74-33).

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

- The updated job Classification of Fire Division Chief, and the new job Classifications of Fire Captain and Fire Engineer are added to the City Classification Plan (Exhibit A).
- A monthly salary range of \$6,899 - \$9,314 is established for the Fire Division Chief.
- A monthly salary range of \$5,795 - \$7,823 is established for the Fire Captain.
- A monthly salary range of \$5,900 - \$7,171 is established for the Fire Engineer.
- The Salary Schedule adopted by Resolution No. 2019-87 is hereby rescinded and replaced with the updated Salary Schedule attached hereto as Exhibit B to create new salary ranges for Fire Division Chief, Fire Captain and Fire Engineer.

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- The job Classifications of Fire Division Chief and Fire Captain are designated as being represented by the Suisun City Management and Professional Employees' Association, and the Classification of Fire Engineer is designated as Unrepresented.

This Resolution shall take effect upon adoption.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 3rd day of September 2019, by the following vote:

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

WITNESS my hand and the seal of said City this 3rd day of September 2019.

 Donna Pock, CMC
 Deputy City Clerk



CLASS SPECIFICATION

FIRE CAPTAIN

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

SUMMARY DESCRIPTION

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

IDENTIFYING CHARACTERISTICS

The Fire Captain is a supervisory position that plans, assigns, and evaluates the work of subordinates and is responsible for assigned programs, activities, and shifts. Positions at this level typically participate in the more complex functions of the work unit in addition to having direct supervisory responsibility.

REPRESENTATIVE DUTIES

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

1. Oversees and personally performs work in the maintenance of departmental fire suppression and emergency equipment in peak operational condition.
2. Responds to scenes of fire, accident, illness or rescue and takes charge of operations until relieved by a chief officer.
3. Drives & operates fire apparatus and performs fire fighting duties.
4. In cases of accident, sudden illness or rescue uses established first aid procedures in treating victim until the arrival of a paramedic or ambulance.
5. Directs, coordinates, supervises, and reviews the work plan for assigned personnel; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
6. Trains, motivates, and evaluates assigned personnel; identifies the fire training needs of company personnel; provides or coordinates staff training and drills in firefighting methods, techniques, and related subjects; works with employees to correct deficiencies; enforces departmental policies and procedures and recommend disciplinary action, as necessary.
7. Responds to alarms involving fire, medical aid, hazardous substances, and rescue work; assumes incident command as required and conducts assessment tactics, strategy development, and implementation; supervises, directs, and participates in firefighting duties, equipment and apparatus operations, search and rescue services, rendering first aid and basic life support, and controls hazardous materials spills and releases.
8. Conducts, supervises, and participates in fire cause and origin determinations; determines preliminary origin and cause of fire at emergency scenes; obtains and preserves evidence.
9. Supervises and participates in public education and public relations activities; coordinates public relations activities and interacts with various news media; designs, develops, supervises, and participates in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
10. Completes and prepares a variety of forms, reports, and recommendations; prepares emergency scene reports; prepares accident, injury, and exposure reports; reviews reports submitted by subordinate staff.

CITY OF SUISUN CITY
Fire Captain (Continued)

11. Plans, supervises, reviews, and participates in the maintenance, repair, and testing of department apparatus and equipment, including radios, pagers, self-contained breathing apparatus, hoses, ladders, and fire pumps; evaluates, maintains, and replaces personal protective equipment; maintains medical aid equipment and supplies following accepted industry standards.
12. Directs and participates in fire station buildings and grounds maintenance, and cleaning of quarters, equipment, and apparatus.
13. Stays abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, technical rescue and personnel management.
14. Provides staff assistance to management staff; participates in the development and implementation of emergency plans; prepares and presents staff reports and other correspondence as appropriate and necessary; performs a full range of other departmental administrative duties.
15. Oversees, coordinates, and participates in regular and preventative maintenance for department vehicles and other firefighting equipment; performs minor troubleshooting and repair of department vehicles and equipment.
16. Serves as liaison for the Fire Department with other divisions, departments, and outside agencies.
17. Administers, oversees, and supervises assigned programs and special projects.
18. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

- Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and related services and activities.
- Principles and practices of supervision, training, and performance evaluation.
- Basic principles and practices of program development and administration.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, technical rescue and fire investigation.
- Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other fire fighting and emergency medical apparatus and equipment.
- Mechanical and hydraulic principles of fire apparatus.
- Modern and complex principles and practices of fire fighting.
- Principles and practices of disaster preparedness, response, and recovery.
- Methods and techniques of basic life support and rescue.
- Hazardous materials and chemical spill response techniques and protocols.
- Principles, methods, and techniques used in confined space and rescue operations.
- Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
- Principles of combustion and cause of fire.
- Principles of building construction and fire protection systems.
- Geography and street layout of the City and surrounding area.
- Current safety practices as they relate to equipment and procedures involved in the fire service.
- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of public relations.
- Mathematical concepts and principles.
- Appropriate safety precautions and procedures.
- Record keeping and basic report preparation principles and practices.
- Basic office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.

CITY OF SUISUN CITY
Fire Captain (Continued)

Ability to:

- Oversee and participate in services and activities of assigned engine company including fire suppression, fire prevention, emergency medical services, technical rescue, disaster preparedness, hazardous materials response, and associated services and activities.
- Direct and coordinate the work of lower level staff.
- Supervise, train, and evaluate staff of an assigned engine company.
- Coordinate and conduct fire training programs.
- Prepare a variety of technical and operational reports.
- Maintain skill levels, stay up with new equipment and procedure familiarization, and maintain certifications that are relevant and/or required for assigned responsibilities.
- Retain presence of mind and act quickly and calmly in emergency situations.
- Analyze emergency situations, including risk assessment and develop appropriate courses of action.
- Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
- Drive, operate, and maintain fire suppression, emergency medical, and associated vehicles, apparatus, and equipment safely in varying traffic and weather conditions observing legal and defensive driving practices.
- Perform field calculations of hydraulics for the proper and effective operation of equipment at emergency scenes.
- Properly place vehicles and equipment at emergency scenes for most effective operation.
- Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
- Inspect, troubleshoot, and repair a variety of fire suppression, emergency medical, and associated vehicles, apparatus, and equipment.
- Render emergency medical care as necessary.
- Deal effectively with upset or emotional persons or patients.
- Perform fire inspections and determine origin and cause of fires.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Prepare and present public information and educational programs.
- Respond to requests and inquiries from the general public.
- Work varied shifts, on weekends or during holidays.
- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.
- Observe and follow safe fire fighting and work practices.
- Operate modern office equipment and computers including applicable software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

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

Experience:

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

License or Certificate:

- Possession of a Class C driver's license with appropriate endorsements.
- Possession of Firefighter I and Firefighter II certifications issued by the State of California.
- Possession of, or ability to obtain Fire Officer certification is required.
- Possession of valid EMT and CPR certifications.

CITY OF SUISUN CITY
Fire Captain (Continued)

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning, and asphyxiation; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.

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

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

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

OTHER CHARACTERISTICS

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

FLSA Status: Non-Exempt

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

Similar Job Titles: Fire Captain



CLASS SPECIFICATION

FIRE ENGINEER

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

SUMMARY DESCRIPTION

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

IDENTIFYING CHARACTERISTICS

A Fire Engineer has primary responsibility for the proper operation and maintenance of assigned fire equipment and apparatus. Work requires a good understanding of first aid techniques and lifesaving methods. Incumbents may occasionally perform duties of Fire Captain in his/her absence.

REPRESENTATIVE DUTIES

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

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

QUALIFICATIONS

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

Knowledge of:

Operations, services, and activities of an emergency service operation, including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.

Fire science theory, principles, and practices, and their application to a wide variety of emergency service operations, including fire suppression, fire prevention, and fire investigation.

Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other fire fighting and emergency medical apparatus and equipment.

Mechanical and hydraulic principles of fire apparatus.

Modern and complex principles and practices of fire fighting.

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

CITY OF SUISUN CITY
Fire Engineer (Continued)

Methods and techniques of basic life support and rescue.
Hazardous materials and chemical spill response techniques.
Principles, methods, and techniques used in confined space and rescue operations.
Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
Principles of combustion and cause of fire.
Principles of building construction and fire protection systems.
Geography and street layout of the City and surrounding area.
Current safety practices related to equipment and procedures involved in the fire service.
Methods and techniques of public relations.
Record-keeping and basic report preparation principles and practices.
Basic office procedures and methods, including computer equipment and supporting word processing and spreadsheet applications.

Ability to:

Safely drive and maintain fire apparatus and equipment.
Retain presence of mind and act quickly and calmly in emergency situations.
Comprehend written, video and oral presentations related to required training of position.
Analyze emergency situations and develop appropriate courses of action.
Respond to requests and inquiries from the general public.
Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
Effectively use specialized fire suppression tools and equipment, including safety equipment.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.
Observe and follow safe fire fighting and work practices.
Operate modern office equipment and computers, including applicable software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

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

Experience:

Equivalent to two (2) years of full-time fire-fighting experience with the Suisun City Fire Department or similar agency.

License or Certificate:

Possession of Firefighter I certification issued by the State of California
Possess and maintain a Class C driver's license with a appropriate endorsements.
Completed Fire Apparatus Driver/Operator 1A and 1B.
Possession of valid EMT certifications. (Paramedic certification highly desired)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment

CITY OF SUISUN CITY
Fire Engineer (Continued)

is usually moderate, however, the noise level is occasionally very loud due to sirens, etc; wear appropriate personal protective equipment when operating at emergency scenes and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings, weekends, holidays and may be required to travel outside City boundaries to perform Fire Department duties.

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

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

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

OTHER CHARACTERISTICS

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

FLSA Status: Non-Exempt

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

Similar Job Titles: Firefighter/Engineer, Firefighter II

CITY OF SUISUN CITY
Fire Engineer (Continued)



CLASS SPECIFICATION

FIRE DIVISION CHIEF

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

SUMMARY DESCRIPTION

Under administrative direction of the Fire Chief, performs professional fire administrative and managerial duties involved in supervising and coordinating assigned programs, activities, and operations of both the paid and volunteer staff of the Fire Department including operations, fire prevention, training, facility/equipment maintenance, emergency medical services, disaster preparedness, and related programs, services, and operations; serves as Duty Officer for assigned shift and responds to incidents to perform duties as required and/or assume command responsibilities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief. Exercises general supervision over assigned professional, technical, administrative and volunteer staff.

IDENTIFYING CHARACTERISTICS

The Fire Division Chief is considered a Division Manager with responsibility for the management of a shift and/or Fire Division that includes several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a division including development of division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. Incumbents at this level exercise discretion in applying general goals and policy statements and in resolving organizational and service delivery problems. Incumbents organize and direct the work of subordinate staff, assume significant responsibility for a variety of personnel activities in such areas as selection, training, motivation, and disciplinary actions, and assume significant responsibility for the preparation and administration of the assigned budget.

REPRESENTATIVE DUTIES

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

1. Serves as Duty Officer for assigned shift; responds to alarms as required by departmental policy and assumes command of operations unless relieved of command, by a superior officer; responds to emergency medical calls on a first responder basis, as needed.
2. Assumes management responsibility for assigned programs, activities, and operations of the Fire Department including operations, fire prevention, training, facility/equipment maintenance, emergency medical services, disaster preparedness, and related programs, services, and operations.
3. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services; recommends and administers policies and procedures; develops programs related to local, state, and federal mandates.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
5. Oversees and participates in the development and administration of the assigned annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

CITY OF SUISUN CITY

Fire Division Chief (*Continued*)

6. Plans, directs, coordinates, and reviews the work plan for assigned fire department staff both paid and volunteer; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
7. Participates in the selection and evaluation of assigned personnel; prepares performance evaluations of Fire Captains and reviews evaluations for shift personnel as assigned; implement discipline and termination procedures.
8. Oversees the development and implementation of the Department's training programs; develops and implements training programs for firefighting, emergency medical, and other emergency response services and programs; identifies the fire training needs of company personnel; provides or coordinates staff training and drills in firefighting methods, techniques, and related subjects; works with employees to correct deficiencies; enforces departmental policies and procedures and recommends disciplinary action, as necessary; maintains and reviews training records.
9. Oversees the development and implementation of the Department's public education and public relations activities; coordinates public relations activities and interact with various news media; designs, develops, supervises, and participates in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
10. Oversees the development and implementation of the Department's equipment/ apparatus maintenance and testing program; supervises and conducts maintenance and repairs of radios, pagers, and alert monitors; plans and reviews the maintenance, testing, and repair to self-contained breathing apparatus; plans and supervises ladder testing and annual pumper and hose tests; evaluates, maintains, and replaces personal protective equipment and station uniforms for assigned personnel; maintains medical aid equipment and supplies.
11. Supervises and participates in fire cause and origin determinations; determines preliminary origin and cause of fire at emergency scenes; obtains and preserves evidence.
12. Completes, prepares, and reviews a variety of forms, reports, schedules, recommendations, and related documentation; prepares emergency scene reports; prepares accident, injury, and exposure reports; reviews reports submitted by subordinate staff including engine company reports.
13. Provides staff assistance to the Fire Chief; participates in the development and implementation of emergency plans; prepares and presents staff reports and other correspondence as appropriate and necessary; performs a full range of other departmental administrative duties.
14. Serves as liaison for the Fire Department with other divisions, departments, and outside agencies.
15. Maintains skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
16. Performs related duties as required.

KNOWLEDGE AND ABILITIES

Ability to:

- Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
- Effectively use specialized fire suppression tools and equipment, including safety equipment. Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Observe and follow safe firefighting and work practices.

CITY OF SUISUN CITY

Fire Division Chief (*Continued*)

- Work varied shifts, on weekends or during holidays.
- Operate modern office equipment and computers, including applicable software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

- Principles, practices, methods and techniques of modern fire and life safety, fire suppression, fire investigation, emergency medical services and disaster preparedness activities; hazardous materials response, and associated programs, services, and operations.
- Operational characteristics, maintenance and uses of firefighting apparatus and equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Laws, codes, ordinances, and regulations related to City.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Incident Command System (SEMS/NIMS).

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

Education/Training:

An Associate's degree from an accredited college with major course work in fire science, fire administration, public administration, or other related field, and successful completion of a state-certified fire academy. Bachelor's degree highly desired.

Experience:

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

License or Certificate:

Possession of Class C License with a Firefighter Endorsement.

Possession of Firefighter I, Fire Officer, and Chief Fire Officer certifications issued by the State of California.

Possession of Fire Instructor certification or ability to obtain certification.

Possession of appropriate, valid EMT and CPR certifications

Ability to possess and maintain a peace officer 832 P.C. Certificate within one year of hire.

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne

CITY OF SUISUN CITY

Fire Division Chief (*Continued*)

particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc.; wear protective apparel including goggles, face protector, aprons, safety shoes, and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside city boundaries to attend meetings.

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

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

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

OTHER CHARACTERISTICS

This classification is at a mid-management level distinct from the Fire Captain classification, which focuses on line supervision of crew during an assigned shift. It is distinct from the Fire Chief classification, which is responsible for executive management of the entire Department.

FLSA Status: Exempt

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

Similar Job Titles: Battalion Chief

EXHIBIT B

Section No. 1: Executive Management Salary Schedule

Effective: July 30, 2019

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
City Manager* (1)	100	\$ 13,161	\$ 75.93	\$ 17,767	\$ 102.50
Fire Chief*	115	\$ 10,695	\$ 61.70	\$ 13,000	\$ 75.00
Police Chief*	110	\$ 10,695	\$ 61.70	\$ 13,000	\$ 75.00
Administrative Services Director*	108	\$ 8,465	\$ 48.84	\$ 11,428	\$ 65.93
Development Services Director*	128	\$ 8,465	\$ 48.84	\$ 11,428	\$ 65.93
Pub. Wks. & Bldg. Director/City Engineer*	123	\$ 8,465	\$ 48.84	\$ 11,428	\$ 65.93
Recreation, Parks & Marina Director*	140	\$ 8,465	\$ 48.84	\$ 11,428	\$ 65.93
Community Development Director*	130	\$ 7,548	\$ 43.54	\$ 10,189	\$ 58.78
Economic Development Director*	125	\$ 7,548	\$ 43.54	\$ 10,189	\$ 58.78
Chief Building Official*	135	\$ 7,548	\$ 43.54	\$ 10,189	\$ 58.78

***Exempt**

(1) City Manager salary adjustments set by contract and effective July 1.

EXHIBIT B

Section No. 1: Executive Management Salary Schedule

Effective: December 27, 2019

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
City Manager* (1)	100	\$ 13,161	\$ 75.93	\$ 17,767	\$ 102.50
Fire Chief*	115	\$ 10,005	\$ 57.72	\$ 13,507	\$ 77.93
Police Chief*	110	\$ 10,005	\$ 57.72	\$ 13,507	\$ 77.93
Administrative Services Director*	108	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Development Services Director*	128	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Pub. Wks. & Bldg. Director/City Engineer*	123	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Recreation, Parks & Marina Director*	140	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Community Development Director*	130	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08
Economic Development Director*	125	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08
Chief Building Official*	135	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08

***Exempt**

(1) City Manager salary adjustments set by contract and effective July 1.

EXHIBIT B

Section No. 2: Police Management Salary Schedule

Effective: July 30, 2019

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
Police Chief*	110	\$ 10,695	\$ 61.70	\$ 13,000	\$ 75.00
Police Commander*	255	\$ 7,525	\$ 43.42	\$ 10,159	\$ 58.61

***Exempt**

EXHIBIT B

Section No. 2: Police Management Salary Schedule

Effective: December 27, 2019

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
Police Chief*	110	\$ 10,005	\$ 57.72	\$ 13,507	\$ 77.93
Police Commander*	255	\$ 7,819	\$ 45.11	\$ 10,555	\$ 60.90

***Exempt**

EXHIBIT B

Section No. 3: Professional/Technical Salary Schedule

Effective: December 28, 2018

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
City Engineer*	267	\$ 7,547	\$ 43.54	\$ 10,189	\$ 58.78
Police Commander*	255	\$ 7,525	\$ 43.42	\$ 10,159	\$ 58.61
Fire Division Chief*	237	\$ 6,899	\$ 39.80	\$ 9,314	\$ 53.73
Public Works Superintendent*	265	\$ 6,849	\$ 39.51	\$ 9,246	\$ 53.34
Financial Services Manager*	225	\$ 6,288	\$ 36.28	\$ 8,489	\$ 48.98
Accounting Services Manager*	207	\$ 6,035	\$ 34.82	\$ 8,148	\$ 47.01
Building Inspection Services Manager*	216	\$ 6,035	\$ 34.82	\$ 8,148	\$ 47.01
IT Services Manager*	276	\$ 6,035	\$ 34.82	\$ 8,148	\$ 47.01
Police Support Services Manager*	270	\$ 6,035	\$ 34.82	\$ 8,148	\$ 47.01
Assistant/Associate Engineer-Associate*	221	\$ 6,035	\$ 34.82	\$ 8,148	\$ 47.01
Fire Captain (2,756 annual hours)	202	\$ 5,795	\$ 25.23	\$ 7,823	\$ 34.06
Senior Management Analyst*	238	\$ 5,754	\$ 33.20	\$ 7,768	\$ 44.82
Senior Planner*	239	\$ 5,754	\$ 33.20	\$ 7,768	\$ 44.82
Project Manager*	260	\$ 5,492	\$ 31.69	\$ 7,415	\$ 42.78
Senior Accountant*	205	\$ 5,492	\$ 31.69	\$ 7,415	\$ 42.78
Senior Building Inspector*	215	\$ 5,492	\$ 31.69	\$ 7,415	\$ 42.78
Assistant/Associate Engineer-Assistant*	220	\$ 5,486	\$ 31.65	\$ 7,406	\$ 42.73
Assistant/Associate Planner-Associate*	251	\$ 5,231	\$ 30.18	\$ 7,062	\$ 40.74
Management Analyst I/II-II*	236	\$ 5,231	\$ 30.18	\$ 7,062	\$ 40.74
Marina & Waterfront Events Manager*	240	\$ 5,231	\$ 30.18	\$ 7,062	\$ 40.74
Housing Manager*	230	\$ 5,029	\$ 29.01	\$ 6,789	\$ 39.17
Marketing Manager*	245	\$ 4,775	\$ 27.55	\$ 6,446	\$ 37.19
Accountant*	200	\$ 4,755	\$ 27.43	\$ 6,420	\$ 37.04
Assistant/Associate Planner-Assistant*	250	\$ 4,755	\$ 27.43	\$ 6,420	\$ 37.04
Management Analyst I/II-I*	235	\$ 4,755	\$ 27.43	\$ 6,420	\$ 37.04
Dispatch/Records Supervisor*	223	\$ 4,462	\$ 25.74	\$ 6,023	\$ 34.75
Public Works Supervisor*	222	\$ 4,440	\$ 25.62	\$ 5,994	\$ 34.58
Sec to City Mgr/Dep City Clerk*	300	\$ 4,171	\$ 24.06	\$ 5,630	\$ 32.48
Recreation Supervisor*	241	\$ 3,796	\$ 21.90	\$ 5,125	\$ 29.57

Bold denotes benchmark class

*Exempt

EXHIBIT B

Section No. 3: Professional/Technical Salary Schedule

Effective: December 27, 2019

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
City Engineer*	267	\$ 7,842	\$ 45.24	\$ 10,586	\$ 61.07
Police Commander*	255	\$ 7,819	\$ 45.11	\$ 10,555	\$ 60.90
Fire Division Chief*	237	\$ 7,168	\$ 41.35	\$ 9,677	\$ 55.83
Public Works Superintendent*	265	\$ 7,116	\$ 41.05	\$ 9,606	\$ 55.42
Financial Services Manager*	225	\$ 6,534	\$ 37.69	\$ 8,820	\$ 50.89
Accounting Services Manager*	207	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Building Inspection Services Manager*	216	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
IT Services Manager*	276	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Police Support Services Manager*	270	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Assistant/Associate Engineer-Associate*	221	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Fire Captain (2,756 annual hours)	202	\$ 6,021	\$ 26.22	\$ 8,128	\$ 35.39
Senior Management Analyst*	238	\$ 5,979	\$ 34.49	\$ 8,071	\$ 46.57
Senior Planner*	239	\$ 5,979	\$ 34.49	\$ 8,071	\$ 46.57
Project Manager*	260	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Senior Accountant*	205	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Senior Building Inspector*	215	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Assistant/Associate Engineer-Assistant*	220	\$ 5,700	\$ 32.89	\$ 7,695	\$ 44.39
Assistant/Associate Planner-Associate*	251	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
Management Analyst I/II-II*	236	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
Marina & Waterfront Events Manager*	240	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
Housing Manager*	230	\$ 5,225	\$ 30.15	\$ 7,054	\$ 40.70
Marketing Manager*	245	\$ 4,961	\$ 28.62	\$ 6,698	\$ 38.64
Accountant*	200	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Assistant/Associate Planner-Assistant*	250	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Management Analyst I/II-I*	235	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Dispatch/Records Supervisor*	223	\$ 4,636	\$ 26.74	\$ 6,258	\$ 36.11
Public Works Supervisor*	222	\$ 4,613	\$ 26.62	\$ 6,228	\$ 35.93
Sec to City Mgr/Dep City Clerk*	300	\$ 4,333	\$ 25.00	\$ 5,850	\$ 33.75
Recreation Supervisor*	241	\$ 3,944	\$ 22.75	\$ 5,324	\$ 30.72

Bold denotes benchmark class

*Exempt

EXHIBIT B

Section No. 4: Police Non-Management Salary Schedule

Effective: December 28, 2018

Job Class w/ Incentive &/or Assignment Pay	Range	A Step		B Step		C Step		D Step		E Step		F Step		G Step	
		Monthly	Hourly	Monthly	Hourly										
Police Officer	400	\$5,253	\$30.31	\$5,516	\$31.82	\$5,792	\$33.41	\$6,081	\$35.08	\$6,385	\$36.84	N/A	N/A	N/A	N/A
Police Officer w/ POST Basic Certificate	403	\$5,306	\$30.61	\$5,571	\$32.14	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$37.21	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. Certificate	401	\$5,571	\$32.14	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$37.21	\$6,772	\$39.07	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. & Adv Certs	402	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$37.21	\$6,772	\$39.07	\$7,110	\$41.02	N/A	N/A	N/A	N/A
Police Corporal	415	N/A	N/A	N/A	N/A	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$37.21	\$6,772	\$39.07	N/A	N/A
Police Corporal w/ POST Int. Cert.	416	N/A	N/A	N/A	N/A	\$6,142	\$35.43	\$6,449	\$37.21	\$6,772	\$39.07	\$7,110	\$41.02	N/A	N/A
Police Corporal w/ POST Int. & Adv.	417	N/A	N/A	N/A	N/A	\$6,449	\$37.21	\$6,772	\$39.07	\$7,110	\$41.02	\$7,466	\$43.07	N/A	N/A
Police Sergeant	450	\$6,603	\$38.09	\$6,933	\$40.00	\$7,279	\$42.00	\$7,643	\$44.10	\$8,026	\$46.30	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. Certificate	451	\$6,933	\$40.00	\$7,279	\$42.00	\$7,643	\$44.10	\$8,026	\$46.30	\$8,427	\$48.62	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. & Adv.	452	\$7,279	\$42.00	\$7,643	\$44.10	\$8,026	\$46.30	\$8,427	\$48.62	\$8,848	\$51.05	N/A	N/A	N/A	N/A

Bold denotes benchmark class

EXHIBIT B

Section No. 4: Police Non-Management Salary Schedule

Effective: December 27, 2019

Job Class w/ Incentive &/or Assignment Pay	Range	A Step		B Step		C Step		D Step		E Step		F Step		G Step	
		Monthly	Hourly	Monthly	Hourly										
Police Officer	400	\$5,458	\$31.49	\$5,731	\$33.06	\$6,017	\$34.72	\$6,318	\$36.45	\$6,634	\$38.27	N/A	N/A	N/A	N/A
Police Officer w/ POST Basic Certificate	403	\$5,306	\$30.61	\$5,571	\$32.14	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$39.04	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. Certificate	401	\$5,846	\$33.72	\$6,138	\$35.41	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. & Adv Certs	402	\$6,138	\$35.41	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	\$7,461	\$43.04	N/A	N/A	N/A	N/A
Police Corporal	415	N/A	N/A	N/A	N/A	\$6,138	\$35.41	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	N/A	N/A
Police Corporal w/ POST Int. Cert.	416	N/A	N/A	N/A	N/A	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	\$7,461	\$43.04	N/A	N/A
Police Corporal w/ POST Int. & Adv.	417	N/A	N/A	N/A	N/A	\$6,767	\$39.04	\$7,105	\$40.99	\$7,461	\$43.04	\$7,834	\$45.19	N/A	N/A
Police Sergeant	450	\$6,928	\$39.97	\$7,274	\$41.97	\$7,638	\$44.07	\$8,020	\$46.27	\$8,421	\$48.58	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. Certificate	451	\$7,274	\$41.97	\$7,638	\$44.07	\$8,020	\$46.27	\$8,421	\$48.58	\$8,842	\$51.01	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. & Adv.	452	\$7,638	\$44.07	\$8,020	\$46.27	\$8,421	\$48.58	\$8,842	\$51.01	\$9,284	\$53.56	N/A	N/A	N/A	N/A

Bold denotes benchmark class

EXHIBIT B

Section No. 5: General City Service

Effective: December 28, 2018

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly								
Computer Technician	545	\$5,190	\$29.94	\$5,449	\$31.44	\$5,722	\$33.01	\$6,008	\$34.66	\$6,308	\$36.39
Building Inspector I/II-II	521	\$4,937	\$28.48	\$5,184	\$29.91	\$5,443	\$31.40	\$5,715	\$32.97	\$6,001	\$34.62
Public Works Inspector	570	\$5,189	\$29.94	\$5,449	\$31.44	\$5,721	\$33.01	\$6,007	\$34.66	\$6,308	\$36.39
Youth Services Specialist	590	\$4,606	\$26.57	\$4,836	\$27.90	\$5,078	\$29.30	\$5,332	\$30.76	\$5,599	\$32.30
Senior Public Safety Dispatcher	530	\$4,504	\$25.99	\$4,730	\$27.29	\$4,966	\$28.65	\$5,214	\$30.08	\$5,475	\$31.59
Building Inspector I/II-I	520	\$4,489	\$25.90	\$4,714	\$27.20	\$4,950	\$28.56	\$5,197	\$29.98	\$5,457	\$31.48
Human Resources Technician	519	\$4,401	\$25.39	\$4,621	\$26.66	\$4,853	\$28.00	\$5,095	\$29.40	\$5,350	\$30.87
Permit Technician	518	\$4,401	\$25.39	\$4,621	\$26.66	\$4,853	\$28.00	\$5,095	\$29.40	\$5,350	\$30.87
Housing Specialist I/II-II	561	\$4,200	\$24.23	\$4,410	\$25.44	\$4,631	\$26.72	\$4,862	\$28.05	\$5,105	\$29.45
Public Safety Dispatcher I/II-II	526	\$4,095	\$23.63	\$4,300	\$24.81	\$4,515	\$26.05	\$4,741	\$27.35	\$4,978	\$28.72
Housing Specialist I/II-I	560	\$4,001	\$23.08	\$4,201	\$24.24	\$4,411	\$25.45	\$4,632	\$26.72	\$4,863	\$28.06
Administrative Assistant II	511	\$4,001	\$23.08	\$4,201	\$24.24	\$4,411	\$25.45	\$4,632	\$26.72	\$4,863	\$28.06
Recreation Coordinator	580	\$3,900	\$22.50	\$4,095	\$23.63	\$4,300	\$24.81	\$4,515	\$26.05	\$4,741	\$27.35
Accounting Technician	508	\$3,885	\$22.41	\$4,080	\$23.54	\$4,283	\$24.71	\$4,498	\$25.95	\$4,723	\$27.25
Senior Account Clerk	505	\$3,885	\$22.41	\$4,080	\$23.54	\$4,283	\$24.71	\$4,498	\$25.95	\$4,723	\$27.25
Senior Maintenance Worker	568	\$3,825	\$22.07	\$4,017	\$23.17	\$4,217	\$24.33	\$4,428	\$25.55	\$4,650	\$26.82
Fleet Mechanic	555	\$3,825	\$22.07	\$4,017	\$23.17	\$4,217	\$24.33	\$4,428	\$25.55	\$4,650	\$26.82
Public Safety Dispatcher I/II-I	525	\$3,825	\$22.07	\$4,017	\$23.17	\$4,217	\$24.33	\$4,428	\$25.55	\$4,650	\$26.82
Administrative Assistant I	510	\$3,737	\$21.56	\$3,924	\$22.64	\$4,121	\$23.77	\$4,327	\$24.96	\$4,543	\$26.21
Rec. Prog. & Admin. Coordinator	581	\$3,737	\$21.56	\$3,924	\$22.64	\$4,121	\$23.77	\$4,327	\$24.96	\$4,543	\$26.21
Maintenance Worker I/II-II	566	\$3,644	\$21.02	\$3,826	\$22.08	\$4,018	\$23.18	\$4,219	\$24.34	\$4,430	\$25.56
Community Services Officer I/II-II	536	\$3,608	\$20.81	\$3,788	\$21.85	\$3,978	\$22.95	\$4,176	\$24.10	\$4,385	\$25.30
Account Clerk III	503	\$3,481	\$20.09	\$3,655	\$21.09	\$3,838	\$22.14	\$4,030	\$23.25	\$4,232	\$24.41
Maintenance Worker I/II-I	565	\$3,313	\$19.11	\$3,479	\$20.07	\$3,653	\$21.07	\$3,835	\$22.13	\$4,027	\$23.23
Bldg Maintenance Worker I/II-II	516	\$3,313	\$19.11	\$3,479	\$20.07	\$3,653	\$21.07	\$3,835	\$22.13	\$4,027	\$23.23
Community Services Officer I/II-I	535	\$3,278	\$18.91	\$3,442	\$19.86	\$3,614	\$20.85	\$3,795	\$21.89	\$3,984	\$22.99
Account Clerk I/II-II	501	\$3,165	\$18.26	\$3,324	\$19.17	\$3,490	\$20.13	\$3,664	\$21.14	\$3,848	\$22.20
Office Assistant	509	\$3,127	\$18.04	\$3,283	\$18.94	\$3,447	\$19.89	\$3,620	\$20.88	\$3,801	\$21.93
Bldg Maintenance Worker I/II-I	515	\$3,011	\$17.37	\$3,162	\$18.24	\$3,320	\$19.15	\$3,486	\$20.11	\$3,660	\$21.12
Account Clerk I/II-I	500	\$2,877	\$16.60	\$3,021	\$17.43	\$3,172	\$18.30	\$3,331	\$19.22	\$3,497	\$20.18

Bold denotes benchmark class

*Exempt

EXHIBIT B

Section No. 5: General City Service

Effective: December 27, 2019

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly								
Computer Technician	545	\$5,392	\$31.11	\$5,662	\$32.67	\$5,945	\$34.30	\$6,242	\$36.01	\$6,554	\$37.81
Building Inspector I/II-II	521	\$5,130	\$29.59	\$5,386	\$31.07	\$5,656	\$32.63	\$5,938	\$34.26	\$6,235	\$35.97
Public Works Inspector	570	\$5,189	\$29.94	\$5,449	\$31.44	\$5,721	\$33.01	\$6,007	\$34.66	\$6,308	\$36.39
Youth Services Specialist	590	\$4,786	\$27.61	\$5,025	\$28.99	\$5,276	\$30.44	\$5,540	\$31.96	\$5,817	\$33.56
Senior Public Safety Dispatcher	530	\$4,680	\$27.00	\$4,914	\$28.35	\$5,160	\$29.77	\$5,418	\$31.26	\$5,689	\$32.82
Building Inspector I/II-I	520	\$4,664	\$26.91	\$4,898	\$28.26	\$5,143	\$29.67	\$5,400	\$31.15	\$5,670	\$32.71
Human Resources Technician	519	\$4,573	\$26.38	\$4,802	\$27.70	\$5,042	\$29.09	\$5,294	\$30.54	\$5,559	\$32.07
Permit Technician	518	\$4,573	\$26.38	\$4,802	\$27.70	\$5,042	\$29.09	\$5,294	\$30.54	\$5,559	\$32.07
Housing Specialist I/II-II	561	\$4,364	\$25.18	\$4,582	\$26.44	\$4,811	\$27.76	\$5,052	\$29.15	\$5,304	\$30.60
Public Safety Dispatcher I/II-II	526	\$4,255	\$24.55	\$4,468	\$25.77	\$4,691	\$27.06	\$4,926	\$28.42	\$5,172	\$29.84
Housing Specialist I/II-I	560	\$4,157	\$23.98	\$4,365	\$25.18	\$4,583	\$26.44	\$4,812	\$27.76	\$5,053	\$29.15
Administrative Assistant II	511	\$4,157	\$23.98	\$4,365	\$25.18	\$4,583	\$26.44	\$4,812	\$27.76	\$5,053	\$29.15
Recreation Coordinator	580	\$4,052	\$23.38	\$4,255	\$24.55	\$4,468	\$25.78	\$4,691	\$27.06	\$4,926	\$28.42
Accounting Technician	508	\$4,037	\$23.29	\$4,239	\$24.45	\$4,451	\$25.68	\$4,673	\$26.96	\$4,907	\$28.31
Senior Account Clerk	505	\$4,037	\$23.29	\$4,239	\$24.45	\$4,451	\$25.68	\$4,673	\$26.96	\$4,907	\$28.31
Senior Maintenance Worker	568	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$27.87
Fleet Mechanic	555	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$27.87
Public Safety Dispatcher I/II-I	525	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$27.87
Administrative Assistant I	510	\$3,883	\$22.40	\$4,077	\$23.52	\$4,281	\$24.70	\$4,495	\$25.93	\$4,720	\$27.23
Rec. Prog. & Admin. Coordinator	581	\$3,883	\$22.40	\$4,077	\$23.52	\$4,281	\$24.70	\$4,495	\$25.93	\$4,720	\$27.23
Maintenance Worker I/II-II	566	\$3,786	\$21.84	\$3,976	\$22.94	\$4,174	\$24.08	\$4,383	\$25.29	\$4,602	\$26.55
Community Services Officer I/II-II	536	\$3,749	\$21.63	\$3,936	\$22.71	\$4,133	\$23.84	\$4,339	\$25.03	\$4,556	\$26.29
Account Clerk III	503	\$3,617	\$20.87	\$3,798	\$21.91	\$3,988	\$23.01	\$4,187	\$24.16	\$4,397	\$25.37
Maintenance Worker I/II-I	565	\$3,442	\$19.86	\$3,615	\$20.85	\$3,795	\$21.90	\$3,985	\$22.99	\$4,184	\$24.14
Bldg Maintenance Worker I/II-II	516	\$3,442	\$19.86	\$3,615	\$20.85	\$3,795	\$21.90	\$3,985	\$22.99	\$4,184	\$24.14
Community Services Officer I/II-I	535	\$3,406	\$19.65	\$3,576	\$20.63	\$3,755	\$21.66	\$3,943	\$22.75	\$4,140	\$23.88
Account Clerk I/II-II	501	\$3,289	\$18.97	\$3,453	\$19.92	\$3,626	\$20.92	\$3,807	\$21.96	\$3,998	\$23.06
Office Assistant	509	\$3,249	\$18.74	\$3,411	\$19.68	\$3,582	\$20.66	\$3,761	\$21.70	\$3,949	\$22.78
Bldg Maintenance Worker I/II-I	515	\$3,129	\$18.05	\$3,285	\$18.95	\$3,449	\$19.90	\$3,622	\$20.89	\$3,803	\$21.94
Account Clerk I/II-I	500	\$2,989	\$17.25	\$3,139	\$18.11	\$3,296	\$19.01	\$3,461	\$19.97	\$3,634	\$20.96

Bold denotes benchmark class

*Exempt

EXHIBIT B

Section No. 6: Unrepresented General Service Salary Schedule

Effective: September 3, 2019

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly								
Fire Engineer	545	\$ 5,900	\$ 25.69	\$ 6,195	\$ 26.97	\$ 6,504	\$ 28.32	\$ 6,830	\$ 29.74	\$ 7,171	\$ 31.22

Bold denotes benchmark class

*Exempt

EXHIBIT B

Section No. 6: Unrepresented General Service Salary Schedule

Effective: December 27, 2019

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly								
Fire Engineer	545	\$ 6,130	\$ 26.69	\$ 6,436	\$ 28.02	\$ 6,758	\$ 29.43	\$ 7,096	\$ 30.90	\$ 7,451	\$ 32.44

Bold denotes benchmark class

*Exempt

Exhibit B: Temporary/Hourly Employees

Effective: December 28, 2018

Minimum \$ 12.00

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$27.55	\$28.93			
Engineering Technician - Temp	900	\$20.50	\$21.53	\$22.60	\$23.73	\$24.92
Maintenance Worker II - Temp	916	\$17.77	\$18.66	\$19.59	\$20.57	\$21.60
Police Officer - Temp	905	\$17.52	\$18.39	\$19.31	\$20.28	\$21.29
Firefighter - Temp	910	\$17.52	\$18.39	\$19.31	\$20.28	\$21.29
Computer Systems Specialist	917	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Financial Services Specialist	918	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Planning Specialist	919	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Public Works Specialist	914	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Communications & Records Tech I - Temp	920	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Administrative Assistant I - Temp	925	\$16.61	\$17.44	\$18.32	\$19.23	\$20.19
Community Services Officer I/II-I - Temp	930	\$15.92	\$16.72	\$17.56	\$18.43	\$19.36
Maintenance Worker I - Temp	915	\$16.16	\$16.96	\$17.81	\$18.70	\$19.64
Building Maintenance Worker I/II-I - Temp	914	\$15.23	\$16.00	\$16.80	\$17.64	\$18.52
Office Assistant - Temp	926	\$14.37	\$15.09	\$15.85	\$16.64	\$17.47
Recreation Specialist Supervisor	939	\$15.81	\$16.60	\$17.43	\$18.30	\$19.22
Recreation Specialist III	937	\$14.37	\$15.09	\$15.85	\$16.64	\$17.47
Recreation Specialist II	936	\$13.07	\$13.72	\$14.41	\$15.13	\$15.88
Recreation Specialist I	935		\$12.47	\$13.10	\$13.75	\$14.44

Exhibit B: Temporary/Hourly Employees

Effective: December 27, 2019

Minimum \$ 13.00

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$21.32	\$22.39	\$23.51	\$24.68	\$25.92
Maintenance Worker II - Temp	916	\$18.66	\$19.59	\$20.57	\$21.60	\$22.68
Police Officer - Temp	905	\$18.22	\$19.13	\$20.09	\$21.09	\$22.15
Firefighter - Temp	910	\$18.22	\$19.13	\$20.09	\$21.09	\$22.15
Computer Systems Specialist	917	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Financial Services Specialist	918	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Planning Specialist	919	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Public Works Specialist	921	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Communications & Records Tech I - Temp	920	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Administrative Assistant I - Temp	925	\$17.28	\$18.14	\$19.05	\$20.00	\$21.00
Community Services Officer I/II-I - Temp	930	\$16.56	\$17.39	\$18.26	\$19.17	\$20.13
Maintenance Worker I - Temp	915	\$16.96	\$17.81	\$18.70	\$19.64	\$20.62
Building Maintenance Worker I/II-I - Temp	914	\$16.00	\$16.80	\$17.64	\$18.52	\$19.44
Office Assistant - Temp	926	\$15.38	\$16.15	\$16.96	\$17.81	\$18.70
Recreation Specialist Supervisor	939	\$16.92	\$17.77	\$18.65	\$19.59	\$20.57
Recreation Specialist III	937	\$15.38	\$16.15	\$16.96	\$17.81	\$18.70
Recreation Specialist II	936	\$13.98	\$14.68	\$15.42	\$16.19	\$17.00
Recreation Specialist I	935		\$13.35	\$14.01	\$14.72	\$15.45

Exhibit B: Temporary/Hourly Employees

Effective: December 25, 2020

Minimum \$ 14.00

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$22.18	\$23.28	\$24.45	\$25.67	\$26.95
Maintenance Worker II - Temp	916	\$19.59	\$20.57	\$21.60	\$22.68	\$23.82
Police Officer - Temp	905	\$18.95	\$19.90	\$20.89	\$21.93	\$23.03
Firefighter - Temp	910	\$18.95	\$19.90	\$20.89	\$21.93	\$23.03
Computer Systems Specialist	917	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Financial Services Specialist	918	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Planning Specialist	919	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Public Works Specialist	921	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Communications & Records Tech I - Temp	920	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Administrative Assistant I - Temp	925	\$17.97	\$18.87	\$19.81	\$20.80	\$21.84
Community Services Officer I/II-I - Temp	930	\$17.22	\$18.09	\$18.99	\$19.94	\$20.94
Maintenance Worker I - Temp	915	\$17.81	\$18.70	\$19.64	\$20.62	\$21.65
Building Maintenance Worker I/II-I - Temp	914	\$16.80	\$17.64	\$18.52	\$19.44	\$20.42
Office Assistant - Temp	926	\$16.46	\$17.28	\$18.14	\$19.05	\$20.00
Recreation Specialist Supervisor	939	\$18.10	\$19.01	\$19.96	\$20.96	\$22.00
Recreation Specialist III	937	\$16.46	\$17.28	\$18.14	\$19.05	\$20.00
Recreation Specialist II	936	\$14.96	\$15.71	\$16.50	\$17.32	\$18.19
Recreation Specialist I	935		\$14.28	\$15.00	\$15.75	\$16.53

Exhibit B: Temporary/Hourly Employees

Effective: December 24, 2021

Minimum \$ 15.00

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$23.06	\$24.22	\$25.43	\$26.70	\$28.03
Maintenance Worker II - Temp	916	\$20.57	\$21.60	\$22.68	\$23.82	\$25.01
Police Officer - Temp	905	\$19.71	\$20.69	\$21.73	\$22.81	\$23.95
Firefighter - Temp	910	\$19.71	\$20.69	\$21.73	\$22.81	\$23.95
Computer Systems Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Financial Services Specialist	918	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Planning Specialist	919	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Public Works Specialist	921	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Communications & Records Tech I - Temp	920	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Administrative Assistant I - Temp	925	\$18.69	\$19.62	\$20.60	\$21.63	\$22.72
Community Services Officer I/II-I - Temp	930	\$17.91	\$18.81	\$19.75	\$20.74	\$21.77
Maintenance Worker I - Temp	915	\$18.70	\$19.64	\$20.62	\$21.65	\$22.73
Building Maintenance Worker I/II-I - Temp	914	\$17.64	\$18.52	\$19.44	\$20.42	\$21.44
Office Assistant - Temp	926	\$17.61	\$18.49	\$19.41	\$20.39	\$21.40
Recreation Specialist Supervisor	939	\$19.37	\$20.34	\$21.36	\$22.42	\$23.55
Recreation Specialist III	937	\$17.61	\$18.49	\$19.41	\$20.39	\$21.40
Recreation Specialist II	936	\$16.01	\$16.81	\$17.65	\$18.53	\$19.46
Recreation Specialist I	935		\$15.28	\$16.05	\$16.85	\$17.69

AGENDA TRANSMITTAL

MEETING DATE: September 3, 2019

AGENDA ITEM: 2018-2019 Arson Presentation

FISCAL IMPACT: None

BACKGROUND:

Over the last year, there have been a high number of arson fires identified in Suisun City. Over the last 8 months there has been an increase in suspicious fires with an escalation in behavior, method, and location. This suggests that either one individual is becoming bolder or there are several people who are setting fires. The latter is most likely, due to witness statements, evidence, and the varying methods.

Trained Suisun City Fire Investigators have collected evidence and have begun the process of further investigating and identifying suspects. Fire investigators have collected security camera footage from multiple sources showing purposely set fires around Suisun City over the last year. Additionally, investigators have identified devices and accelerants used at the points of origin of these arson fires.

STAFF REPORT:

There have been 38 suspicious fires in Suisun City since November 1, 2018. Investigators have collected video and physical evidence incriminating multiple suspects. It looks as if each suspect is acting on their own and there is no correlation. The Fire Department has taken an active role in the investigative process, beginning with the initial investigation of the crime scene and more recently gathering witness statements, video evidence, sample evidence, and a considerable amount of follow up with property owners, suspects, and insurance companies.

On July 30th, 2019 the Suisun City Council passed a resolution to establish the Suisun City Fire Department Arson Division as an enforcement unit. The resolution authorized trained and certified staff to operate as Arson Investigators. The Fire Department is working to fund the division appropriately. Currently, the Fire Department is continuing in the process of establishing administrative processes and procedures and is anticipated to be operating at an effective level soon.

STAFF RECOMMENDATION

ATTACHMENTS:

PREPARED BY:

REVIEWED/APPROVED BY:

Justin Vincent, Fire Chief
Greg Folsom, City Manager

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AGENDA TRANSMITTAL

MEETING DATE: September 3, 2019

CITY AGENDA ITEM: Council Adoption of Resolution No. 2019-___: Authorizing the City Manager to Approve Contract Award for Fire Alarm Panel Replacement at Suisun City Hall and Police Department and Authorize up to 10% for Contingencies.

FISCAL IMPACT: This project was budgeted in the Fiscal 2019-20 budget and there is enough money in Fund 010-3350 to cover the cost of \$57,300.

BACKGROUND: The 30-year old fire alarm panel and system was failing and needed to be replaced. The City started the process to advertise for the replacement of the panel and the system. The City hired a certified consultant from Alarmtech Security Systems to produce plans and specifications for this project. The City was ready to advertise and bid this project when it was discovered that the fire panel had a catastrophic failure and was no longer monitoring the fire alarm sound and water suppression system in the City Hall and Police Department buildings.

The Fire Department and City Manager were notified that the system failed and was no longer operable. The Fire Chief sent a notice to the City informing us that this was a major safety concern. Per California State Fire Code, Chapter 9 Fire Protection, Section 901.7 Systems Out of Service, “Where a required fire protection system is out of service...the building...shall be either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with not less than one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.”

Furthermore, in the Suisun City Municipal Code, Section 15.04.030 Uniform code adopted, “Subject to the modifications and amendments contained in this chapter, the following primary and secondary codes are adopted and incorporated into the codes of the city by reference and as having the same legal effect as if their respective contents were set forth in this chapter and which may be amended and/or corrected from time to time:

- The 2013 California Fire Code which referenced the International Fire Code, 2012 Edition as published by the International Code Council, including appendices, with state amendments, is adopted by reference as the fire code of the city.
- 1.08.010 – Misdemeanors and infractions.
 - A. Any person violation any of the provisions or failing to comply with any of the mandatory requirement of the ordinance of the city is guilty of a misdemeanor, unless the violation is made an infraction by ordinance.
- 1.08.020 – Misdemeanor penalty.
 - Except in cases where a different punishment is prescribed by any ordinance of the city, any person convicted of a misdemeanor for violation of an ordinance of the city is punishable by

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Janet Hull, Recreation Manager
 Kris Lofthus, Recreation, Parks, and Marina Director
 57
 Greg Folsom, City Manager

a fine of not more than \$1,000.00, or imprisonment not to exceed six months, or by both such fine and imprisonment. (Ord. 467 § 1(b), 1983) (Ord. No. 740, § 2, 11-7-2018)”

For the City to comply with the above, temporary staff would be needed to conduct the fire watch as their only duty to patrol the City Hall building. The Police Department is occupied 24/7 and Dispatch is already monitoring the Police Department building so they will be in compliance with the Fire Code and City Municipal Code.

The City was in the process of advertising this project and had an aggressive timeline for this bid. Typically, the bid process would take three to four weeks to give contractors time to complete their bid proposals. The shortest timeframe for a bid this size is fourteen (14) days. The City decided to use a shorter timeframe for this project due to the urgency of the repairs. The project was advertised on the City website and then sent to the Daily Republic newspaper for advertisement. The project is still listed on the City website, but the advertisement was pulled from the newspaper so the City would not incur that cost.

After receiving notice from the Fire Department about the requirement to provide fire watch personnel whose only duty would be provide constant patrols of the City Hall, staff met with the Fire Chief, Police Chief, and the City Manager to discuss options to provide this patrol. It was decided that this was an emergency repair due to the safety issues for the public and City employees as outlined in Administrative Directive 5, Section XI Emergency Purchases which states, “In the case of an emergency as defined below, purchases may be made without following the regular or open purchase procedures. An emergency is defined as a situation where the life, health, safety, or convenience of citizens are involved, and where it is impossible or impractical to follow regular purchase order procedures.”

STAFF REPORT: Alarmtech Security Systems was deemed the best contractor to complete this replacement and upgrade project since they were the certified designer for this project. They have the ability to start this project immediately and have an estimated completion of two to three weeks for the project.

The cost to the City to provide dedicated fire watch personnel for the entire bid process would be substantial. If the City goes through the bid process for the project the soonest the contractor could start would be after Council award on October 1, 2019 – for a total of five to six weeks of fire watch personnel. Whereas, if the emergency process is passed, fire watch personnel would be for two to three weeks starting the week of September 2nd. Also, these personnel would need to be present for afterhours meetings to comply with the fire code and City municipal code. In addition, having a working fire alarm system is much safer and efficient than fire watch personnel.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2019-__ : Authorizing the City Manager to Approve Contract Award for Fire Alarm Panel Replacement at Suisun City Hall and Police Department and Authorize up to 10% for Contingencies.

ATTACHMENTS:

1. Resolution No. 2019-__ : Authorizing the City Manager to Approve Contract Award for Fire Alarm Panel Replacement at Suisun City Hall and Police Department and Authorize up to 10% for Contingencies.

RESOLUTION NO. 2019 - _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO APPROVE CONTRACT AWARD FOR
FIRE ALARM PANEL REPLACEMENT AT SUISUN CITY HALL AND POLICE
DEPARTMENT AND AUTHORIZE UP TO 10% FOR CONTINGENCIES**

WHEREAS, the fire alarm panel for the City Hall and Police Department buildings needed replacement; and

WHEREAS, it was discovered the fire alarm panel for the City Hall and Police Department buildings has suffered a catastrophic failure and needs to be replaced; and

WHEREAS, per the California State Fire Code, Chapter 9, Section 901.7, and the Suisun City Municipal Code Section 15.04.030 requires the City Hall and Police Department buildings to have a functioning fire alarm system; and

WHEREAS, the deficiency requires emergency repair for the health and safety of the public and City employees in the buildings; and

WHEREAS, the City hired a certified consultant, Alarmtech Security Systems, to produce plans and specifications for a voluntary upgrade of existing fire alarm system to bring the system up to current Fire Code, Building Code, and American with Disabilities Act regulations; and

WHEREAS, in Administrative Directive 5, Section XI Emergency Purchases which states, “In the case of an emergency as defined below, purchases may be made without following the regular or open purchase procedures. An emergency is defined as a situation where the life, health, safety, or convenience of citizens are involved, and where it is impossible or impractical to follow regular purchase order procedures”; and

WHEREAS, the City has determined that Alarmtech Security Systems was the best contractor to do the replacement and upgrades; and

WHEREAS, funds are available in the Fiscal 2019-20 budget to make this emergency replacement and upgrades for this project; and

WHEREAS, the standard 10% contingency has been recommended for unforeseen repairs; and

WHEREAS, the City Council declares that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property because of the emergency situation as described herein; and

WHEREAS, the City Council finds that there is substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby approve the Fire Alarm Replacement project, and authorizes the City Manager to execute an agreement with Alarmtech Security Systems in the amount of \$57,300, to include up to 10% contingencies for unforeseen repairs.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 3rd day of September 2019, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 3rd day of September 2019.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: September 3, 2019

CITY AGENDA ITEM: Council Discussion and Direction: Consideration of an application for Statewide Planning Grants Program Senate Bill (SB2).

FISCAL IMPACT: There is no significant fiscal impact associated with this item. The Senate Bill 2 Planning Grants Program does not require a local financial commitment or “match” from local jurisdictions requesting grant funds. The funding provides the opportunity for Suisun City to address certain best practice policies related to state-mandated housing requirements in a manner that minimizes costs to the general fund and demands on staff resources. City staff time required for administering the grant applications and managing the projects funded by the grant would be absorbed as part of the staff workload and would have no additional impact on the City’s General Fund.

BACKGROUND: In 2017, Governor Brown signed Senate Bill 2 (SB 2), titled the “Building Homes and Jobs Act.” Adopted in conjunction with a swath of other housing legislation, this law specifically establishes a permanent, on-going source of funding dedicated to promoting and facilitating affordable housing development. The source of funding is secured through a fee that is imposed at the time of the recording of every real estate instrument, paper or notice for each single real estate transaction on a parcel of property (although sales of single-family homes are exempt from this fee). The fee became effective January 1, 2018 and is projected to generate \$200 million in annual revenue statewide. The Public Grants Program (PGP) is a one-time component of SB 2 that, among other provisions, provides financial and technical assistance to local governments to update planning documents in order to:

- Accelerate housing production;
- Streamline the approval of housing development affordable to owner and renter households at all income levels;
- Facilitate housing affordability, particularly for all income groups;
- Promote development consistent with the State Planning Priorities; and
- Ensure geographic equity in the distribution and expenditure of allocated funds

On March 28, 2019 the Department of Housing and Community Development (HCD) released the Notice of Funding Availability (NOFA) for approximately \$123 million statewide under the Senate Bill 2 (SB 2, 2017) Planning Grants Program (PGP). A Small Locality, defined as $\leq 60,000$ people, is eligible for up to \$160,000.00 in funding less an agreement to set-aside \$5,000 for a countywide program thru Solano Transportation Authority.

STAFF REPORT: Per the California Department of Housing and Community Development (HCD) website, “The program will provide grants through a noncompetitive, over-the-counter

PREPARED BY:

Tim McNamara, Development Services Director

REVIEWED/APPROVED BY:

Greg Folsom, City Manager

process to eligible local governments (cities and counties) who meet the following requirements:

Eligible applicants must:

1. Have an HCD-compliant housing element,
2. Have submitted a recent Annual Progress report,
3. *Demonstrate a nexus to accelerating housing production, and
4. Demonstrate that the applicant is consistent with State Planning Priorities (Government Code Section 65041.1) or other planning priorities.

*Applicants proposing activities in at least one of the Priority Policy Areas below are automatically deemed to demonstrate a nexus to accelerating housing production without any further demonstration:

- **Rezone to Permit By-right:** Rezoning for significant additional housing capacity without or lesser discretionary review or establishing zoning to permit residential development by-right, particularly multifamily, without discretionary action pursuant to Government Code Section 65583.2(h) and (i).
- **Objective Design and Development Standards:** Developing objective design standards or pre-approved site and architectural plans that facilitate non-discretionary permitting.
- **Specific Plans or Form based Codes Coupled with CEQA Streamlining:** Designating and rezoning for additional housing capacity or preparing specific plans or form codes that include zoning and development standards and plan-level environmental analysis that can be used to streamline future housing projects and facilitate affordability.
- **Accessory Dwelling Units or Other Innovative Building Strategies:** Encouraging ADUs and other innovative building types through actions above state law such as, outreach, fee waivers, pre-approved plans, website zoning clearance assistance, and other homeowner tools or finance tools. Also, establishing other approaches to intensify existing lower density residential areas and “missing model” typologies to encourage significantly more residential development (e.g., duplexes, triplexes) in lower density residential areas.
- **Expedited Processing:** Speeding up approvals and permit processing, including instituting programs that streamline or consolidate the review process or create a separate process for expedited review of housing projects.
- **Housing Related Infrastructure Financing and Fee Reduction Strategies:** Develop and implement approaches to local, regional or sub-regional housing related infrastructure financing. Create plans and programs to finance and increase infrastructure with accompanying enhanced housing capacity, such as enhanced infrastructure financing districts. Fee reduction and rationalization approaches, such as reassessing fees to adhere to best practices in reducing costs, deferrals, sliding scales or proportionate impacts fees

(e.g., ADUs, transit oriented, and infill development, special needs housing), or fee transparency measures including publicly available fee calculators.”

Details on the SB 2 Planning Grants Program can be found on the HCD website here: <http://www.hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml>.

The call for applications for grant funding is open for eight months, through November 30, 2019. During this eight-month period, the local government agency can file for one or multiple applications for grant funding but must file it under a single form. HCD anticipates that the time frame for awarding the grant is approximately two to three months from the date of application filing.

In reviewing the grant requirements and discussing with other local/regional agencies and the selected contractor for both Solano Transportation Authority (STA) and HCD, staff prepared the following two options for City Council consideration:

Option 1: Authorize Staff to engage planning consultant with full use of SB 2 Grant money (\$155,000). The money will help Suisun prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production. The gains in housing will help support general fund activities while making Suisun a great place for people to live and visit. Some of the planning tasks might include the following:

- Analyze the buildout capacity of the Specific Plan districts (potential program by subarea, vacant/opportunity sites, infill building prototypes, public investment projects)
- Identify short-term infill project opportunity sites, analyze feasibility gaps, identify public investment strategies.
- Assist with roll-out/definition of marketing packages/development RFP’s, project applications.
- One important early phase planning study would be a housing yield and feasibility study.
- Come up with conceptual site plans that show viable projects that would promote the City’s goals and objectives for design and community character.
- We would assist the City with a focused Specific Plan amendment to further increase allowable density in the area around the depot and to increase the capacity for housing.
- Based on an analysis of the potential housing yield within the triangle area and an estimate of potential housing yield for the 30-acre parcel, we propose to update the Specific Plan CEQA analysis to ensure environmental coverage for compact housing development in the target area.
- Consultant team will develop up to three prototypes for projects that could be built on identified opportunity sites.

Option 2: Authorize Staff to purchase Accela Permit Software and with left over money engage planning consultant to perform some of the tasks discussed in Option 1: A combination of planning consultant and the purchase of permit software: The City is in need of completely modernizing and streamlining its permitting processes, which take an average of approximately 14 months depending on the type of development and are cumbersome due to outdated systems and multitudes of paperwork. To address streamlining its processes, the City would replace its outdated DOS-based

permitting system with a new GIScentric planning and permitting database, data conversion and will be migrating over to an electronic plan review system. These new technologies would accelerate the housing development permitting process by streamlining the application submittal processes and reducing plan review turnaround times. The City is projecting that with the new systems and customer interface, the permitting processing time will be cut by an average of 40 percent. These efficiencies and improved customer experience will be instrumental in accelerating housing development in the City. The total quote for a five-year contract and historical conversion comes out to approximately \$125,000 - \$135,000.

This would be coupled with a very focused planning effort performed by a consultant.

RECOMMENDATION: Staff recommends that the City Council choose one of the following options:

- 1.) Hire a planning consultant to update relevant city planning documents; or
- 2.) Purchase Permitting Software coupled with a focused planning effort.

Once chosen, the item will be brought back to the City Council for final approval.

ATTACHMENTS:

1. SB 2 Grant FAQ
2. Informal Proposals

SB2 Planning Grants and Technical Assistance Program FAQs



California Department of Housing and Community Development

SB2 Planning Grants and Technical Assistance Program

Frequently Asked Questions

As of July 12, 2019

The [SB 2 Planning Grants Program](#) provides one-time funding and ongoing technical assistance to all eligible local governments in California to adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production. Eligible activities include updating a variety of planning documents and processes such as general plans and zoning ordinances, conducting environmental analyses, and process improvements that expedite local planning and permitting. The Planning Grants Program is funded through the Building Homes and Jobs Act Trust Fund (SB 2, Chapter 364, Statutes of 2017). The Department of Housing and Community Development (HCD) released a Notice of Funding Availability on March 28, 2019, which marked the start of the 8-month over-the-counter application period.

Below are frequently asked questions on the following topics:

[Program](#)

[Eligible Activities](#)

[Application questions](#)

[Grant administration](#)

[Technical Assistance Questions](#)

SB2 Planning Grants and Technical Assistance Program FAQs

Program Questions

	QUESTION	ANSWER
1.	Is the SB2 Planning Grant Program competitive?	No, this is a non-competitive program. As long as a local government (county or city) meets the threshold requirements, any locality is eligible for funding. Threshold eligibility includes housing element compliance, Annual Progress Report submittals for the current or prior year, a nexus to accelerating housing production for non-priority policy area activities, and actions consistent with the state and other planning priorities. For more information on threshold eligibility, please refer to the NOFA.
2.	Should I submit my application as soon as possible to ensure I receive funding?	The program utilizes an over-the-counter process with an eight-month application window ending on November 30, 2019. Projects funded by the grant must be encumbered by June 30, 2020 and funds must be expended by June 30, 2022. HCD encourages early applications to assure meeting encumbrance deadlines.
3.	How many grants can a jurisdiction apply for?	Each jurisdiction is eligible to apply for one grant and up to the maximum grant amount. An applicant can apply for multiple projects in the same grant application as long as they do not exceed the maximum grant amount allocated to their jurisdiction. Find out how much your jurisdiction is eligible for here.
4.	Will there be a supplemental round of funding?	If the planning grant funds are not fully awarded at the conclusion of the over-the-counter period (November 30, 2019), HCD may consider extending the over-the-counter period and/or have a supplemental funding round. For more information on a potential supplemental round, please refer to <i>Article V, Section 500</i> of the program guidelines .
5.	I have heard a lot about priority policy areas. What is a Priority Policy Area (PPA)?	In consultation with stakeholders, planners, developers, and local governments, HCD identified six policy areas that have a known positive impact on accelerating housing production in California. Among other benefits, a jurisdiction applying under a PPA is automatically deemed to meet a threshold requirement for accelerating housing production and will not need to complete attachment 2 of the application or provide additional documentation to demonstrate a nexus to housing production. Additionally, utilizing a PPA will streamline the application review process and make an applicant more competitive if there is a supplemental round of funding. For more information on PPAs, please refer to the NOFA.

SB2 Planning Grants and Technical Assistance Program FAQs

		If you are unsure if your project qualifies under a PPA, please contact HCD or the regional liaison designated to your region.
6.	Can a city or county partner with another entity such as a city? Can a jurisdiction partner with other entities that are not a city or county?	HCD recognizes that solutions to housing include both regional and local collaboration. The program has been designed to encourage and allow for partnerships between cities, counties, regional governments, and other government entities. When partnering with another entity, the applicant should include a legally binding agreement, and specify on the application which partner is responsible for each task or subtask. Additionally, the maximum grant amount for applicants seeking partnerships with other local governments will be additive. For example, two large localities could submit a proposal for up to \$1,250,000.
7.	If a jurisdiction partners with another jurisdiction, will they be allowed to apply for an increased grant amount?	When a jurisdiction partners with another jurisdiction the two applicants can pool their allocated grant amounts that have been identified in the NOFA. For example, City of Hope qualifies as a small city and is eligible to receive a maximum grant amount of \$160,000 and partners with the County of Heroes who qualifies as a medium county and is eligible to receive a maximum grant amount of \$310,000. Those two jurisdictions will be eligible to apply for a maximum grant amount of \$470,000.
8.	How do I find out more information on the SB2 Year 2 funding?	SB2 Year 2 funding is now known as the Permanent Local Housing Allocation (PLHA) Program. HCD is currently in the process of developing guidelines to specify eligible activities and funding amounts. For more information please visit our website at http://www.hcd.ca.gov/policy-research/lhp.shtml Please refer all questions to PLHA@hcd.ca.gov
9.	How will the 50% homelessness funding be allocated for Year 1?	SB2 was revised through legislation in 2018 (SB 850, Statutes of 2018) to clarify the provisions around the homelessness portions of the fund. These provisions allocated 50 percent of the SB 2 funding dedicated to homelessness to the Housing for a Healthy California Program and 50 percent to the California Emergency Solutions and Housing Program (CESH), both administered by HCD. For more information on homelessness programs, please contact Catherine Kungu at Catherine.Kungu@hcd.ca.gov

Eligible Activities Questions

	QUESTION	ANSWER	EXAMPLE
1.	What types of projects can be funded?	The Planning Grants Program allows for a range of activities that can be implemented and will accelerate housing production and streamline housing approvals.	Eligible activities include, but are not limited to, general plans, community plans, specific plans, local planning related to implementation of sustainable communities strategies, local coastal plans, zoning ordinances, environmental analyses, local process improvements, and any other planning activities that can demonstrate a nexus to production. For more information, see Section 300 of the Guidelines.
2.	Is a housing element update an eligible activity?	Yes. Senate Bill 2 allows for a broad range of planning activities, including housing element updates. However, since the housing element is not a priority policy area, the applicant must demonstrate a nexus to accelerating housing production (attachment 2 in the application). HCD encourages applicants to couple a housing element update with other short-term planning activities that have a strong implementation component such as those projects that would fall within a PPA.	Examples of coupling a housing element update with short-term implementation activities include: <ul style="list-style-type: none"> • rezoning to permit by-right housing on identified housing inventory sites • other housing element implementation such as modifying development standards or reducing fees
3.	I am applying for funding to update my housing element, does HCD have any recommendations on how to fill out attachment 2?	To demonstrate a nexus to production, an application could pair the housing element with other short-term activities and utilize the anticipated outcomes from implementation actions in the housing element.	Examples of housing element implementation actions that can be used to demonstrate a nexus include quantified objectives from programs such as rezoning, modifying development standards, fee waivers and reductions, and permit process improvements. When possible, please quantify the anticipated results to demonstrate a nexus to accelerating housing production in attachment 2.

SB2 Planning Grants and Technical Assistance Program FAQs

<p>4.</p>	<p>Is a sites inventory an eligible activity?</p>	<p>The Planning Grants Program requires that funded activities have a strong implementation component and, where applicable, that planning documents be adopted by the locality. A sites inventory can be eligible when coupled with an activity more focused on implementation or as a subtask of a larger project.</p>	<p>Possible examples can include:</p> <ul style="list-style-type: none"> • Sites inventory with a marketing and outreach plan to developers • Sites inventory with rezoning to permit by-right • Sites inventory with zoning incentives • Sites inventory with a robust infrastructure analysis and plan or implementing mechanism such as an Enhanced Infrastructure Financing District
<p>5.</p>	<p>Can I use the funding for studies on these topics?</p> <ul style="list-style-type: none"> • infrastructure • sites availability • parking • inclusionary housing 	<p>Background studies such as site analysis, feasibility studies, parking studies, etc., can be eligible for funding when they are ancillary and part of a larger proposed activity.</p>	<p>Possible examples can include:</p> <ul style="list-style-type: none"> • Feasibility study as part of a rezone program or a specific plan • Study identifies discrete improvements (e.g., replacement or upgrade of a sewer line) needed to expand infrastructure capacity and facilitate additional development • Preliminary design and cost sharing study for region. (i.e. storm drainage, irrigation undergrounding) • Parking study to support adding residential to existing downtown and LCP modification
<p>6.</p>	<p>Can I use the funding to do planning work on a specific site or a specific community in my locality?</p>	<p>Yes, as long as the site-specific work will yield a significant community-wide impact on housing throughout the jurisdiction.</p>	<p>Ways to broaden site-specific work to the level of a community-wide impact can include:</p> <ul style="list-style-type: none"> • Overlay districts • Larger project-level specific plans • Site-specific planning documents to entitle housing projects that are of

SB2 Planning Grants and Technical Assistance Program FAQs

			<p>substantial size compared to the jurisdiction’s growth needs</p> <ul style="list-style-type: none"> • Development standards and zoning modifications that can apply to subsequent projects or other areas across the community such as downtown or transit corridor areas • Process improvement for a project that will yield an ongoing community-wide impact
7.	Preservation-related activities	Affordable housing preservation related activities could be eligible when paired with additional activities that have a net positive effect on accelerating housing production.	<p>Possible examples can include:</p> <ul style="list-style-type: none"> • Downzoning hazardous areas while upzoning other areas or coupling other incentives that are strategic for housing • Downzoning areas to preserve affordable communities while upzoning other parts of a city • Implementing an anti-displacement ordinance while upzoning in other areas
8.	Inclusionary housing	The statute allows for a range of planning activities, including planning documents for inclusionary requirements. However, all non-PPA activities such as inclusionary housing must demonstrate a nexus to accelerating production and cannot constrain development unless having a net and significant positive effect. Applicants are encouraged to couple activities like inclusionary housing with PPAs or other planning activities that demonstrate a stronger nexus to production.	<p>Possible examples can include:</p> <ul style="list-style-type: none"> • Streamlined permit process for inclusionary housing • Rezoning to permit multifamily by right • Adopting a specific plan with development and design standards and environmental review sufficient enough to allow subsequent tiering or streamlining

SB2 Planning Grants and Technical Assistance Program FAQs

<p>9.</p>	<p>Are there any planning activities I can do to encourage permanent supportive housing?</p>	<p>Local governments can do various planning activities that encourage and facilitate the development of permanent supportive housing.</p>	<p>Examples include adopting an ordinance or establishing written procedures to allow permanent supportive housing without discretionary review in compliance with recent legislation (AB 2162).</p>
<p>For any questions around eligible activities and projects, HCD encourages you to contact your regional liaisons, the HCD SB2 team or the Office of Planning and Research to identify and discuss eligible projects. Contact information is also located on the SB2 PGP Webpage.</p>			

Application Questions

	QUESTION	ANSWER
1.	What happens after I have submitted an application for review?	Once a jurisdiction has submitted their application, HCD will review for completeness, and that the applicant(s) meet threshold eligibility requirements. HCD intends to notify applicants within 30-60 days of HCD receiving the application regarding the status and if any additional information is needed for the application. When an applicant is approved for funding, HCD will issue an award letter and begin preparing and executing a standard agreement with the awardee.
2.	What if I'm not sure if my project falls under a PPA?	As part of the TA program, regional liaisons, HCD, and OPR are available to identify eligible activities, brainstorm ideas, and answer any questions about PPAs or other activities.
3.	I am applying for a project that falls under a PPA, do I still need to fill out attachment 2 (nexus to accelerating housing production)?	If you are applying for only an activity that falls under a PPA, you do not need to fill out attachment 2 (nexus). However, the project description must include a narrative about the anticipated outcomes for your project. For example, will this activity help increase certainty? Decrease the time it takes to get through the approval process? Decrease development costs? Increase housing units? Please include a description about what the anticipated outcomes you expect as a result of the project. For examples on this, please refer to the sample applications on the planning grant webpage.
4.	How long should a project description be in Section E of the application?	The length of the project description will depend on the scope of work and should be summarized sufficiently enough to convey the overall objectives and primary steps necessary to complete the project. Additionally, project descriptions should sufficiently support the project timeline.
5.	What happens if my application is denied? Do I need to resubmit an additional application?	Given that this is an over-the-counter process, HCD and TA providers will work with all localities to revise their applications to meet program requirements. Applicants will not need to resubmit as long as the application is not fundamentally altered within the authority granted by the resolution. Additionally, the Planning Grants Program TA teams are available to review draft applications before they are officially submitted.

SB2 Planning Grants and Technical Assistance Program FAQs

6.	Can a locality apply for multiple projects on one application?	Yes. HCD is only accepting one application per jurisdiction. Please list all eligible projects you are applying for on one application.
7.	What is the difference between “partner” and “other” in Section F of the application?	In scenarios where an applicant is partnering with another entity, “partner” is a way to identify which entity is responsible for each task. “Other” could be an entity that is responsible for a task that is part of the larger project, but the specific task is not funded by the Planning Grants Program. For example, an applicant may be supplementing funds from Caltrans or the Department of Conservation to complete specific tasks of a larger project and using SB2 Planning Grants funding to complete the remaining task of the larger project. Another example of “other” is when an applicant is collaborating with entities that are part of a larger project but not funded by the SB2 Planning Grants.
8.	How detailed should the project timeline and budget in Section F of the application?	The project timeline should include high-level objectives (tasks) but be sufficiently detailed to demonstrate completion of the project. HCD will be reimbursing applicants based on the deliverables as stated in the Standard Agreement, which will be based on the project deliverables as shown in the application and the project description. An awardee can submit invoices for reimbursement quarterly based on deliverables completed in section F of the application.
9.	Do I include the total cost for the project or only the grant amount I am requesting?	The budget should include an estimated total cost of the entire project and the total grant amount you are requesting. Please add the total cost of the entire project in the “notes” section of the project timeline and budget.
10.	I need to add a few more items to the resolution, how can I do that while also making sure I follow the format recommended by HCD?	HCD strongly recommends that you follow the sample resolution provided in the application because it has been approved by HCD and includes all the information needed to process your application. If an applicant needs to add or change anything to the sample resolution, please refer to the resolution checklist on the Planning Grants webpage to maintain consistency with the sample resolution.
11.	Attachment 1: State planning priorities – How many of the state or other planning priorities does an applicant need to demonstrate consistency with?	An applicant is required to self-certify that their locality has been consistent with at least one “state” or “other planning priority” listed in Attachment 1 of the application. HCD encourages applicants to certify additional actions that meet planning priorities that the locality has completed within the last five years.

Grant Administration Questions

	QUESTION	ANSWER
1.	Can the funds be used to hire someone that will oversee the consultants work?	Yes, a <u>maximum</u> of 5% of the grant amount can be used for administrative costs or otherwise known as “soft costs.”
2.	Can the funds be used to hire a staff person to implement the funded activities? Will the 5% cap on admin costs be applicable in this scenario?	Grant funds can be used to hire a staff person or a subcontractor to prepare, implement, and adopt the funded activity. The 5% cap on admin costs will not apply to staff that are working directly on preparing, adopting, and implementing the grant funded activities.
3.	When can a jurisdiction start incurring costs?	As noted in section 601 of the program guidelines, the applicant can begin incurring costs after the release of the NOFA (March 28, 2019). However, that does not guarantee funding, and an applicant is still required to submit an application for eligible projects. Only approved and eligible costs for work that incurred after the release of the NOFA and continued through the grant term will be reimbursable.
4.	Can a locality hire someone from the Technical assistance team, such as PlaceWorks, to implement the funded activity?	Yes. As long as a locality follows a procurement process as described in the standard agreement, an applicant is allowed to contract with any organization.
5.	When will the applicant receive the grant?	The program operates on a reimbursement model. Applicants can submit for reimbursement quarterly upon completion of the deliverables noted in section F of the application and in the standard agreement. Applicants do not need to wait until the approved activity is adopted or fully implemented to be reimbursed. Refer to section 601 in the guidelines for more information on reimbursement procedures.
6.	Can an applicant use a consultant that is already under contract by the jurisdiction?	Please refer to the standard agreement for more details on contracting.
7.	How will HCD be reviewing compliance with this program?	Compliance will be reviewed based on the completion of an applicant’s deliverables, adoption of the planning document or implementation of the planning process, and through the final close out report.

SB2 Planning Grants and Technical Assistance Program FAQs

8.	How long does an awardee have to expend the funds?	Funds must be expended by the end of the grant term period which will run from March 28, 2019 to June 30, 2022.
9.	For cities that need the California Coastal Commission's (CCC) approval, is approval needed prior to the June 30, 2022 expenditure deadline?	The grant funds need to be spent by June 30, 2022. The Coastal Commission approval process should be scheduled in the project timeline (and if possible finished) before the June 30, 2022 deadline. HCD encourages integrating CCC approval and early coordination in the project timeline and description.
10.	Can the funds be used to purchase hardware such as kiosks or software such as such as permitting software?	Yes, an awardee can use funds to procure equipment and software that results in a process improvement and demonstrates a nexus to accelerating production.
11.	What happens if a jurisdiction is not able to adopt the funded activity?	The Planning Grants Program was designed to fund activities that accelerate housing production and streamline housing approvals. Any funded activity must include a strong implementation component and where appropriate, needs to be formally adopted by the locality. Localities that do not formally adopt the funded activity could be subject to repayment of the grant. HCD encourages applicants to engage with local decision-makers before applying for the program and as part of the resolution process.
12.	What are the reporting requirements for awardees?	HCD may request a performance report but only intends to require reports under limited circumstances such as a lack of performance or progress in expending funds. Once the awardee has completed all funded activities identified in the standard agreement, the awardee will submit a final close-out report to HCD. You can find the close out reporting form as attachment 3 in the guidelines.
13.	Is the final close-out report the only required reporting document at the end of the grant period?	Yes.

Technical Assistance Program Questions

	QUESTION	ANSWER
1.	Is the Technical Assistance (TA) funding separate from the Planning Grants funding?	The TA funding is separate and in addition to the Planning Grants available to local governments.
2.	Is there a cost to utilizing the TA program?	TA is at no cost to the jurisdictions. Senate Bill 2 set-aside 5% for HCD, in coordination with the Governor’s Office of Planning and Research (OPR), to develop a robust Technical Assistance program that will complement all local governments planning efforts.
3.	Where do I find technical assistance resources?	The technical assistance program has a separate webpage from the Planning Grants Program. The TA webpage is currently on HCD’s website and will continually be updated with toolkits, best practices, and off-the-shelf resources.
4.	What does the TA program include?	The technical assistance program emphasizes the PPAs and includes two major activities: (1) assistance with applications (e.g., helping identify activities, answering questions, providing samples) and (2) ongoing technical assistance (e.g., consulting bench, peer to peer learning collaboratives, workshops, webinars) that will be regionally tailored and run through June 30, 2021. These activities will be complemented by off the shelf resources such as sample scopes of work and RFPs, and various tools such as model ordinances and development and design standards with an emphasis on PPAs.
5.	What is PlaceWorks role in the Technical Assistance Program?	In partnership with OPR, HCD has contracted with PlaceWorks to lead a team of consultants that will provide TA on a regional and statewide basis through June 30, 2021. The PlaceWorks team of consultants include PlaceWorks, Ascent Environmental, Provost & Pritchard, Institute for Local Government, PolicyLink, and Casamar Group.

SB2 Planning Grants and Technical Assistance Program FAQs

6.	How can a jurisdiction receive Technical Assistance?	Technical Assistance is deployed on a regional level with liaisons representing 11 different regions throughout the state. A jurisdiction can directly contact their regional liaisons to request TA . For more information on contacting your regional liaisons, please visit the Planning Grants TA webpage at HCD website.
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August 27, 2019

Tim McNamara, Development Services Director
John Kearns, Senior Planner
701 Civic Center Boulevard
Suisun City, CA 94585

Subject: Assist with Grant Writing and Implementation, Downtown Housing Development

Greetings, Tim and John:

We greatly appreciate your meeting with us to discuss strategies to facilitate development in the Waterfront District. This is a very special place, and while obviously there have been tremendous improvements in the last 20 years, we believe it has even more potential ahead.

Our June 11, 2019 letter outlined planning activities that could be funded through the State's SB 2 planning grant program to facilitate infill development. Based on our meeting on July 22nd and a follow up discussion today, we have prepared this revised letter. In addition to SB 2-funded activities, we have also summarized related planning activities that could be implemented through other funding sources at the end of this letter.

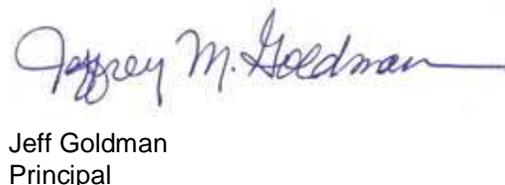
Our understanding is that we will assist the City with a grant application, and then assist the City with the implementation of the funded activities. As we discussed, the City is eligible for up to \$160,000 in this round and \$5,000 must be reserved for Solano Transportation Authority. It may not be possible to fund all desired planning activities within this maximum limit, but match funding could be provided through other sources for activities that are less related to directly facilitating housing Downtown. Additionally, there may be certain components of this work related to infrastructure capacity/condition analysis, public and decision maker engagement, or fiscal impact analysis that could be led by City staff, as a supplement to the grant-funded activities.

We understand that the next steps would be to discuss our ideas with decision makers, provide direction to us for writing the grant application, and execute a contract for grant writing. The SB 2 program provides a relatively straightforward application process. AECOM proposes to assist the City by reviewing grant criteria, working with the City to identify required contents for this application, author technical material related to the grant application, and manage the overall process. We will require certain contributions from City staff, including review of material we develop, getting a Resolution of Support for the application from the City Council (the grant guidelines have a template), describing Housing Element certification and General Plan annual reporting, and signatures.

Thank you,



J. Matthew Gerken
Environmental Planning Department Manager



Jeff Goldman
Principal

INTRODUCTION

We propose to collaborate with the City to identify planning activities that could be funded through SB 2 and enjoy consensus among staff and decision makers. Based on the City's engagement with decision makers, and potentially public/stakeholders, we would identify planning activities and coordinate with the City to submit an application for funding.

As you know, we organized our work on the General Plan to maximize the efficiency of work on the Waterfront District Specific Plan, and approached both plans with the idea of facilitating future development consistent with those plans. This relates to the development standards, design guidelines, environmental analysis, and other elements of this planning work – we worked with City staff to ensure that the planning and environmental documents provide clear direction and environmental streamlining, particularly for infill development.

While the General Plan and Waterfront District Specific Plan promote housing development (including the “triangle” area adjacent to the Depot), additional feasibility analysis, market analysis, yield estimates, and objective standards in the Specific Plan could help facilitate near- and mid-term housing production in this area. There is potential for compact housing development in the “triangle” transitioning light industrial area and along Main Street – both “stand alone” housing projects and also compact housing projects that include ground-level commercial/retail uses. There is also the potential for substantial housing development on the “30-acre parcel” (~34 acres) near the train depot. A technical update to the City's Waterfront District Specific Plan could provide analysis and revisions needed to facilitate housing development in both of these locations Downtown.

Task 1: Housing Yield and Feasibility Analysis and Recommendations

Cost Range: \$27,000-\$34,000, depending on final scope of services and division of labor between AECOM and City staff

One important early phase planning study would be a housing yield and feasibility study. This would identify key opportunities and constraints that would be used to inform other City work related to Specific Plan amendments, incentives, impact fee revisions, or other actions the City can take to encourage housing development in the triangle and 30-acre parcel portions of the Specific Plan Area. AECOM will identify existing sources of data, relevant documents, maps, and other information related to compact housing within the Specific Plan Area, with a focus on the triangle area (or the Northwest Downtown Opportunity Area, as it is called in the General Plan) and the 30-acre parcel. We assume that certain technical reports, analysis, conceptual site planning, and (potentially) public outreach for the 30-acre parcel would be provided by outside entities, but that there could be “gaps” in what is necessary to promote housing development here that could be funded by the SB 2 grant.

AECOM will collaborate with the City to examine housing feasibility and estimate the number of compact housing units that could be developed based on the location, infrastructure capacity, and other characteristics. We understand that the City's preliminary estimate of housing capacity in the target area is 500-550 at the low end and perhaps as many as 1,000 to 1,500 at the high end, depending on how parking, infrastructure, and municipal services can be provided for new housing.

AECOM has developed “planning-level” proforma techniques designed to inform allowable density and development standards without the need for a specific project proposal. If desired by the City, we can update and make use of such a tool to “optimize” density levels relative to construction costs and forecast revenue streams. We can also consider whether building code changes now allowing up to six stories of wood-frame construction over one story of concrete suggests any changes to allowable density in the Waterfront District.

With respect to infrastructure capacity, we collected information on existing infrastructure capacities and planned projects that would support development as a part of the Specific Plan, and we would collaborate with City staff to identify key improvements that may be required to support compact housing in the targeted areas and sources of funding for such improvements. We assume that the City would lead the analysis and description of existing conditions and the infrastructure improvements that would be required to support additional compact housing development in the triangle area and 30-acre parcel.

AECOM will prepare a technical memo that summarizes and characterizes key data and findings related to housing feasibility in the target area and recommendations to enhance feasibility for near- and mid-term housing production.

Task 2: Specific Plan Amendment

Cost Range: \$37,000 - \$47,000, depending on final scope of services, the number of iterations of drafts, and division of labor between AECOM and City staff

AECOM prepared the Waterfront District Specific Plan just after adoption of the City's General Plan to provide clear guidance to future development, streamline environmental review for future projects, and identify the public improvements and amenities that will accompany private development. The Specific Plan strikes a very careful balance, with enough guidance for development so the community is assured of the results, and also enough flexibility to allow private investment in infill development. The existing Specific Plan expanded allowable land use and increased allowable density/intensity, particularly around the Depot, and used a market assessment to guide development standards and example site plans for future development.

We would assist the City with a focused Specific Plan amendment to further increase allowable density in the area around the Depot and to increase the capacity for housing. We also anticipate that the land use guidance may be revised to allow more compact housing without the need for a conditional use permit in a greater number of Specific Plan Land Use Zones, although we understand that it may not be feasible to allow all housing types in all Land Use Zones by right. We understand that certain circulation planning revisions may be needed to facilitate infill development in the triangle area and the 30-acre parcel. AECOM would assist the City in identifying revisions to the City's circulation planning to facilitate infill development in these key housing opportunity areas.

We understand that, prior to moving ahead with a Specific Plan amendment, the City will implement community engagement and stakeholder outreach to anticipate and address questions related to increasing housing density in the Specific Plan Area. It also may be helpful to coordinate specifically with STA to identify how Specific Plan amendments could benefit STA's project along Main Street and how STA's project can be designed and implemented to facilitate additional infill development.

Task 3: Environmental Streamlining

Cost Range: \$38,000 - \$48,000, depending on final scope of services and division of labor between AECOM and City staff

The General Plan EIR included a very rigorous and detailed analysis, paired with detailed guidance on required mitigation, that promotes certainty for development consistent with the General Plan and reduces the administrative burden on City staff.

Based on an analysis of potential housing yield within the triangle area and an estimate of potential housing yield for the 30-acre parcel, we propose to update the Specific Plan CEQA analysis to ensure environmental coverage for compact housing development in the target area. The land use change

assumptions used in the General Plan EIR and the Specific Plan CEQA analysis were relatively ambitious to reflect the City's desire to promote compact, infill development. Therefore, we assume the overall amount of development would not change, although the type of development anticipated for the triangle and 30-acre parcel areas will be relatively more residential compared to that which was previously assumed. AECOM will collaborate with the City to update the CEQA analysis in order to streamline future housing development as much as is feasible.

Task 4: Template Site Plans

Cost Range: \$50,000 - \$63,000, depending on final scope of services, the number of template site plans, the number of iterations of drafts, and division of labor between AECOM and City staff

AECOM has found that it can be useful to take into account market factors and the physical environment of targeted reinvestment areas, and come up with conceptual site plans that show viable projects that would promote the City's goals and objectives for design and community character. We prepared illustrative and photographic examples of future viable developments in the Specific Plan Area, but we could collaborate with the City to identify target areas where we can prepare illustrative site plans, considering market conditions and the surrounding character, that represent desired development templates. In some communities the site plan templates are prepared for typical parcel configurations, and if new developments use one of the template site plans, there are incentives related to review times, discretionary versus staff-level review, or other aspects of the entitlement process. It may be helpful under this Specific Plan amendment to develop additional site plans for the triangle area for housing development.

Related Activities for Different Funding Sources

Parking for Compact Housing

We understand that parking, at least in the near term, parking is an important area of study relative to infill development potential. We will coordinate with the City, making use of the 2016 parking study we prepared as a part of the Specific Plan, to prepare recommendations for locating and re-locating parking, reconfiguring parking, eliminating parking (on the east side of Main Street, for example), and creating shared parking solutions to help support the development of compact housing in the target area. The Specific Plan and parking study provide direction for shared parking solutions, which could be combined with streetscape improvements to provide parking supply for new compact housing, while also promoting the desired design character of the area, ensuring walkability and bike-ability, and continuing to take advantage of the transit access available in the area. Considering the potential for a parking structure along Main Street, we would examine parking solutions that would help facilitate additional compact housing Downtown.

Design Work – Mike Day Park and Vicinity

We understand that there may be a benefit to reconfiguring parts of Mike Day Park and the area just to the north to accommodate future infill development, but that, while AECOM can assist with this master planning work, it would not be subject to funding under the SB 2 grant application.

Redevelopment of Almond Gardens

We understand the City is potentially interested in entertaining redevelopment concepts for the Almond Gardens housing development. While this could be very competitive for funding, such as that provided under the Affordable Housing and Sustainable Communities grant program, we assume this would not be a part of the SB 2 application.

Examine Specific Plan for Modern Retail, Restaurant, and Entertainment Uses

The existing Specific Plan was developed with a market study to ensure that development standards would support the needs of today's retail, restaurant, and entertainment uses. Design guidance was updated with the needs of current and future development in mind, as well. It could be helpful to have experts in commercial space needs examine the existing Specific Plan to determine whether additional changes could be helpful in realizing the City's vision for the Downtown Waterfront Specific Plan Area. This, however, would not fit well with the published grant funding criteria under SB 2.

Resiliency Strategies

According to Bay Conservation and Development Commission's (BCDC) Flood Explorer, Suisun City is expected to experience relatively near-term impacts from sea level rise, including in the Waterfront District Specific Plan Area (although not necessarily the "triangle" area). This would affect the potential for compact housing development, but also other supportive land uses. We propose to assist the City in developing strategies for addressing these effects in order to facilitate development consistent with the General Plan and the Specific Plan.

AECOM is currently working with BCDC and the Metropolitan Transportation Commission (MTC) on the Adapting to Rising Tides program. We are currently conducting a regional sea level rise vulnerability and adaptation study for the Bay Area. As part of the adaptation task, our team is examining vulnerabilities and potential adaptation approaches. With the Adapting to Rising Tides program, the goal is not to recommend specific adaptation strategies, but rather to create case studies that demonstrate how a locality could leverage the information available related to sea level rise vulnerability and adaptation options to initiate adaptation planning.

We often encounter situations where there is consideration of the benefits of asset-specific sea level rise adaptation (raising streets, flood proofing buildings, etc.) versus neighborhood-scale action (raising seawall along shoreline to protect everything behind it). We typically present strategies in terms of physical, governance, and informational strategies. Physical strategies are the infrastructure strategies and governance is more like plans, policies, zoning, etc. Informational strategies address unknowns and data gaps. Economics and fiscal considerations are typically an important part of decision making. We could consider the costs of addressing vulnerabilities along the shoreline versus various flood proofing measures inlands within the impacted neighborhoods and, in consideration of available funding, identify the more cost-efficient strategies. We can also identify strategies related to zoning and code revisions that can be implemented to provide increased resilience, while also managing costs for future compact housing development.

We recommend beginning with a vulnerability assessment to inform the development of a sea level rise adaptation plan. The plan could include specific recommendations for near-term, mid-term, and long-term actions across a range of physical, governance, and informational strategies.

Waterfront District Specific Plan Update

DRAFT Scope of Work

Task A. Project Initiation & Management (\$15,000)

The Waterfront District Specific Plan Update will begin with a kick-off meeting with City staff to identify key goals and refine project schedule; background research and base map preparation; and finalization of the community involvement strategy.

1. Kick-Off Meeting

The consultant team will meet with City staff to identify project goals, refine the project schedule, and discuss key issues. We will also discuss communication protocol, the community involvement strategy, and which documents are available from the City to assist in completing the project. A site tour of the Specific Plan Area will be part of the meeting.

2. Background Data Gathering and Base Map Preparation

The consultant team will research and gather available background documents and data for understanding and preparing the Specific Plan Update. These documents will include, but will not be limited to the following:

- List documents here

Using GIS and other data provided by the City, the consultant team will create a draft base map to be used for the remainder of the project. This initial base map will include parcels, streets, the Specific Plan Area, city limits, and other boundaries as required.

3. Community Engagement Strategy

The consultant team will work with City staff and work to refine the community engagement strategy to suit public outreach goals for the Specific Plan Update. Initial ideas for outreach methods will include, but will not be limited to, the following:

- Community Workshops
- Stakeholder Interviews
- Press Release and Newspaper Ads
- Email Updates
- Project Website
- Online Survey

The consultant team will develop and maintain a project website to house project updates and documents for easy public accessed and downloading. The website will include background information about the Specific Plan area, description of the public participation process, workshop dates, Planning Commission and City Council hearings, and periodic project updates.

Task A Deliverables:

- Project base map
- Refined project schedule
- Community Involvement Strategy
- Project website

Task B. Opportunities and Constraints (\$25,000)

The consultant team will document land uses in the Specific Plan area to identify opportunities and constraints to development, with particular attention to increasing housing production. A market feasibility analysis will be the focus of an Opportunities and Constraints Memo incorporating these findings.

1. Land Use and Market Analysis

The consultant team will document existing land use patterns and built form in the Plan Area to identify parcel-specific opportunities to develop housing and affordable housing at higher densities than currently present in the area. New developments that are already planned will be analyzed to understand how future projects can be successful. The consultant team will analyze current market conditions for commercial and residential development to determine the number of housing units and amount of retail space and that market demand could support in the Plan area. The market analysis will also identify market factors that will be used in the future Opportunity Site feasibility analysis (lease rates, sales values, etc.) and to project the rate at which the market will likely absorb new residential units and retail building space. The market study will quantify the demand for residential uses by size, number of units, tenancy, and price point and for nonresidential uses (primarily retail, dining, and entertainment) by square footage and price point.

2. Opportunities and Constraints Memo

The consultant team will prepare a Draft Opportunities and Constraints Memorandum summarizes the work and findings of the Land Use and Market Analysis. This memo will contain illustrative material, including a map of opportunity sites and realistic development potential. The consultant team will review the Opportunities and Constraints Memo with City staff. Based on Staff direction, the final Opportunities and Constraints Memo will be prepared.

Task B Deliverables:

- Draft Opportunities and Constraints Memo
- Final Opportunities and Constraints Memo

Task C. Alternatives Development (\$35,000)

The consultant team will develop land use alternatives for the Specific Plan Area. This task will begin with stakeholder interviews and the first community workshop, a visioning exercise. At the conclusion of this task, a preferred alternative will be selected to serve as the base for the Specific Plan Update.

1. Stakeholder Meetings

The consultant team will interview stakeholders, who may include local property owners and potentially interested housing and commercial developers. The interviews will review findings from the Opportunities and Constraints Memo and discuss ideas for facilitating development in the Plan area that supports the objectives of the Specific Plan update.

2. Opportunity Sites Development

Based on findings to date and input from stakeholders, the consultant team will develop up to three prototypes for projects that could be built on identified opportunity sites. The prototypes will include concept diagrams, site plans and schematic sections. The drawings may show the arrangement of parking and open spaces, access to the site, and generalized potential layout of buildings. They will also include tabulation of square footage of uses, parking, setbacks, height and site coverage. The consultant team will conduct pro forma analyses of the development programs to assess the financial feasibility for potential mixed-use, residential, and commercial development. The consultant team will offer findings regarding whether any existing policies, guidelines, or standards are creating barriers for development in in the Specific Plan area desired by the City and community.

3. Administrative Draft Alternatives

Based on input from City staff and stakeholders, the consultant team will prepare up to three draft alternatives for the Specific Plan Update, which will feature a range of options for land use distribution, development opportunities, and public spaces. These alternatives will be prepared as maps in plan-view that can be easily compared and contrasted with one another and differentiated by their core concepts. It is anticipated that each conceptual alternative will include the following:

- Specific Plan land use and urban design concepts
- Opportunity Site proposals
- Public space development
- Parking concepts
- Sustainability principles
- Potentially needed infrastructure improvements

4. Public Review Draft Alternatives

Based on direction from City staff, the consultant team will refine the Administrative Draft Alternatives to become the Public Review Draft Alternatives. The consultant team will present the Draft Alternatives to the community and solicit input at a community workshop, which is anticipated to include a presentation followed by facilitated, small group discussions where participants can compare the alternatives to identify desired components of one or more. A participant from each group will give a summary of their group's discussion.

5. Draft Preferred Alternative

Based on comments and direction received to date, the consultant team will prepare a Draft Preferred Alternative, which will include text, maps and graphics to convey the community's vision for the future land uses, opportunity site developments, circulation concepts, public space improvements, urban design, sustainability principles, infrastructure improvements, and other associated features in the Plan area.

Based on City staff direction, the consultant team will present the Draft Preferred Alternative for the Waterfront District Specific Plan Update to the City Council and Planning Commission for direction regarding refinement.

Task C. Deliverables:

- Stakeholder interview materials
- Administrative Draft Alternatives
- Public Review Draft Alternatives
- Community Workshop materials
- Draft Preferred Alternative
- City Council / Planning Commission materials

Task D. Draft Specific Plan (\$60,000)

The consultant team will prepare draft and final versions of the updated Specific Plan, incorporating City direction regarding the Preferred Alternative.

1. Administrative Draft Specific Plan Update

It is anticipated that the Draft Updated Specific Plan will include the following chapters:

- **Planning Process** Provides background and description of the Specific Plan Update process.
- **Vision** Describes overall vision based on the Preferred Alternative, as well as recommendations/policies. Includes an illustrative concept diagram showing envisioned and improvements and enumerates associated community benefits.

- **Land Use** Includes proposed land use designations, policies, residential densities and nonresidential intensities based on the preferred alternative, along with key urban design concepts.
- **Development Regulations** Includes new, revised, or augmented Specific Plan standards and/or guidelines to ensure that new development and additions promote community gathering, active transportation and high-quality design.
- **Opportunity Sites** Provides prototype development concepts for key opportunity sites within the Plan Area that will be optimal for future development.
- **Public Space Improvements** Identifies conceptual locations and character of public space improvements to supporting future development as well as livability of and activity in the Plan Area.
- **Transportation, Circulation, and Parking** Maps and describes vehicular, transit, bicycle and pedestrian connectivity. It may also include input from Task F, Downtown Parking Strategy if appropriate.
- **Public Services and Infrastructure** Addresses infrastructure and public services needed to support development encompassed by the Preferred Alternative.
- **Sustainability Principles** Summarizes and recommends principles and policies to ensure that growth, development, and improvements are appropriate to Suisun City and are environmentally and economically sustainable for the city.
- **Implementation and Financing Strategy** Provides strategies and programs for attracting developer interest and for phasing public improvements and identifies resources and financial tools to implement the vision for the Waterfront District.
- **Administration** Describes how the Specific Plan relates to the City's Zoning Ordinance and how proposals for development will be reviewed and processed.

2. Public Review Draft Specific Plan and EIR Addendum

Upon City staff approval of the Draft Specific Plan Update, the consultant team will prepare the Public Review Draft Specific Plan Update for release to the community, along with the needed environmental document to satisfy all applicable requirements of the California Environmental Quality Act, which is assumed to be an Addendum to the EIR for the 2035 General Plan (certified in 2015).

Task D Deliverables:

- Administrative Draft Specific Plan
- Public Review Draft Specific Plan Update and EIR Addendum

Task E. *Hearings and Adoption (\$20,000)*

The consultant team will assist City staff in presenting the Draft Specific Plan to the Planning Commission and City Council for recommendation and approval.

1. General Plan Consistency

The consultant team will prepare a memorandum demonstrating consistency between the updated Specific Plan and the 2035 General Plan, along with amendments to the General Plan required to implement the Specific Plan, if any are needed. Upon City review and comment, the memo will be refined for inclusion in presentations to the Planning Commission and City Council.

2. Planning Commission and Council Hearings

The consultant team will accompany City staff at a Planning Commission hearing to present the Draft Waterfront District Specific Plan Update. Following recommendation by the Planning Commission, the consultant team will attend a City Council hearing and assist staff in presenting the Draft Plan and environmental document.

3. Adopted Specific Plan Update and Certified EIR Addendum

Based on any City Council direction, the consultant team will produce the final Waterfront District Specific Plan Update and 2035 General Plan EIR Addendum for publication and posting to the City's website.

Task E Deliverables:

- Draft and Final General Plan Consistency Memo
- Planning Commission and City Council hearing materials
- Adopted Specific Plan Update and Certified EIR Addendum



8/28/19

Mr. Tim McNamara
Development Services Director
Mr. John Kearns
Senior Planner
City of Suisun City
701 Civic Center Blvd
Suisun City, CA 94585

Re: Suisun City Waterfront Specific Plan PDA
Housing and Infill Strategy

Dear Tim and John,

Thank you for reaching out to us regarding your application for an SB 2 Planning Grant. The following narrative provides an outline scope of work and approach for a Housing and Infill Strategy to implement the Suisun City Waterfront Specific Plan. Based on our discussions with you, we understand the project would have the following objectives:

- Familiarize with **past work** and the existing **regulatory/policy framework**
- Analyze the **buildout capacity** of the Specific Plan districts (including potential program by subarea, vacant/opportunity sites, infill building prototypes, public investment projects)
- Identify short-term infill project **opportunity sites**, analyze feasibility gaps, identify public investment strategies (eg shared parking facilities, new infrastructure)
- Identify **regulatory/policy changes** and recommendations (eg changes in height, setbacks, additional frontage/building type standards) to increase feasibility
- Assist with roll-out/definition of **marketing packages**/development rfps, project applications for city-owned/controlled infill opportunity sites
- **Communicate/educate community** members and elected officials about Specific Plan implementation.

We propose that this work be completed by Opticos Design, Inc. in collaboration with Strategic Economics and BKF Engineering. The final product would be a Housing and Infill Strategy that identifies short- and long-term steps to creating mixed-use infill within the Waterfront Specific Plan PDA.

Proposed Work Scope

1. Project Kickoff
 - a. Team Coordination Call to review scope and schedule
 - b. Kickoff Meeting, Site Tour, Documentation of Site Conditions
 - c. Identify Stakeholders and communications/outreach strategy.Key deliverables: Work Plan and Schedule, kickoff meeting notes, stakeholder list
2. Basemapping and Background Research

- a. Research Relevant Documents (eg Specific Plan, General Plan, Housing Element, Zoning Ordinance, etc.)
- b. Obtain City GIS data and prepare project area basemaps
- c. Interview Key Stakeholders on issues related to downtown infill and redevelopment.

Key deliverables: Project area basemaps, stakeholder meeting notes

3. Specific Plan Buildout, Capacity Analysis/Opportunity Site Strategy
 - a. Buildout/Capacity Analysis (plan-area wide)
 - b. Identification and study of Short-Term Opportunity Sites. Anticipate up to 4 sub-areas/place types, including Main Street Mixed Use, Downtown Mixed Use – Existing Light Industrial west of Main Street, Lower Waterfront Commercial, Downtown “Western Marina” planning district.
 - c. Conduct Opportunity Site Feasibility Analysis/Pro Forma with regards to:
 - i. Building Types
 - ii. Construction Feasibility
 - iii. Parking
 - iv. Public Investments/Catalyst Projects

Key deliverables: buildout/capacity analysis, key site feasibility analysis/pro forma memo

4. Implementation/Next Steps
 - a. Opportunity Site Strategy (ie implementation framework to support development of key opportunity sites, including the Western Marina site)
 - b. Regulatory Strategy (ie identify recommended regulatory and procedural framework, including changes to development standards)
 - c. Public Investment Strategy (ie identify public investments, estimated costs, and potential funding sources)

Key deliverable: Implementation Strategy memo

5. Public Outreach and Communication
 - a. Public Workshop
 - b. PC/CC Study Session

Key deliverables: public workshop collateral materials, PC/CC study session presentation

Budget (Estimated)

Project Kickoff	\$7,500
Basemapping and Background Research	\$10,000
Specific Plan Buildout Capacity/Opportunity Site Strategy	\$89,500
Implementation/Next Steps	\$30,000
Public Outreach/Communication	\$15,000
Expenses (Estimated)	\$3,000
Total Fee (Estimated)	\$155,000

Thank you for this opportunity to collaborate with Suisun City. Please do not hesitate to contact me with any questions or comments.

Best regards,



Stefan Pellegrini, AICP, LEED AP, NCARB
Principal
stefan.pellegrini@opticosdesign.com