

CITY COUNCIL
Alma Hernandez, Mayor
Princess Washington, Mayor Pro Tem
Jenalee Dawson, Councilmember
Marlon L Osum, Councilmember
Amit Pal, Councilmember



CITY COUNCIL MEETING

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 SUISUN CITY HOUSING AUTHORITY
TUESDAY, JULY 16, 2024
7:30 PM

Suisun City Council Chambers - 701 Civic Center Boulevard - Suisun City, California

7:30 P.M.
(OR IMMEDIATELY FOLLOWING THE SPECIAL MEETING)

MEETINGS ARE HELD IN-PERSON, PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM

ZOOM MEETING INFORMATION:
WEBSITE: <https://zoom.us/join>
*MEETING ID: **837 2692 8493***
CALL IN PHONE NUMBER: (707) 438-1720

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING
CLERK@SUISUN.COM (PRIOR TO 4 PM), VIA WEBSITE, OR ZOOM CALL IN PHONE NUMBER (707) 438-1720*

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

(Next Ord. No. – 809)
(Next City Council Res. No. 2024 – 98)
(Next Suisun City Council Acting as Successor Agency Res. No. SA2024 - 02)
(Next Housing Authority Res. No. HA2024 – 02)

CALL TO ORDER
Mayor Hernandez

ROLL CALL
Council / Board Members

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF REORDERING OF AGENDA

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS (Informational items only.)

1. City Manager Update - (Prebula: bprebula@suisun.com).
2. City Attorney Report - (Taylor/Andrews).

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.)

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Presentation of Proclamation Proclaiming August 6, 2024, as "National Night Out" - (Hernandez: ahernandez@suisun.com).
4. Proclamation Not Presented - (Hernandez: ahernandez@suisun.com):
 - a. Proclamation Celebrating 70 Years of Marriage for Mr. and Mrs. Robinson.

COUNCIL COMMENTS

5. Council/Board Member Updates.

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. 2024-___: Identifying the Terms and Conditions for Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident - (Lopez: bllopez@suisun.com).
7. Council Adoption of Resolution No. 2024-___: Authorizing Payment in the Amount of \$41,850.26 to Riverview International Trucks, LLC. for Repairs and Annual Testing - (Lopez: bllopez@suisun.com).
8. Council Adoption of Resolution No. 2024-___: Amending the Class Specifications for Public Safety Dispatcher I/II and Senior Public Safety Dispatcher, and to Establish a Class Specification for the Public Safety Dispatch / Police Records Supervisor - (Penland:

cpenland@suisun.com).

9. Council Adoption of Resolution No. 2024-___: Amending the Citywide Salary Schedule to Provide a 19% Base Wage Adjustment to the Classifications and Incumbent Employees of the Public Safety Dispatcher I/II, Senior Public Safety Dispatcher, Public Safety Dispatch/Police Records Supervisor, and Police Support Services Manager Classifications - (Penland: cpenland@suisun.com).
10. Council Adoption of Resolution No. 2024-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2024-25 - (Deol: ldeol@suisun.com).

Joint City Council/Suisun City Council Acting as Successor Agency

11. Council/Agency Approval of June 2024 Accounts Payable and Payroll Warrants - (Deol: ldeol@suisun.com).

PUBLIC HEARING

12. Council Consideration and Introduction of Ordinance No. ___: An Ordinance of the City Council of the City of Suisun City, California, Amending Various Sections of the Title 18 (Zoning) of the Suisun City Code - (Bermudez: jbermudez@suisun.com).

GENERAL BUSINESS - NONE

REPORTS: (Informational items only)

13. Non-Discussion Items.

ADJOURNMENT

Public Access To Agenda Documents

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. To the extent feasible, the agenda packet is available for online public viewing on the City's website: <https://www.suisun.com/Government/City->

Council/Agendas The City Council/Agency/Authority hopes to conclude its public business by 10:00 p.m. No new items will be taken up after 10:00 p.m., unless so moved by a majority of the City Council, 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.

Accommodations

If you require an accommodation to participate in this meeting, please contact the City Clerk at (707) 421-7302 or clerk@suisun.com. The City's reasonable accommodation policy is available for review on the City's website at www.suisun.com/government/city-council/, you may request an electronic copy or have a copy mailed to you.

Please note that for accommodations that are not readily available, you must make your request as soon as you can prior to the time of the meeting.

Decorum

All participants are expected to conduct themselves with mutual respect. Conduct that disrupts meetings will be addressed in accordance with Section 54957.95 of the Government Code.

Ordinances

Ordinances are city laws contained in the Suisun City Municipal Code. Enacting a new city law or changing an existing one is a two-step process. Government Code 36934 provides, except when, after reading the title, further reading is waived by regular motion adopted by majority vote all ordinances shall be read in full either at the time of introduction or passage; provided, however, that a reading of the title or ordinance shall not be required if the title is included on the published agenda and a copy of the full ordinance is made available to the public online and in print at the meeting prior to the introduction or passage.

Certification Of Posting

Agendas for regular and special meetings are posted in accordance with the Brown Act at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including:

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

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

Suisun City Fire
Department

4th of July 2024 Summary of Incidents



1

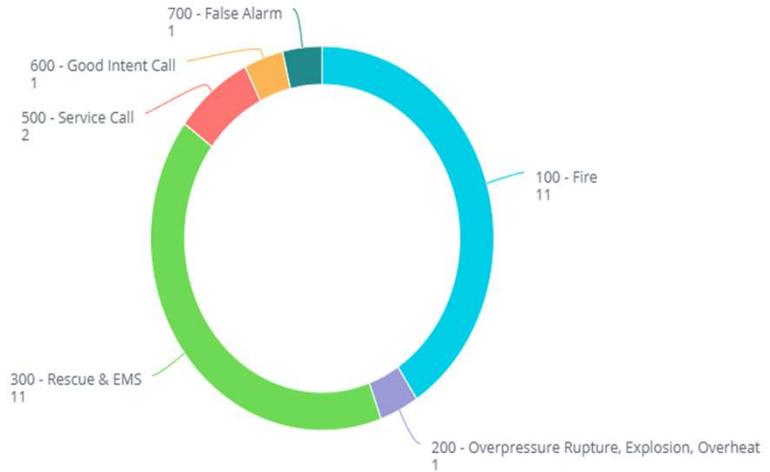
SCFD Staffing & Resources

- SCFD Implemented a Incident Action Plan
- SCFD daily staffing is 5 firefighters
 - 2 Type 1 Engine Companies
 - 2/O Staffed w/Paramedics
- SCFD Upstaffed to 16 firefighters
 - 2 Type I Engines Companies
 - 3/O Staffed w/ Paramedics
 - 2 Type V Engine Companies
 - 1 Type III Engine Company
 - 1 Air Light/Support Unit
 - 3 Command Vehicles
 - 1 Fire Marshal



2

July 4th, 2024 27 Calls for Service



3

Fires

- 11 Fires- Vegetation or Fireworks related
- 1 Vegetation Fire went to 2nd Alarm (Sunset/Railroad)
 - 2-5 Structure Immediately Threatened
- 4 Structures Saved
- 2 Investigations
 - Canvasback Fireworks Caused
 - Sunset/Railroad Fireworks Caused
- Mutual Aid Received
 - Fairfield
 - Vacaville City
 - Suisun District
 - Travis AFB
- Mutual Aid Given
 - Rio Vista

4

Emergency Medical Service Calls

- 11 EMS Calls
- 3 Motor Vehicle Accidents
- 2 EMS Calls- SCFD unable to respond due to working fires in the City
- 2 Trauma Calls
 - 1 Burn Injury-Cooking Oil
 - Possible fireworks-related



5

Fireworks Enforcement

- Dispatch received 57 calls for fireworks activity.
- SCFD conducted illegal fireworks enforcement from July 2nd through the 4th.
 - July 2nd & 3rd- low activity (2-3 calls to dispatch)
 - July 4th- high activity (57 calls to dispatch)
- Citations- 1 Pending



6

Challenges

- Busiest Year
 - 3x Call Volume
- Simultaneous Emergencies
- Limited or No Mutual Aid Assistance
- Emergency Vehicle Access
- Fireworks Enforcement

7

Opportunities

- Prevention & Enforcement
- Technology- Drone Program
- Increase Citation Fees

8

Thank you!

Questions?

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Office of the Mayor
Suisun City, California

Proclamation

WHEREAS, the National Association of Town Watch (NATW) is once again sponsoring a unique nationwide crime, drug, and violence prevention program on Tuesday, August 6, 2024, entitled "National Night Out"; and

WHEREAS, the Annual National Night Out was first introduced in 1984 to provide a unique opportunity for neighborhoods to join forces with thousands of other communities across the country in promoting cooperative police-community crime prevention efforts; and

WHEREAS, it is essential that all Suisun City residents are aware of the importance of crime prevention programs and the impact their participation can have on reducing crime, drugs, and violence in Suisun City; and

WHEREAS, the Suisun City Police Department plays a vital role in promoting community partnerships and strengthening the relationships with residents and businesses alike through community outreach programs such as National Night Out; and

WHEREAS, Neighborhood Watch Groups play a vital role in assisting the Suisun City Police Department through joint crime, drug, and violence prevention efforts in Suisun City; and

WHEREAS, this year the Suisun City Recreation, Parks, Marina, and Arts Department will once again host the National Night Out community block party event at the Joe Nelson Community Center; and

NOW, THEREFORE, I, Alma Hernandez, do hereby proclaim Tuesday, August 6, 2024, as

"NATIONAL NIGHT OUT"

in Suisun City and urge all residents of Suisun City to join with the National Association of Town Watch; the Suisun City Recreation, Parks, Marina and Arts Department, and the Suisun City Police Department in supporting the Annual National Night Out campaign by participating in neighborhood events and activities.



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


Alma Hernandez, Mayor

ATTEST: _____

DATE: July 16, 2024

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Office of the Mayor
Suisun City, California

Proclamation



WHEREAS, Johnny Carl and Betty Sue Robinson were united in marriage on August 1, 1954, in DeRidder, Louisiana; and

WHEREAS, Johnny and Betty are celebrating 70 years of marriage; and

WHEREAS, Johnny and Betty share their loving relationship with their children Malcolm W. and wife Missy Robinson, Mishal D. and husband Miguel Boscana, Paula Robinson-Keys and husband Pete Keys, and grandchildren Lauren R., Marissa J., and Malcolm D. Robinson, and Zechariah Speaks-Keys; and

WHEREAS, Johnny is retired from the United States Navy and Betty is a devoted church and choir member and they have lived in Suisun City since 1992; and

NOW THEREFORE, I, Alma Hernandez, Mayor of the City of Suisun City, join the Robinson's friends and family, to congratulate Mr. and Mrs. Robinson and extend our best wishes as they celebrate their 70th anniversary and wish them many more years of happiness together.



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


Alma Hernandez, Mayor

ATTEST: _____

DATE: July 16, 2024

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AGENDA TRANSMITTAL

MEETING DATE: July 16, 2024

AGENDA ITEM: Council Adoption of Resolution No. 2024-___: Identifying the Terms and Conditions for Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident.

FISCAL IMPACT: The fiscal impact of the newly adopted rates will be based on the number of incidents that occur throughout the year in which the City of Suisun City Fire Department contributes resources.

STRATEGIC PLAN: Provide Good Governance: Review and update required planning and financial documents as needed.

BACKGROUND: The California Firefighter Assistance Agreement (CFAA) is used for response to incidents within California, which require large resource commitments. These deployments are most noticeable in the summer and fall, during wildland fire season, when our fire engines and personnel are deployed throughout the state in support of other agencies. The CFAA is the negotiated reimbursement mechanism for local government fire agency responses through the California Fire Service and Rescue Emergency Mutual Aid System. The terms and conditions that outline the methods of reimbursement are recommended for developing business practices when responding under the Mutual Aid System. In compliance with the CFAA agencies must provide a MOU or resolution stating employees are reimbursed “portal to portal”, from incident dispatch to return from incident to Cal OES annually.

STAFF REPORT: Staff has done a thorough evaluation of the fire department’s capabilities to participate in the statewide mutual aid system. With the addition of more full-time staff, overhead chief officer positions, and a new type 5 wildland fire apparatus which went into service of July 4th, 2024. Suisun City is posed to increase its mutual aid participation. The increase in participation provides a fiscal reimbursement for personnel, overtime, apparatus and an administrative rate at 25%. The city will receive reimbursement for personnel from “Portal to Portal” which means from the moment the engine leaves the station until it returns. The city will also be reimbursed for the hours apparatus are assigned to an incident, administrative rate, and any lodging or meal costs the personnel may incur, making the city fiscally whole plus the administrative rate.

STAFF RECOMMENDATION: It is staff’s recommendation that the City Council adopt Resolution No. 2024-___: Identifying the Terms and Conditions for Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident.

DOCUMENTS ATTACHED:

1. Resolution No. 2024-___: Identifying the Terms and Conditions for Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident
-

PREPARED BY:

Michelle Zunino, Administrative Technician

REVIEWED BY:
APPROVED BY:

Brad L. Lopez, Fire Chief
Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution No. 2024-___: Identifying terms and conditions for Fire Dept. Response away from Official Duty Station

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PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 16th day of July 2024, by the following vote:

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

WITNESS my hand and the seal of said City this 16th day of July 2024.

Anita Skinner
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: July 16, 2024

AGENDA ITEM: Council Adoption of Resolution No. 2024-___: Authorizing Payment in the Amount of \$41,850.26 to Riverview International Trucks, LLC. for Repairs and Annual Testing.

FISCAL IMPACT: Annual apparatus maintenance is a regular expense included in the Fiscal Year 2023-24 budget, which is sufficient to cover the proposed expenditure.

STRATEGIC PLAN: Ensure Public Safety

BACKGROUND: The Fire Department apparatus is required to be tested through National Fire Protection Association (NFPA) standards on an annual basis. While the units are undergoing testing, they are also checked for any mechanical or cosmetic issues. The units are also sent with a list of issues that have been identified by the Fire Department.

STAFF REPORT: The Suisun City Fire Department takes pride in its fire apparatus by maintaining them in proper manufacturer recommended conditions. The Fire Department conducts the NFPA required annual maintenance and daily vehicle inspections. These safeguards lower vehicle maintenance costs considerably by identifying problems before they become larger and more expensive issues and ensures for firefighter safety and liability mitigation.

This year the annual maintenance for Engine 47 totaled \$41,850.26. The price of maintaining fire apparatus has continued to rise since COVID, the high demand of automotive parts increased the cost the impact is still continuing today. All apparatuses are sent to the repair shop with a list of issues found throughout the year. Since they are only sent to the shop once a year, barring any major mechanical issues, often times while inspecting the engine other issues are found that require immediate attention. This makes estimating the cost of the annual repairs nigh impossible. Maintaining an annual schedule of repairs is vital to sustaining our current fleet when there are budget constraints and extended production times for new vehicles.

STAFF RECOMMENDATION: It is recommended that the City Council: authorize Payment in the Amount of \$41,850.26 Riverview International Trucks, LLC. for Repairs and Annual Testing.

DOCUMENTS ATTACHED:

1. Resolution No. 2024-___: Authorizing Payment in the Amount of \$41,850.26 to Riverview International Trucks, LLC. for Repairs and Annual Testing.
 2. Riverview International Trucks, LLC Invoice
-

PREPARED BY: Michelle Zunino, Administrative Technician

REVIEWED BY: Brad L. Lopez, Fire Chief

APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution No. 2024-____: Authorize Payment to Riverview International Trucks, LLC Repairs and Annual Testing.doc
2. Riverview International Trucks, LLC Invoice

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING PAYMENT IN THE AMOUNT OF \$41,850.26 TO RIVERVIEW INTERNATIONAL TRUCKS, LLC. FOR REPAIRS AND ANNUAL TESTING.

WHEREAS, Riverview International Trucks, LLC., has been providing mechanical repairs and service to the department for the last 2 years; and

WHEREAS, each year all the of the apparatus are sent for the annual maintenance, NFPA required testing, and repairs; and

NOW, THEREFORE, be it here resolved by the City Council of Suisun City authorizing payment in the amount of \$41,850.26 to Riverview International Trucks, LLC. For repairs and annual testing.

PASSED AND ADOPTED at a regular meeting of said City Council held on Tuesday, the 16th day of July 2024 by the following vote:

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

WITNESS my hand and the seal of said City this 16th day of July 2024.

Anita Skinner,
City Clerk

CUSTOMER #: 72835
UNIT# E47

YOUR REPAIR ORDER NUMBER IS: **318569**

RIVERVIEW INTERNATIONAL TRUCKS, LLC.

2445 Evergreen Avenue, P.O. Box 716
West Sacramento, CA 95691-0716
(916) 371-3110

INVOICE

PAGE 1

CITY OF SUISUN CITY
701 CIVIC CENTER BLVD
SUISUN CITY, CA 94585
HOME: 707-421-7328 CONT: 707-421-7328
BUS: CELL:

SERVICE ADVISOR: 450 JAMES CADDICK

UNIT	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
E47	16	MISCELLANEOUS MISCEL	4S7CT2D98GC080454		60929/60929	T0454
IN SERVICE DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	PAYMENT	INV. DATE
01JAN16 DD			23:00 20JUN24	E47	CASH	18JUN24
R.O. OPENED	CLOSED	OPTIONS: ENG:73851692 1) SPARTAN METRO STAR				
08:29 23APR24	15:05 18JUN24					

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
A	ANNUAL SERVICE						
12	ENGINE						

112	CRT						
128	CRT						
116	CRT						
1	LF9009 L/O FLTR, FILTER-LUBE OIL	81.78	48.31	48.31	5460.00	5460.00	
44	ZSH500010132B T5 15W40 CK4 BULK ENGINE OIL	7.99	4.89	215.16			
1	FF63054NN FILTER, FUEL SPIN- ON	90.09	53.22	53.22			
1	UF101 FILTER, DEF FILTER	181.04	106.94	106.94			
5	TES668 SYNTHETIC TES-668	86.59	38.88	194.40			
1	CV50628 FILTER SYSTEM BREATHER ELEM	187.04	110.15	110.15			
1	29558329 KIT - FILTER, 4" SUMP	96.63	75.68	75.68			
1	AF25139M AIR FLTR, AIR FILTER, PRIMARY	146.36	86.45	86.45			
1	Q59278 HME PS RES LID GASKET	41.76	28.19	28.19			
1	Q66297 HME PS LID RES BOLT GASKET	13.26	8.95	8.95			
1	84557*106944 FILTER	63.64	42.96	42.96			
1	FRT-IN FREIGHT	45.00	45.00	45.00			
1	BX800405 VALVE, KIT PURGE VALVE AD9 12V	470.49	384.12	384.12			
1	FLT107794 FILTER, AIR DRYER CARTRIDGE	49.56	41.13	41.13			
2	13696B*107118 FITTING	6.18	4.17	8.34			
1	1681924C3 GAGE, GAUGE PWR STEER OIL LEVEL	67.41	47.57	47.57			
1	FRT-IN FREIGHT	18.14	18.14	18.14			
1	FRT-IN FREIGHT	20.00	20.00	20.00			
1	FRT-IN FREIGHT	25.00	25.00	25.00			
1	FRT-IN FREIGHT	22.00	22.00	22.00			
1	TEC9335B CABLE TIE14 1/2-4-120LB.	29.33	19.82	19.82			
8	3963736 RETAINER, WIRING	4.03	3.98	31.84			
8	HL3B8196 TERM	11.55	1.73	13.84			
2	13698B*107327 FITTING	10.12	6.83	13.66			
2	FLTANCBCCA15KK FLEET AER NON CHLOR BRKCLN15OZ	5.42	5.04	10.08			
1	K16PBDS PENETRAN	12.52	8.45	8.45			
1	HLKTN95 TERMINAL	10.34	1.55	1.55			



2445 Evergreen Avenue P.O. Box 716
(916) 371-3110 Parts (916) 371-3115
WEST SACRAMENTO, CA 95691-0716



DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
MISC. CHARGES	
TOTAL CHARGES	
ADJUSTMENTS	
SALES TAX	
PLEASE PAY THIS AMOUNT	

X
I acknowledge notice and oral approval of an increase in the original estimated price.

EPA# 982312225

CUSTOMER #: 72835
 UNIT# E47

YOUR REPAIR ORDER NUMBER IS:	318569
------------------------------	---------------

RIVERVIEW INTERNATIONAL TRUCKS, LLC.

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INVOICE

PAGE 2

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UNIT	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
E47	16	MISCELLANEOUS MISCEL	4S7CT2D98GC080454		60929/60929	T0454
IN SERVICE DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	PAYMENT	INV. DATE
01JAN16 DD			23:00 20JUN24	E47	CASH	18JUN24
R.O. OPENED	CLOSED	OPTIONS: ENG:73851692 1) SPARTAN METRO STAR				
08:29 23APR24	15:05 18JUN24					

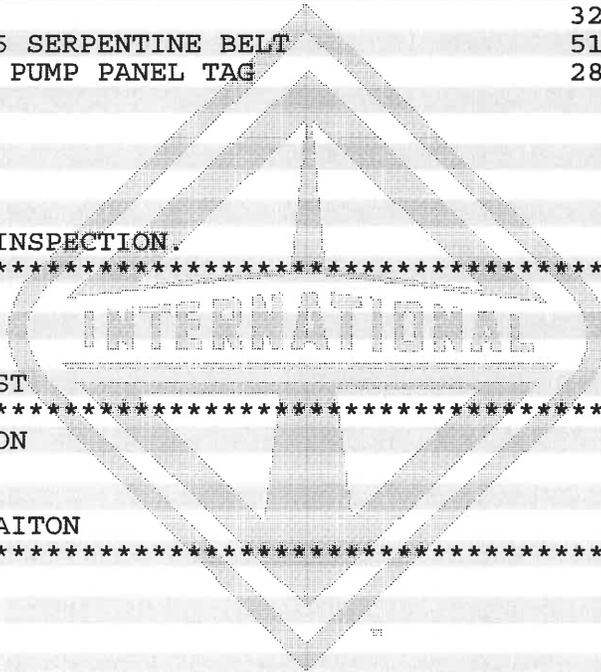
LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
	2	HLKTN95	TERMINAL		10.34	1.55	3.10
	1	WWSPKECO32G	FLUID, PEAK WINDSHIELD WASH NEG		2.83	2.49	2.49
	2	FLTS22	BLADE, STANDARD 22IN WIPER BLAD		5.41	5.15	10.30
	1	FRT-IN	FREIGHT		34.20	34.20	34.20
	1	FRT-IN	FREIGHT		16.58	16.58	16.58
	1	FRT-IN	FREIGHT		32.94	32.94	32.94
	1	25080910*107065	SERPENTINE BELT		51.78	34.95	34.95
	4	1800951*107101	PUMP PANEL TAG		28.60	19.31	77.24
	HW	HAZARDOUS WASTE					
		99	CH			25.00	25.00
	SUBL	HOSE REPAIR					
		PO#107070					
		CNT				287.50	287.50
	60929	PERFORMED ANNUAL INSPECTION.					

	B	PUMP TEST					
		19	ACCESSORIES				
			128	CRT		585.00	585.00
	60929	PERFORMED PUMP TEST					

	C	CHECK ENGINE LIGHT IS ON					
		12	ENGINE				
			135	CRT		146.25	146.25
	60929	UPDATE ECM CALIBRAITON					

	D	OIL FILTER IS LEAKING					
		12	ENGINE				
			135	CRT		97.50	97.50
	60929						

	E	TURBO OIL DRAIN TUBE LEAKING					
		12	ENGINE				
			135	CRT		292.50	292.50
		1	5398279	GASKET, CONNECTION	17.53	17.34	17.34



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DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
MISC. CHARGES	
TOTAL CHARGES	
ADJUSTMENTS	
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08:29 23APR24	15:05 18JUN24					

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
1	5264568	GASKET,OIL DRAIN			4.35	4.31	4.31
2	3945326	SEAL,O RING			11.30	10.98	21.96
60929 TROUBLESHOOT. REPLACE GASKETS AND SEALS. RESECURE LOOSE CLAMPS.							

F COOLANT FILTER LEAKING

9 COOLING

135	CRT					97.50	97.50
1	WF2077	FILTER,WATER FILTER			22.23	13.13	13.13
1	HL3200X4	1/4X1/4 PIPE ADAPTER			27.93	5.79	5.79
2	13696B*107327	FITTING			6.18	4.17	8.34
60929 R&R COOLANT FILTER							

G OIL PAN LEAKS NEAR STARTER

12 ENGINE

135	CRT					585.00	585.00
1	4928592	SEAL,O RING			8.18	8.09	8.09
1	4024883	KIT,SEAL			90.35	89.36	89.36
1	2506271C1	PLUG DRAIN COCK			70.35	56.58	56.58
60929 REROUTE BREATHER TUBE. CRANKCASE FILTER COMPLETED ON OPERATION A							

H COOLANT LEAK AT ELBOW

9 COOLING

135	CRT					1560.00	1560.00
16	FLTECCT300LSS	CONSTANT- TORQUE HOSE CLAMP, S			10.66	7.83	125.28
2	3103015	SEAL,GROMMET			4.68	4.63	9.26
4	GR45GW32	2-1/2"X20" 90DEGREE SILICONE			150.90	101.86	407.44
2	GR45GW15	2-1/2"X20" 45DEGEE SILICONE			140.32	94.72	189.44
1	6305290	THERMOSTAT			105.98	95.06	95.06
5	3914118	SCREW,HEX FLANGE HEAD CAP			14.39	14.22	71.10
1	FLTECCT9416	CONSTANT- TORQUE HOSE CLAMP, S			6.13	4.49	4.49
1	FRT-IN FREIGHT				25.00	25.00	25.00



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DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
MISC. CHARGES	
TOTAL CHARGES	
ADJUSTMENTS	
SALES TAX	
PLEASE PAY THIS AMOUNT	

X
 I acknowledge notice and oral approval of an increase in the original estimated price.

EPA# 982312225

CUSTOMER #: 72835
UNIT# E47

YOUR REPAIR ORDER NUMBER IS: **318569**

RIVERVIEW INTERNATIONAL TRUCKS, LLC.

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INVOICE

CITY OF SUISUN CITY
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BUS: CELL:

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SERVICE ADVISOR: 450 JAMES CADDICK

UNIT	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
E47	16	MISCELLANEOUS MISCEL	4S7CT2D98GC080454		60929/60929	T0454
IN SERVICE DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	PAYMENT	INV. DATE
01JAN16 DD			23:00 20JUN24	E47	CASH	18JUN24
R.O. OPENED	CLOSED	OPTIONS: ENG:73851692 1) SPARTAN METRO STAR				
08:29 23APR24	15:05 18JUN24					

LINE OPCODE TECH TYPE HOURS LIST NET TOTAL

L OIL LEAK ON TOP OF VALVE COVER						
12 ENGINE						
116 CRT					1511.25	1511.25
1 3959798 GASKET, VALVE COVER				55.10	54.50	54.50
1 4995093 SEAL, O RING				26.93	26.63	26.63
2 4932615 GASKET, CONNECTION				4.83	4.77	9.54
1 5271480 SEAL, O RING				7.48	7.40	7.40
1 5253019 GASKET, EXH GAS RCN VALVE				16.00	15.83	15.83
1 5295436 GASKET, CONNECTION				6.70	6.64	6.64
1 4992509 SEAL, O RING				6.84	6.76	6.76
3 3959799 ISOLATOR, NOISE				10.02	9.91	29.73
5 3959799 ISOLATOR, NOISE				10.02	9.91	49.55
1 FRT-IN FREIGHT				32.00	32.00	32.00
3 4934545 HARNESS, WIRING				104.09	102.95	308.85

60929 HAS LEAK AT INJECTOR HARNESS. REMOVE INTAKE, VALVE COVER, ENGINE BRAKE HOUSINGS AND INJECTOR HARNESS. REPLACE HARNESS AND REASSEMBLE.

M PUMP BOSS DISCREPANCY OF 61 PSI						
19 ACCESSORIES						
128 CRT					234.00	234.00
1 FRCXFP4000PT3S0C TRANSDUCER 0-600PSI				1066.48	745.87	745.87
1 K10043 80/90				16.24	10.96	10.96
1 HL3152X6 3/8 PLUG, HEX HEAD				23.03	4.77	4.77

60929 TROUBLESHOOT. REPLACED PSI TRANSDUCER BEHIND PUMP PANEL.

N FUEL FILTER LEAKS						
15 FUEL SYSTEM						
128 CRT					175.50	175.50
1 3783*107105 FUEL FILTER				56.54	38.16	38.16

60929 REPLACE FUEL FILTER

O OIL LEAK NEAR TURBO
12 ENGINE

 <p>2445 Evergreen Avenue P.O. Box 716 (916) 371-3110 Parts (916) 371-3115 WEST SACRAMENTO, CA 95691-0716</p>	       	DESCRIPTION	TOTALS
		LABOR AMOUNT	
		PARTS AMOUNT	
		GAS, OIL, LUBE	
		SUBLET AMOUNT	
		MISC. CHARGES	
		TOTAL CHARGES	
		ADJUSTMENTS	
		SALES TAX	
		PLEASE PAY THIS AMOUNT	

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EPA# 982312225

CUSTOMER #: 72835
UNIT# E47

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BUS: CELL:

SERVICE ADVISOR: 450 JAMES CADDICK

UNIT	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
E47	16	MISCELLANEOUS MISCEL	4S7CT2D98GC080454		60929/60929	T0454
IN SERVICE DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	PAYMENT	INV. DATE
01JAN16 DD			23:00 20JUN24	E47	CASH	18JUN24
R.O. OPENED	CLOSED	OPTIONS: ENG:73851692 1) SPARTAN METRO STAR				
08:29 23APR24	15:05 18JUN24					

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
			135 CRT			97.50	97.50
	1	5550060	KIT, SPEED SENSOR		338.65	334.94	334.94
	1	FRT-IN	FREIGHT		24.18	24.18	24.18
60929 RESECURE LOOSE CLAMPS. REPLACED SPEED SENSOR.							

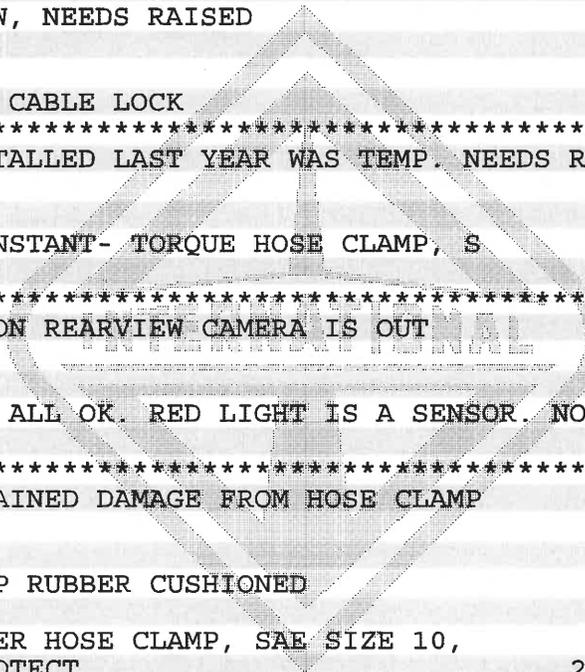
P EXHAUST PIPE IS TOO LOW, NEEDS RAISED							
	7	EXHAUST					
			135 CRT			97.50	97.50
	1	473321C1	STRAP CABLE LOCK		5.36	3.84	3.84

Q COOLANT HOSE CLAMP INSTALLED LAST YEAR WAS TEMP. NEEDS REPLACED							
	9	COOLING					
			135 CRT			195.00	195.00
	3	FLTECCT9410	CONSTANT- TORQUE HOSE CLAMP, S		5.94	4.37	13.11
60929 REPLACED CLAMPS							

R ONE OF THE RED LIGHTS ON REARVIEW CAMERA IS OUT							
	19	ACCESSORIES					
			135 CRT			97.50	97.50
60929 INSPECTED SYSTEM. ALL OK. RED LIGHT IS A SENSOR. NO PROBLEMS FOUND							

S HOSE BELOW BUMPER SUSTAINED DAMAGE FROM HOSE CLAMP							
	9	COOLING					
			128 CRT			2340.00	2340.00
	2	1677372C1	CLAMP RUBBER CUSHIONED		4.31	3.17	6.34
	12	HLCT14B	STRAP		5.28	0.79	9.48
	2	FLTEC9210H	LINER HOSE CLAMP, SAE SIZE 10,		1.25	0.92	1.84
	4	HLHP6B	HOSE PROTECT		27.04	20.86	83.44
	1	104837*107170	HOSE PUMP FOAM		619.98	418.49	418.49
60929 REMOVE FRONT DISCHARGE AND LOWER MOUNTS. FABRICATE NEW BRACKET. ALIGN AND INSTALL NEW DRAIN HOSE.							

T AIR LEAK HEARD AT SOLENOID ON REAR OF ENGINE BLOCK							



DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
MISC. CHARGES	
TOTAL CHARGES	
ADJUSTMENTS	
SALES TAX	
PLEASE PAY THIS AMOUNT	

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CUSTOMER #: 72835
 UNIT# E47

YOUR REPAIR ORDER NUMBER IS: **318569**

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UNIT	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
E47	16	MISCELLANEOUS MISCEL	4S7CT2D98GC080454		60929/60929	T0454
IN SERVICE DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	PAYMENT	INV. DATE
01JAN16 DD			23:00 20JUN24	E47	CASH	18JUN24
R.O. OPENED	CLOSED	OPTIONS: ENG:73851692 1) SPARTAN METRO STAR				
08:29 23APR24	15:05 18JUN24					

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
60929							
REBUILD ALL VALVES							

 X** FRONT CROSSLAY SWIVEL LEAKS.

DESCRIPTION	LIST	NET	TOTAL
19 ACCESSORIES			
128 CRT		487.50	487.50
1 ELK0396250*106985 ELKHART 90DEG SWIV	299.32	202.04	202.04
1 FRT-IN FREIGHT	36.91	36.91	36.91

60929 REPLACED CROSSLAY VALVE

Y** AIR CONDITIONER NOT BLOWING COLD
 16 CAB

DESCRIPTION	LIST	NET	TOTAL
135 CRT		585.00	585.00
1 HOSEKIT*107070 A/C HOSE & PARTS	632.00	426.60	426.60

60929 HAS LEAK IN A/C LINE. REPLACED BAD A/C LINE. EVACUATE AND RECHARGE SYSTEM

Z** TIE ROD ENDS WORN
 5 STEERING

DESCRIPTION	LIST	NET	TOTAL
135 CRT		975.00	975.00
1 703266*107141 TIE ROD 107566	611.14	412.52	412.52
1 703267*107141 TIE ROD 107566	596.86	402.88	402.88
1 FRT-IN FREIGHT	105.00	105.00	105.00
1 1652FF1001*107101 ROD END	101.98	68.84	68.84

60929 REPLACED WORN TIE RODS

AA**MASTER DRAIN VALVE LEAKS
 19 ACCESSORIES

DESCRIPTION	LIST	NET	TOTAL
135 CRT		292.50	292.50
1 CLA104967*106985 6 PORT GASKET	22.28	15.04	15.04

60929 REPLACE LEAKING GASKET

AB**FRONT SEAT BELTS WORN

DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
MISC. CHARGES	
TOTAL CHARGES	
ADJUSTMENTS	
SALES TAX	
PLEASE PAY THIS AMOUNT	

X
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EPA# 982312225

CUSTOMER #: 72835
 UNIT# E47

YOUR REPAIR ORDER NUMBER IS: **318569**

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 BUS: CELL:

SERVICE ADVISOR: 450 JAMES CADDICK

UNIT	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
E47	16	MISCELLANEOUS MISCEL	4S7CT2D98GC080454		60929/60929	T0454
IN SERVICE DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	PAYMENT	INV. DATE
01JAN16 DD			23:00 20JUN24	E47	CASH	18JUN24
R.O. OPENED	CLOSED	OPTIONS: ENG:73851692 1) SPARTAN METRO STAR				
08:29 23APR24	15:05 18JUN24					

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
16			CAB				
			135 CRT			390.00	390.00
			2 68551V006*107101 SEAT BELT KIT		867.98	585.89	1171.78
			60929 REPLACE BAD SET BELTS				

AC**DOT SAFETY INSPECTION			5 STEERING				
			135 CRT			1170.00	1170.00

AD**REPLACE WORN ANODES ON PUMP			19 ACCESSORIES				
			135 CRT			487.50	487.50
			2 290511000*107101 ANODE		188.00	126.90	253.80
			2 7009011*107141 ANOIDS		130.86	88.33	176.66
			60929 REPLACE WORN ANODES				

AE**FRONT SEATS LOWER CUSHIONS WORN.			16 CAB				
			135 CRT			390.00	390.00
			1 FRT-IN FREIGHT		45.42	45.42	45.42
			1 722106*108072 SEAT CUSHION		1283.98	866.69	866.69
			60929 REPLACE SEAT CUSHIONS				

MISCELLANEOUS SUPPLIES							60.00

RECEIVED BY: _____

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		LABOR AMOUNT	23756.50
		PARTS AMOUNT	16393.77
		GAS, OIL, LUBE	0.00
		SUBLET AMOUNT	287.50
		MISC. CHARGES	60.00
		TOTAL CHARGES	40497.77
		ADJUSTMENTS	0.00
		SALES TAX	1352.49
		PLEASE PAY THIS AMOUNT	41850.26

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AGENDA TRANSMITTAL

MEETING DATE: July 16, 2024

AGENDA ITEM: Council Adoption of Resolution No. 2024-__ : Amending the Class Specifications for Public Safety Dispatcher I/II and Senior Public Safety Dispatcher, and to Establish a Class Specification for the Public Safety Dispatch / Police Records Supervisor.

FISCAL IMPACT: There is no additional cost in the current fiscal year budget associated with the proposed resolution.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: The City’s Classification Plan includes the collection of classes to which positions in City service may be allocated. A class specification is a written record that provides the title and definition of the class, a description of the general duties to be performed, and the qualifications necessary for appointment. The Classification Plan shall be adopted and may be amended from time to time by resolution of the City Council. Class specifications are subject to the approval of the City Manager.

STAFF REPORT: Staff proposes revisions to the minimum qualifications for Public Safety Dispatcher I and to the job description for Senior Public Safety Dispatcher. Additionally, staff proposes to establish a new class specification for the Public Safety Dispatch / Police Records Supervisor classification. The proposed changes aim to enhance recruitment opportunities and align with industry standards, ensuring effective emergency response services. These updates will help the City remain competitive in recruiting qualified candidates.

Staff have met our obligations to meet and confer with the Suisun City Police Officers’ Association (SCPOA) and the Suisun City Management and Professional Employees’ Association (SCMPEA) regarding the proposed changes. Both the SCPOA and SCMPEA are in agreement with the City’s proposed changes.

STAFF RECOMMENDATION: Council Adoption of Resolution No. 2024-__ : Amending the Class Specifications for Public Safety Dispatcher I/II and Senior Public Safety Dispatcher, and to Establish a Class Specification for the Public Safety Dispatch / Police Records Supervisor.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2024-__ : Amending the Class Specifications for Public Safety Dispatcher I/II and Senior Public Safety Dispatcher, and to Establish a Class Specification for the Public Safety Dispatch / Police Records Supervisor.
 - a. Public Safety Dispatcher I/II class specification – clean
 - b. Senior Public Safety Dispatcher class specification – clean
 - c. Public Safety Dispatch / Police Records Supervisor class specification
2. Public Safety Dispatcher I/II class specification – redline
3. Senior Public Safety Dispatcher class specification – redline

PREPARED BY:

Christina Penland, Human Resources Administrator

REVIEWED BY:

Bret Prebula, City Manager

APPROVED BY:

Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution No. 2024-__: Classification Plan Update
 - a. Public Safety Dispatcher I_II Class Spec CLEAN
 - b. Senior Public Safety Dispatcher Class Spec - CLEAN
 - c. Public Safety Dispatch_Police Records Supervisor
2. Public Safety Dispatcher I_II - redline
3. Senior Public Safety Dispatcher - redline

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RESOLUTION NO. 2024-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AMENDING THE CLASS SPECIFICATIONS FOR PUBLIC SAFETY DISPATCHER
I/II AND SEIOR PUBLIC SAFETY DISPATCHER, AND TO ESTABLISH A CLASS
SPECIFICATION FOR THE PUBLIC SAFETY DISPATCH / POLICE RECORDS
SUPERVISOR**

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 Manager has authorized staff to develop a classification specification for Dispatch/Records Supervisor, and to amend the classification specification for Public Safety Dispatcher I/II and Senior Public Safety Dispatcher; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Suisun City, California, the Class Specifications Public Safety Dispatcher I/II, Senior Public Safety Dispatcher and Public Safety Dispatch/Police Records Supervisor are adopted and added to the City Classification Plan.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 16th day of July 2024, by the following vote:

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

WITNESS my hand and the seal of said City this 16th day of July 2024.

Anita Skinner
City Clerk

Attachments

- 1. Public Safety Dispatcher I/II Class Specification
- 2. Senior Public Safety Dispatcher Class Specification
- 3. Public Safety Dispatch / Police Records Supervisor Class Specification

**PUBLIC SAFETY DISPATCHER I
PUBLIC SAFETY DISPATCHER II**

*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 supervision (Public Safety Dispatcher I) or general supervision (Public Safety Dispatcher II) performs a variety of duties involved in receiving, evaluating, prioritizing, and relaying calls for emergency and non-emergency public safety assistance; dispatches appropriate units and coordinates response of emergency personnel; maintains, processes, and distributes police records; operates a variety of telecommunications equipment including radio, telephone, and CAD systems; and performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities.

DISTINGUISHING CHARACTERISTICS

Public Safety Dispatcher I - This is the entry level class in the Public Safety Dispatcher series, which is typically used as a training class. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Public Safety Dispatcher II level and initially exercise less independent discretion and judgment in matters related to work procedures and methods. While in training, work is usually supervised while in progress and fits an established structure or pattern. After initial training period, only occasional instruction or assistance is provided as new or unusual situations arise, with exceptions or changes in procedures explained in detail as they arise. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, the completion of the minimum experience and education requirements for the “II” level, and is at the discretion of higher level supervisory or management staff.

Public Safety Dispatcher II - This is the full journey level class in the Public Safety Dispatcher series performing the full range of dispatcher duties. Positions at this level are distinguished from the Public Safety Dispatcher I level by independent performance of the range of duties, applying well developed program area knowledge, training new employees, and implementing new procedures. Positions at this level are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Public Safety Dispatcher II level are normally filled by advancement from the Public Safety Dispatcher I level.

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. Receives, classifies, and prioritizes all incoming calls to the dispatch center including 911 calls and business line calls received from citizens requesting service or information; operates a variety of public safety communications equipment including 911 emergency telephone equipment, computer aided dispatch systems, and multi-channel radio systems; dispatches police and fire units and personnel.
2. Performs a variety of duties involved in police records operations including disseminating, maintaining confidentiality, evaluating, copying, and filing police records and reports; processes and distributes arrest reports to the District Attorney, juvenile probation offices, and courts in a timely manner; ensures that information is released in accordance with related laws and Police Department policies.
3. Evaluates response necessary as dictated by a given request for service; determines nature, location, and priority of calls; operates computer aided dispatch system to create calls for service within response criteria guidelines; assigns and dispatches appropriate police, fire, or other emergency vehicles, equipment, and personnel in accordance with policies and procedures; transfers calls to other

CITY OF SUISUN CITY
Public Safety Dispatcher I/II (Continued)

- appropriate agency in accordance with established procedures; obtains and dispatches other support services as necessary.
4. Maintains contacts with all units on assignment through computer aided dispatch; maintain status and location of police field units; maintains computer records of traffic stops and other officer initiated activity.
 5. Performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities including to organize, process, maintain, update, and route a variety of departmental reports, records, and files; operates and maintains the departmental centralized record keeping systems; makes inquiries; enters reports; updates individual files; updates codes.
 6. Retrieves and monitors information from local agency radio traffic, and local, state, and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees, and other related information; relays information to officers in the field.
 7. Operates computer terminals and teletype machine to enter, modify, and retrieve data such as stolen and recovered property, towed and stolen vehicles, missing and unidentified persons, citations, field interviews, driver license and vehicle registration information, and warrants on wanted persons; composes and transmits messages to other agencies.
 8. Performs a variety of general and specialized clerical duties in support of the department; compiles, maintains, processes, and prepares a variety of records and reports; types transcripts from taped interviews; maintains various files; prepares supplemental reports as directed.
 9. As assigned, processes, evaluates, and distributes police reports and records ensuring that information is released in accordance with related laws and departmental policies.
 10. Responds to telephone and fax requests from citizens, business, and other agencies; provides assistance and answers questions in response to requests; provides other agencies with criminal history information and reports; transfers calls for service to dispatch as necessary.
 11. 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 a public safety telecommunications and dispatch center.
- Operational characteristics of modern public safety telecommunications equipment including computer aided dispatch systems and multi-channel radio systems.
- Law enforcement and emergency service procedures for responding to and handling reported incidents.
- Techniques of questioning for both emergency and non-emergency calls.
- Methods and techniques of receiving, prioritizing, and dispatching emergency and non-emergency calls for service.
- Functions of the Police and Fire Departments and other City Departments.
- Geographic features and locations within the area served.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and computer equipment.
- Pertinent federal, state, and local laws, codes, and regulations.

CITY OF SUISUN CITY
Public Safety Dispatcher I/II (Continued)

Methods and techniques of telephone etiquette.
Methods and techniques of conflict resolution.
Principles and procedures of record keeping.

Ability to:

Respond to and resolve difficult and sensitive citizen inquiries and complaints.
Effectively communicate and elicit information from upset and irate callers.
Make independent decisions that affect the safety of public safety personnel, citizens, and property, such as those involved in determining the urgency of requests received and the appropriate action to take.
Dispatch police and fire units quickly and effectively.
Think quickly, calmly, and clearly in emergency situations.
Perform multiple tasks simultaneously.
Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communication equipment, teletype equipment, and computer equipment.
Operate specialized public safety computer systems and applications including the Criminal Justice Information System (CJIS), the National Crime Information Center (NCIC) computer systems, and local CAD/RMS system.
Read and interpret maps and other navigational resources and give directions.
Type and enter data accurately at a speed of 50 wpm, necessary for successful job performance.
Work under pressure, exercise good judgment, and make sound decisions in emergency situations.
Understand and follow oral and written instructions.
Interpret, apply, and explain applicable federal, state and local policies, procedures, laws, codes and regulations including police records retention and dissemination policies and procedures.
Maintain composure, alertness and concentration while working for extended periods of time.
Compile, maintain, process, and prepare a variety of records and reports.
Deal tactfully and courteously with the public reporting emergencies and seeking information or filing a report.
Listen and comprehend radio transmissions and telephone calls.
Clearly project voice over radio and telephone.
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:*

Public Safety Dispatcher I

Education/Training:

High School Diploma or equivalent.

Experience:

One year of increasingly responsible experience in an environment with frequent interruptions, that includes a high degree of customer service is highly desirable. Some clerical or administrative experience in a fast-paced environment that involved the use of phones and a computer while working with the public is also desirable.

License or Certificate:

A typing certificate showing a minimum speed of 40 wpm from an accredited testing agency is required.
Incumbents will be required to successfully complete the basic dispatcher course and obtain a valid P.O.S.T. Dispatcher Certificate within one year of hire.

Substitution:

A documented T-score (50 or higher) from a dispatcher training program or certificate of completion may substitute for the required experience.

Public Safety Dispatcher II

Education/Training:

High School Diploma or equivalent.

Experience:

Two years of experience comparable to that of a Public Safety Dispatcher I with the City of Suisun City.

License or Certificate:

Possession of a valid P.O.S.T. Dispatcher Certificate.

A typing certificate showing a minimum speed of 40 wpm from an accredited testing agency is required. The typing certificate requirement may be waived for lateral dispatcher candidates transferring from another public safety/enforcement dispatching agency.

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: Office and emergency services dispatch center setting with extensive public contact; incumbents are required to work evening, night, weekend and holiday shifts; incumbents may be called back or held over to maintain staffing levels.

Physical: Primary functions require sufficient physical ability to work in an office and emergency dispatch center setting; stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; push, pull, lift, and/or carry light to moderate 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.

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

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

SPECIAL REQUIREMENTS

Positions assigned to the police department will be required to pass a thorough background investigation, including polygraph testing and must be able to maintain the same level of security as when first hired, as a condition of continued employment. Assignments to the police department will require successful completion of a comprehensive pre-employment psychological and medical examination prior to employment.

CITY OF SUISUN CITY
Public Safety Dispatcher I/II (Continued)

FLSA	Non-Exempt
B.U.	SCPOA
Established	October 2006 – Johnson & Associates
Amended	March 2016 – Human Resources Staff
Amended	9/20/2022 – Reso: 2022-132
Amended	3/12/2024 – Reso: 2024-16
Amended	7/16/2024 – Reso: 2024 -

SENIOR PUBLIC SAFETY DISPATCHER

*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, performs a variety of duties involved in receiving, evaluating, prioritizing, and relaying calls for emergency and non-emergency public safety assistance; assists the supervisor with training, scheduling, and quality control responsibilities; dispatches appropriate units and coordinates response of emergency personnel; operates a variety of telecommunications equipment including radio, telephone, and CAD systems; manages, processes, and distributes police records; and performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Public Safety Dispatcher series. The Senior Public Safety Dispatcher is distinguished from the Public Safety Dispatcher II level by its responsibility for leading and providing direction to other Public Safety Dispatch employees. Positions at this level are fully aware of the operating procedures and policies of the work unit and act with considerable independent judgment. Employees in this class perform the more complex dispatch and records duties including specialized areas of assignment. Acts as the contact person when the Supervisor and Manager are out of the office.

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. Guide, plan, train, and review the work of staff responsible for performing duties related to the operation of the dispatch center; Checks schedule for unfilled vacancies and communicates schedule changes as needed with other Dispatchers; approves open shift requests based on policy; reviews and approves or denies pending shift trades; coordinates time off requests, standby assignments and scheduling of overtime; implements shift selections, rotations and vacation roster requests.
2. Participates in performing the work of the unit and perform the more complex work of the unit including addressing technical issues and making operational decisions in coordination with supervisory and management staff; audit data input from dispatch center activities.
3. Receives, classifies, and prioritizes incoming calls to the dispatch center including 911 calls and business line calls received from citizens requesting service or information; operates a variety of public safety communications equipment including 911 emergency telephone equipment, computer aided dispatch systems, and multi-channel radio systems; dispatches police and fire units and personnel.
4. Performs duties and training in police records operations including checking for offenders that are out of compliance; processing parking and administrative citations; reconciling cash register; organizing, disseminating, evaluating, copying, and filing police records and reports; processes and distributes arrest reports to the District Attorney, juvenile probation offices, and courts in a timely manner; ensures that information is released in accordance with related laws and Police Department policies while maintaining confidentiality.
5. Evaluates response necessary as dictated by a given request for service; determines nature, location, and priority of calls; operates computer aided dispatch system to create calls for service within response criteria guidelines; assigns and dispatches appropriate police, fire, or other emergency vehicles, equipment, and personnel in accordance with policies and procedures; transfers calls to other

CITY OF SUISUN CITY

Senior Public Safety Dispatcher (Continued)

- appropriate agency in accordance with established procedures; obtains and dispatches other support services as necessary.
6. Assists in coordinating the hiring of new Public Safety Dispatchers; participates in the interviewing of applicants.
 7. Receives specialized assignments; calculates and presents a variety of statistics, as requested.
 8. Observes the performance of Public Safety Dispatchers across shifts; provides input into the formal employee performance evaluation process.
 9. Acts as system administrator for CAD and the records management system; provides call quality control by accessing and evaluating recorded calls.
 10. Maintains contacts with all units on assignment through computer aided dispatch; maintain status and location of police field units; maintains computer records of traffic stops and other officer-initiated activity.
 11. Performs a wide variety of general and specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities including to organize, process, maintain, update, and route a variety of departmental reports, records, and files; operates and maintains the departmental centralized record keeping systems; makes inquiries; enters reports; updates individual files; updates codes.
 12. Ensure compliance with all local, state and federal regulations for dispatch and records management to include retention and destruction, accuracy and safe storage of records, report requirements and retrieval.
 13. Retrieves and monitors information from local agency radio traffic, and local, state, and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees, and other related information; relays information to officers in the field.
 14. Operates computer terminals and teletype machine to enter, modify, and retrieve data such as stolen and recovered property, towed and stolen vehicles, missing and unidentified persons, citations, field interviews, driver license and vehicle registration information, and warrants on wanted persons; composes and transmits messages to other agencies.
 15. Processes, evaluates, and distributes police reports and records ensuring that information is released in accordance with related laws and departmental policies; maintains training records for sworn police staff.
 16. Responds to telephone and fax requests from citizens, business, and other agencies; provides assistance and answers questions in response to requests; provides other agencies with criminal history information and reports; transfers calls for service to dispatch as necessary.

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:

Principles of lead supervision and training.

Operations, services, and activities of a public safety telecommunications and dispatch center.

Senior Public Safety Dispatcher (Continued)

Operational characteristics of modern public safety telecommunications equipment including computer aided dispatch systems and multi-channel radio systems.
Law enforcement and emergency service procedures for responding to and handling reported incidents.
Techniques of questioning for both emergency and non-emergency calls.
Methods and techniques of receiving, prioritizing, and dispatching emergency and non-emergency calls for service.
Functions of the Police and Fire Departments and other City Departments.
Geographic features and locations within the area served.
English usage, spelling, grammar, and punctuation.
Modern office procedures, methods, and computer equipment.
Pertinent federal, state, and local laws, codes, and regulations.
Methods and techniques of telephone etiquette.
Methods and techniques of conflict resolution.
Principles and procedures of record keeping.

Ability to:

Lead, organize, and view the work of dispatch center staff.
Independently perform the most difficult work related to the area of work assigned including technical and administrative duties.
Respond to and resolve difficult and sensitive citizen inquiries and complaints.
Effectively communicate and elicit information from upset and irate callers.
Make independent decisions that affect the safety of public safety personnel, citizens, and property, such as those involved in determining the urgency of requests received and the appropriate action to take.
Provide one-on-one training of new dispatchers.
Interpret, explain, and enforce department policies and procedures.
Dispatch police and fire units quickly and effectively.
Think quickly, calmly, and clearly in emergency situations.
Perform multiple tasks simultaneously.
Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communication equipment, teletype equipment, and computer equipment.
Operate specialized public safety computer systems and applications including the Criminal Justice Information System (CJIS), the National Crime Information Center (NCIC) computer systems, and local CAD/RMS system.
Read and interpret maps and other navigational resources and give directions.
Type and enter data accurately at a speed necessary for successful job performance.
Work under pressure, exercise good judgment, and make sound decisions in emergency situations.
Understand and follow oral and written instructions.
Interpret, apply, and explain applicable federal, state and local policies, procedures, laws, codes and regulations including police records retention and dissemination policies and procedures.
Maintain composure, alertness and concentration while working for extended periods of time.
Compile, maintain, process, and prepare a variety of records and reports.
Deal tactfully and courteously with the public reporting emergencies and seeking information or filing a report.
Listen and comprehend radio transmissions and telephone calls.
Clearly project voice over radio and telephone.
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.

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Senior Public Safety Dispatcher (Continued)

Experience:

Two years of increasingly responsible dispatch/records experience comparable to that of a Public Safety Dispatcher II with the City of Suisun City.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid P.O.S.T. Dispatcher Certificate.

Completion of P.O.S.T Communications Training Officer training 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: Office and emergency services dispatch center setting with extensive public contact; incumbents are required to work evening, night, weekend and holiday shifts; incumbents may be called back or held over to maintain staffing levels.

Physical: Primary functions require sufficient physical ability to work in an office and emergency dispatch center setting; stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; push, pull, lift, and/or carry light to moderate 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.

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

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

SPECIAL REQUIREMENTS

Positions assigned to the police department will be required to pass a thorough background investigation, including polygraph testing and must be able to maintain the same level of security as when first hired, as a condition of continued employment. Assignments to the police department will require successful completion of a comprehensive pre-employment psychological and medical examination prior to employment.

FLSA	Non-Exempt
B.U.	SCEA
Established	October 2006 – Johnson & Associates
Amended	March 2016 – Human Resources Staff
Amended	9/20/2022 – Reso: 2022-132
Amended	3/12/2024 – Reso: 2024-16
Amended	7/16/2024 – Reso: 2024-

**PUBLIC SAFETY DISPATCH/
POLICE RECORDS SUPERVISOR**

*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 the direction of the Police Support Services Manager, acts as working first-line supervisor overseeing and participating in the preparation, processing, storing, retention, and disposition of police records and property and evidence, and the police and fire dispatching functions; supervises, assigns, reviews, and participates in the work of staff responsible for providing assigned Police Department support services and activities; ensures work quality and adherence to established policies and procedures.

IDENTIFYING CHARACTERISTICS

The Public Safety Dispatch/Police Records Supervisor is a working, first-line supervisor level with responsibility for oversight of assigned non-sworn support services within the Police Department. This class is distinguished from the Police Support Services Manager classification in that the latter participates in the development of policies and procedures, develops and implements program goals and objectives provides conformance to overall departmental goals and objectives, and participates in the development and monitoring of budgets. The Supervisor position is further distinguished from the Police Evidence and Property Technician and the Senior Public Safety Dispatcher classifications by the former's full supervisory responsibilities including evaluating staff performance, the position's level of assigned responsibility and the full scope of supervision over those classifications. Positions in this class exercise considerable discretion and independence in performance of duties.

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. Receives, classifies, and prioritizes incoming calls to the dispatch center including 911 calls and business line calls received from citizens requesting service or information; operates a variety of public safety communications equipment including 911 emergency telephone equipment, computer aided dispatch systems, and multi-channel radio systems; dispatches police and fire units and personnel.
2. Evaluates response necessary as dictated by a given request for service; determines nature, location, and priority of calls; operates computer aided dispatch system to create calls for service within response criteria guidelines; assigns and dispatches appropriate police, fire, or other emergency vehicles, equipment, and personnel in accordance with policies and procedures; transfers calls to other appropriate agency in accordance with established procedures; obtains and dispatches other support services as necessary.
3. Plans, organizes, assigns, supervises and reviews the work of assigned staff in Police Department support services functions including dispatch, records, and property/evidence.
4. Oversees the Police Department's dispatch function; oversees and participates in the preparation of monthly dispatch schedules; assists in developing and implementing new and revised policies and procedures; reviews and approves employee work schedules, overtime, vacation, sick leave and time-cards; participates in work unit functions as needed.

CITY OF SUISUN CITY

Public Safety Dispatch/Police Records Supervisor (*Continued*)

5. Oversees police records preparation, processing and file management activities; maintains security of police records ensuring that information is released in accordance with related laws and department policies.
6. Accepts and responds to subpoenas for release of records as assigned; assists in oversight of the Department's automated records management system including, but not limited to, reviewing reports and data entry for completeness and accuracy.
7. Acts as back up Custodian of Records for the Department and appears in court as required for testimony pertaining to dispatch, records and property and evidence.
8. Oversees and participates in the receipt, processing, logging, securing, and storage of property and evidence items recovered by or submitted to the Police Department; assists in ensuring security of evidence and property and the maintenance of chain of custody for evidence; coordinates the lawful disposition of adjudicated materials; conducts supervisory audits as per policy; responds to evidence issues and ensures Department's compliance with pertinent laws.
9. Provides, coordinates, and oversees training of unit personnel; monitors the progress of new employees; provides regular status updates to the Police Support Services Manager regarding performance of unit personnel as assigned; evaluates employee performance, counsels employees and effectively recommends initial disciplinary action.
10. Recommends and assists in the implementation of goals and objectives; establishes methods for police records management and dispatch unit operations; monitors compliance of personnel with City and Department rules, policies, and procedures.
11. Assists in the development and maintenance of operations and training manuals and programs. CTO Coordinator for the CTO training program and works closely with the FTO Coordinator to ensure consistent training, mentorship and development for newly hired employees. Ensures CTO's are training according to POST and departmental standards. Reviews trainee's progress, Daily Observation Reports, End of Phase Reports and overall training progress. Provides input regarding trainees to Police Support Services Manager and makes recommendations as needed.
12. Oversees and proof-reads reports for accuracy; requests current information and updates files; oversees and participates in the purging of files in compliance with regulations and department policy.
13. Actively participates in the hiring of new dispatch and property and evidence personnel; participates in the interview process; performs live scan fingerprints; provides input for final hiring decisions and coordinates on-boarding of new dispatch and property and evidence personnel.
14. Liaison for allied agencies and City departments for dispatch and property and evidence requests. Works closely with Sergeants to promote harmonious working relationships between patrol and dispatch personnel. Work with supervisory team and attend scheduled meetings to collaborate internally. Actively provides input and make decisions regarding new processes to steam line service delivery.
15. Maintains and reviews records related to assigned programs, services, and activities; prepares and submits a variety of reports and memoranda on related subjects; manages various grants awarded to the department.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of police support services.

17. Participates in new equipment acquisition and implementation to include State funded 9-1-1 systems, radio equipment, and various technology platforms. Provides Department wide training as needed on new systems to ensure understanding and compliance.
18. Performs quality control audits on dispatch audio to include in-coming/out-going telephone calls; radio traffic and call entry. Follows up as needed to ensure Department goals are understood and met. Provides additional training to dispatch and records personnel as required to gain compliance.
19. Manages multiple systems, processes and software databases utilized by department personnel such as online reporting, parking/mechanical citations and false alarm billing. Ensure processes are updated in accordance with new laws, regulations and policies.

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:

- Operational characteristics, services, and activities of a non-sworn police support services program including those related to dispatch, records, and property/evidence.
- Principles of supervision, training, and performance evaluation.
- Procedures, methods, and techniques of police non-sworn support services program development, implementation, and administration.
- Operational characteristics of modern public safety telecommunications equipment including computer aided dispatch systems and multi-channel radio systems.
- Law enforcement and emergency service procedures for responding to and handling reported incidents.
- Principles and practices of property and evidence handling, recording, storage, and release.
- Law enforcement records management principles, procedures, techniques, and equipment.
- Principles and practices used in processing and maintaining law enforcement reports and records.
- Functions of the Police Department and other City Departments.
- Geographic features and locations within the area served.
- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures, and equipment including specialized public safety computer systems and applications and other word processing and spreadsheet applications.
- Criminal justice information systems, system networks, and services including functions and relationships of agencies involved in the criminal justice system.
- Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.
- Customer service principles and practices.

Ability to:

- Develop, plan, and implement varied non-sworn police support services including those related to dispatch, records, and property/evidence.
- Select, train, and evaluate staff.
- Supervise, direct, and coordinate the work of lower-level staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Interpret, apply, and explain applicable federal, state, and local policies, procedures, laws, codes and regulations including police records retention and dissemination policies and procedures.
- Maintain a current knowledge of principles, practices, and procedures related to all areas of assignment.

Public Safety Dispatch/Police Records Supervisor (Continued)

- Work independently and use good judgment in administering the assigned non-sworn Police Department support services.
- Work tactfully and courteously with others in answering questions, disseminating information, and providing assistance to others.
- Oversee and participate in receiving, processing, storing, documenting, releasing and/or disposing of various evidence and/or property.
- Compile, maintain, process, and prepare a variety of records and reports including statistical records and reports.
- Evaluate emergency situations and make split-second decisions regarding the type of response appropriate for the circumstances.
- Effectively communicate and elicit information from upset and irate callers.
- Make independent decisions that affect the safety of public safety personnel, citizens, and property, such as those involved in determining the urgency of requests received and the appropriate action to take.
- Work under pressure, exercise good judgment, and make sound decisions in emergency situations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communication equipment, teletype equipment, and computer equipment.
- Operate office equipment including specialized public safety computer systems to access and maintain data.
- Read and interpret maps and other navigational resources and give directions.
- Type and enter data accurately at a speed necessary for successful job performance.
- Perform a variety of specialized office support and clerical duties in support of the Police Department.
- Exercise good judgment in maintaining critical and sensitive information, records, and reports.
- 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:

A high school diploma or equivalent. A Bachelor's degree from an accredited college or university with major course work in public administration, law enforcement, or related field is desirable. Additional specialized training in law enforcement, criminal justice, or a related field is desirable.

Experience:

Four years of increasingly responsible experience in providing police and fire dispatch services and experience in police records preparation, processing, maintenance, and dissemination is highly desirable.

License or Certificate:

Possession of an appropriate driver's license.

Possession of a P.O.S.T. Basic Dispatch certificate

Successful completion of the P.O.S.T Communications Training Officer course.

Successful completion of the POST Records Supervisor course 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.

CITY OF SUISUN CITY

Public Safety Dispatch/Police Records Supervisor (Continued)

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings. Incumbents may also be called in or held over for local emergencies at irregular hours.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

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

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

FLSA	Exempt
B.U.	SCMPEA
Established	7/16/2024 – Reso: 2024-

**PUBLIC SAFETY DISPATCHER I
PUBLIC SAFETY DISPATCHER II**

*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 supervision (Public Safety Dispatcher I) or general supervision (Public Safety Dispatcher II) performs a variety of duties involved in receiving, evaluating, prioritizing, and relaying calls for emergency and non-emergency public safety assistance; dispatches appropriate units and coordinates response of emergency personnel; maintains, processes, and distributes police records; operates a variety of telecommunications equipment including radio, telephone, and CAD systems; and performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities.

DISTINGUISHING CHARACTERISTICS

Public Safety Dispatcher I - This is the entry level class in the Public Safety Dispatcher series, which is typically used as a training class. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Public Safety Dispatcher II level and initially exercise less independent discretion and judgment in matters related to work procedures and methods. While in training, work is usually supervised while in progress and fits an established structure or pattern. After initial training period, only occasional instruction or assistance is provided as new or unusual situations arise, with exceptions or changes in procedures explained in detail as they arise. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, the completion of the minimum experience and education requirements for the "II" level, and is at the discretion of higher level supervisory or management staff.

Public Safety Dispatcher II - This is the full journey level class in the Public Safety Dispatcher series performing the full range of dispatcher duties. Positions at this level are distinguished from the Public Safety Dispatcher I level by independent performance of the range of duties, applying well developed program area knowledge, training new employees, and implementing new procedures. Positions at this level are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Public Safety Dispatcher II level are normally filled by advancement from the Public Safety Dispatcher I level.

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. Receives, classifies, and prioritizes all incoming calls to the dispatch center including 911 calls and business line calls received from citizens requesting service or information; operates a variety of public safety communications equipment including 911 emergency telephone equipment, computer aided dispatch systems, and multi-channel radio systems; dispatches police and fire units and personnel.
2. Performs a variety of duties involved in police records operations including disseminating, maintaining confidentiality, evaluating, copying, and filing police records and reports; processes and distributes arrest reports to the District Attorney, juvenile probation offices, and courts in a timely manner; ensures that information is released in accordance with related laws and Police Department policies.
3. Evaluates response necessary as dictated by a given request for service; determines nature, location, and priority of calls; operates computer aided dispatch system to create calls for service within response criteria guidelines; assigns and dispatches appropriate police, fire, or other emergency vehicles, equipment, and personnel in accordance with policies and procedures; transfers calls to other

CITY OF SUISUN CITY
Public Safety Dispatcher I/II (Continued)

- appropriate agency in accordance with established procedures; obtains and dispatches other support services as necessary.
4. Maintains contacts with all units on assignment through computer aided dispatch; maintain status and location of police field units; maintains computer records of traffic stops and other officer initiated activity.
 5. Performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities including to organize, process, maintain, update, and route a variety of departmental reports, records, and files; operates and maintains the departmental centralized record keeping systems; makes inquiries; enters reports; updates individual files; updates codes.
 6. Retrieves and monitors information from local agency radio traffic, and local, state, and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees, and other related information; relays information to officers in the field.
 7. Operates computer terminals and teletype machine to enter, modify, and retrieve data such as stolen and recovered property, towed and stolen vehicles, missing and unidentified persons, citations, field interviews, driver license and vehicle registration information, and warrants on wanted persons; composes and transmits messages to other agencies.
 8. Performs a variety of general and specialized clerical duties in support of the department; compiles, maintains, processes, and prepares a variety of records and reports; types transcripts from taped interviews; maintains various files; prepares supplemental reports as directed.
 9. As assigned, processes, evaluates, and distributes police reports and records ensuring that information is released in accordance with related laws and departmental policies.
 10. Responds to telephone and fax requests from citizens, business, and other agencies; provides assistance and answers questions in response to requests; provides other agencies with criminal history information and reports; transfers calls for service to dispatch as necessary.
 11. 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 a public safety telecommunications and dispatch center.
- Operational characteristics of modern public safety telecommunications equipment including computer aided dispatch systems and multi-channel radio systems.
- Law enforcement and emergency service procedures for responding to and handling reported incidents.
- Techniques of questioning for both emergency and non-emergency calls.
- Methods and techniques of receiving, prioritizing, and dispatching emergency and non-emergency calls for service.
- Functions of the Police and Fire Departments and other City Departments.
- Geographic features and locations within the area served.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and computer equipment.
- Pertinent federal, state, and local laws, codes, and regulations.

CITY OF SUISUN CITY
Public Safety Dispatcher I/II (Continued)

Methods and techniques of telephone etiquette.
Methods and techniques of conflict resolution.
Principles and procedures of record keeping.

Ability to:

Respond to and resolve difficult and sensitive citizen inquiries and complaints.
Effectively communicate and elicit information from upset and irate callers.
Make independent decisions that affect the safety of public safety personnel, citizens, and property, such as those involved in determining the urgency of requests received and the appropriate action to take.
Dispatch police and fire units quickly and effectively.
Think quickly, calmly, and clearly in emergency situations.
Perform multiple tasks simultaneously.
Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communication equipment, teletype equipment, and computer equipment.
Operate specialized public safety computer systems and applications including the Criminal Justice Information System (CJIS), the National Crime Information Center (NCIC) computer systems, and local CAD/RMS system.
Read and interpret maps and other navigational resources and give directions.
Type and enter data accurately at a speed of 50 wpm, necessary for successful job performance.
Work under pressure, exercise good judgment, and make sound decisions in emergency situations.
Understand and follow oral and written instructions.
Interpret, apply, and explain applicable federal, state and local policies, procedures, laws, codes and regulations including police records retention and dissemination policies and procedures.
Maintain composure, alertness and concentration while working for extended periods of time.
Compile, maintain, process, and prepare a variety of records and reports.
Deal tactfully and courteously with the public reporting emergencies and seeking information or filing a report.
Listen and comprehend radio transmissions and telephone calls.
Clearly project voice over radio and telephone.
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:*

Public Safety Dispatcher I

Education/Training:

High School Diploma or equivalent.

Experience:

~~Two years of increasingly responsible clerical experience that includes customer service in an environment with frequent interruptions. One year of increasingly responsible experience in an environment with frequent interruptions, that includes a high degree of customer service is highly desirable. Some clerical or administrative experience in a fast-paced environment that involved the use of phones and a computer while working with the public is also desirable.~~

License or Certificate:

A typing certificate showing a minimum speed of 40 wpm from an accredited testing agency is required.
Incumbents will be required to successfully complete the basic dispatcher course and obtain a valid P.O.S.T. Dispatcher Certificate within one year of hire.

Substitution:

CITY OF SUISUN CITY
Public Safety Dispatcher I/II (Continued)

A documented T-score (50 or higher) from a dispatcher training program or certificate of completion may substitute for the required experience.

Public Safety Dispatcher II

Education/Training:

High School Diploma or equivalent.

Experience:

Two years of experience comparable to that of a Public Safety Dispatcher I with the City of Suisun City.

License or Certificate:

Possession of a valid P.O.S.T. Dispatcher Certificate.

A typing certificate showing a minimum speed of 40 wpm from an accredited testing agency is required. The typing certificate requirement may be waived for lateral dispatcher candidates transferring from another public safety/enforcement dispatching agency.

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: Office and emergency services dispatch center setting with extensive public contact; incumbents are required to work evening, night, weekend and holiday shifts; incumbents may be called back or held over to maintain staffing levels.

Physical: Primary functions require sufficient physical ability to work in an office and emergency dispatch center setting; stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; push, pull, lift, and/or carry light to moderate 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.

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

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

SPECIAL REQUIREMENTS

Positions assigned to the police department will be required to pass a thorough background investigation, including polygraph testing and must be able to maintain the same level of security as when first hired, as a condition of continued employment. Assignments to the police department will require successful completion of a comprehensive pre-employment psychological and medical examination prior to employment.

FLSA	Non-Exempt
B.U.	SCPOA
Established	October 2006 – Johnson & Associates
Amended	March 2016 – Human Resources Staff
Amended	9/20/2022 – Reso: 2022-132
Amended	3/12/2024 – Reso: 2024-
Amended	6/4/2024 – Reso: 2024 -

CITY OF SUISUN CITY
Public Safety Dispatcher I/II (Continued)

SENIOR PUBLIC SAFETY DISPATCHER

*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, performs a variety of duties involved in receiving, evaluating, prioritizing, and relaying calls for emergency and non-emergency public safety assistance; ~~provides~~assists the supervisor with training, scheduling, and quality control responsibilities; dispatches appropriate units and coordinates response of emergency personnel; operates a variety of telecommunications equipment including radio, telephone, and CAD systems; manages, processes, and distributes police records; and performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Public Safety Dispatcher series. The Senior Public Safety Dispatcher is distinguished from the Public Safety Dispatcher II level by its responsibility for leading and providing direction to other Public Safety Dispatch employees. Positions at this level are fully aware of the operating procedures and policies of the work unit and act with considerable independent judgment. Employees in this class perform the ~~most~~more complex dispatch and records duties including specialized areas of assignment. Acts as the contact person when the Supervisor and Manager are out of the office.

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. Lead~~Guide~~, plan, train, and review the work of staff responsible for performing duties related to the operation of the dispatch center; ~~participate~~Checks schedule for unfilled vacancies and communicates schedule changes as needed with other Dispatchers; approves open shift requests based on policy; reviews and approves or denies pending shift trades; coordinates time off requests, standby assignments and scheduling of overtime; implements shift selections, rotations and vacation roster requests.
- ~~1-2.~~2. Participates in performing the work of the unit and perform the ~~most~~more complex work of the unit including addressing technical issues and making operational decisions in coordination with supervisory and management staff; audit data input from dispatch center activities.
- ~~2-3.~~3. Receives, classifies, and prioritizes incoming calls to the dispatch center including 911 calls and business line calls received from citizens requesting service or information; operates a variety of public safety communications equipment including 911 emergency telephone equipment, computer aided dispatch systems, and multi-channel radio systems; dispatches police and fire units and personnel.
- ~~3-4.~~4. Performs duties and training in police records operations including checking for offenders that are out of compliance; processing parking and administrative citations; reconciling cash register; organizing, disseminating, maintaining confidentiality, evaluating, copying, and filing police records and reports; processes and distributes arrest reports to the District Attorney, juvenile probation offices, and courts in a timely manner; ensures that information is released in accordance with related laws and Police Department policies while maintaining confidentiality.
- ~~4-5.~~5. Evaluates response necessary as dictated by a given request for service; determines nature, location, and priority of calls; operates computer aided dispatch system to create calls for service within response criteria guidelines; assigns and dispatches appropriate police, fire, or other emergency

Senior Public Safety Dispatcher (Continued)

vehicles, equipment, and personnel in accordance with policies and procedures; transfers calls to other appropriate agency in accordance with established procedures; obtains and dispatches other support services as necessary.

~~5.6.~~ Assists in coordinating the hiring of new Public Safety Dispatchers; participates in the interviewing of applicants.

~~6.7.~~ Receives specialized assignments; calculates and presents a variety of statistics, as requested.

~~7.~~ ~~Creates schedules for dispatch personnel; coordinates time off requests, standby assignments and scheduling of overtime; implements shift selections, rotations and vacation roster requests.~~

8. Observes the performance of Public Safety Dispatchers across shifts; provides input into the formal employee performance evaluation process.

9. Acts as system administrator for CAD and the records management system; provides call quality control by accessing and evaluating recorded calls.

10. Maintains contacts with all units on assignment through computer aided dispatch; maintain status and location of police field units; maintains computer records of traffic stops and other officer-initiated activity.

11. Performs a wide variety of general and specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities including to organize, process, maintain, update, and route a variety of departmental reports, records, and files; operates and maintains the departmental centralized record keeping systems; makes inquiries; enters reports; updates individual files; updates codes.

12. Ensure compliance with all local, state and federal regulations for dispatch and records management to include retention and destruction, accuracy and safe storage of records, report requirements and retrieval.

13. Retrieves and monitors information from local agency radio traffic, and local, state, and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees, and other related information; relays information to officers in the field.

14. Operates computer terminals and teletype machine to enter, modify, and retrieve data such as stolen and recovered property, towed and stolen vehicles, missing and unidentified persons, citations, field interviews, driver license and vehicle registration information, and warrants on wanted persons; composes and transmits messages to other agencies.

15. Processes, evaluates, and distributes police reports and records ensuring that information is released in accordance with related laws and departmental policies; maintains training records for sworn police staff.

16. Responds to telephone and fax requests from citizens, business, and other agencies; provides assistance and answers questions in response to requests; provides other agencies with criminal history information and reports; transfers calls for service to dispatch as necessary.

~~17.~~ ~~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:

Principles of lead supervision and training.

Operations, services, and activities of a public safety telecommunications and dispatch center.

Operational characteristics of modern public safety telecommunications equipment including computer aided dispatch systems and multi-channel radio systems.

Law enforcement and emergency service procedures for responding to and handling reported incidents.

Techniques of questioning for both emergency and non-emergency calls.

Methods and techniques of receiving, prioritizing, and dispatching emergency and non-emergency calls for service.

Functions of the Police and Fire Departments and other City Departments.

Geographic features and locations within the area served.

English usage, spelling, grammar, and punctuation.

Modern office procedures, methods, and computer equipment.

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

Methods and techniques of telephone etiquette.

Methods and techniques of conflict resolution.

Principles and procedures of record keeping.

Ability to:

Lead, organize, and view the work of dispatch center staff.

Independently perform the most difficult work related to the area of work assigned including technical and administrative duties.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Effectively communicate and elicit information from upset and irate callers.

Make independent decisions that affect the safety of public safety personnel, citizens, and property, such as those involved in determining the urgency of requests received and the appropriate action to take.

Provide one-on-one training of new dispatchers.

Interpret, explain, and enforce department policies and procedures.

Dispatch police and fire units quickly and effectively.

Think quickly, calmly, and clearly in emergency situations.

Perform multiple tasks simultaneously.

Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communication equipment, teletype equipment, and computer equipment.

Operate specialized public safety computer systems and applications including the Criminal Justice Information System (CJIS), the National Crime Information Center (NCIC) computer systems, and local CAD/RMS system.

Read and interpret maps and other navigational resources and give directions.

Type and enter data accurately at a speed necessary for successful job performance.

Work under pressure, exercise good judgment, and make sound decisions in emergency situations.

Understand and follow oral and written instructions.

Interpret, apply, and explain applicable federal, state and local policies, procedures, laws, codes and regulations including police records retention and dissemination policies and procedures.

Maintain composure, alertness and concentration while working for extended periods of time.

Compile, maintain, process, and prepare a variety of records and reports.

Deal tactfully and courteously with the public reporting emergencies and seeking information or filing a report.

Listen and comprehend radio transmissions and telephone calls.

Clearly project voice over radio and telephone.

CITY OF SUISUN CITY
Senior Public Safety Dispatcher (Continued)

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.

Experience:

Two years of increasingly responsible dispatch/records experience comparable to that of a Public Safety Dispatcher II with the City of Suisun City.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid P.O.S.T. Dispatcher Certificate.

~~Possession~~Completion of a P.O.S.T. Communications Training Officer ~~Certificate~~training is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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Environment: Office and emergency services dispatch center setting with extensive public contact; incumbents are required to work evening, night, weekend and holiday shifts; incumbents may be called back or held over to maintain staffing levels.

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FLSA	Non-Exempt
B.U.	SCEA
Established	October 2006 – Johnson & Associates
Amended	March 2016 – Human Resources Staff
Amended	9/20/2022 – Reso: 2022-132
Amended	3/12/2024 – Reso: 2024-

AGENDA TRANSMITTAL

MEETING DATE: July 16, 2024

AGENDA ITEM: Council Adoption of Resolution No. 2024-__: Amending the Citywide Salary Schedule to Provide a 19% Base Wage Adjustment to the Classifications and Incumbent Employees of the Public Safety Dispatcher I/II, Senior Public Safety Dispatcher, Public Safety Dispatch/Police Records Supervisor, and Police Support Services Manager Classifications.

FISCAL IMPACT: Based on current staffing levels, the immediate impact of the proposed resolution is approximately \$125,000 in the fiscal year 2024-25. The full annual cost of this increase when fully staffed will be approximately \$200,000.

STRATEGIC PLAN: Provide Good Governance and Fiscal Solvency.

BACKGROUND: In recent months, the challenges in recruiting and retaining qualified Public Safety Dispatchers have become increasingly evident. As of August 2023, numerous dispatcher positions remain unfilled despite ongoing recruitment efforts. This shortage not only jeopardizes our ability to provide timely emergency response services, but also places undue stress on existing dispatchers who must handle increased workloads. To address these pressing issues, it is imperative that we consider a significant increase in salaries for Public Safety Dispatchers to bring their salaries in line with the market.

STAFF REPORT:

Public Safety Dispatchers play a crucial role in emergency response systems, serving as the first point of contact for individuals in distress or crisis situations. Their responsibilities include receiving emergency calls, dispatching appropriate resources, and providing critical instructions to callers before help arrives. The job demands quick thinking, resilience under pressure, and the ability to multitask effectively.

Despite the importance of their role, Public Safety Dispatchers often face challenges such as high stress levels, irregular work hours, and the emotional toll of handling emergency situations. Additionally, there is a nationwide trend of high turnover rates among dispatchers, driven in part by comparatively low wages.

To address these challenges and recognize the vital role of Public Safety Dispatchers, it is proposed that their base wages be increased by 19%. This increase is based on a comprehensive analysis of market rates, cost of living adjustments and the unique demands of the dispatcher role. The following factors support this proposal:

1. **Market Analysis:** A review of comparison agencies revealed that the Suisun City’s dispatchers are currently paid 19% below market. Additionally, most of our comparison agencies are currently also recruiting dispatchers. Competitive wages are crucial for attracting and retaining qualified dispatchers who possess the necessary skills to be successful in this role.
2. **Retention and Recruitment Challenges:** High turnover rates among dispatchers can lead to disruptions in service and increased training costs. Improved compensation can enhance job

satisfaction and morale, leading to higher retention rates and a more experienced workforce.

3. **Community Impact:** Effective emergency response depends on the professionalism and dedication of dispatchers. Investing in dispatcher wages demonstrates commitment to public safety. At this time, the City cannot afford to not provide this increase. The financial impact will be offset by reduced turnover costs, improved operational efficiency and enhanced service delivery.

The City has met our obligation to meet and confer pursuant to the Meyers Milius-Brown Act with the respective employee groups: the Suisun City Police Officers' Association (SCPOA) and the Suisun City Management and Professional Employees' Association (SCMPEA). It is recommended that the City Council approve the proposed 19% base wage increase for the Dispatch classifications and incumbent employees effective July 19, 2024.

STAFF RECOMMENDATION: Council Adoption of Resolution No. 2024-__: Amending the Citywide Salary Schedule to Provide a 19% Base Wage Adjustment to the Classifications and Incumbent Employees of the Public Safety Dispatcher I/II, Senior Public Safety Dispatcher, Public Safety Dispatch/Police Records Supervisor, and Police Support Services Manager Classifications.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2024-__: Amending the Citywide Salary Schedule to Provide a 19% Base Wage Adjustment to the Classifications and Incumbent Employees of the Public Safety Dispatcher I/II, Senior Public Safety Dispatcher, Public Safety Dispatch/Police Records Supervisor, and Police Support Services Manager Classifications.
 - a. Citywide Salary Schedule

PREPARED BY:	Christina Penland, Human Resources Administrator
REVIEWED BY:	Bret Prebula, City Manager
APPROVED BY:	Bret Prebula, City Manager

ATTACHMENTS:

1. [Resolution Amending the Citywide Salary Schedule Update 7.16.2024.docx](#)
2. [Citywide Salary Schedule](#)
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WHEREAS, the City Council desires to provide a 19% base wage increase to the classifications and incumbent employees in the Public Safety Dispatcher I/II, Senior Public Safety Dispatcher, Public Safety Dispatcher/Police Records Supervisor, and Police Support Services Manager; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SUISUN CITY:

THAT the City Council authorizes correction of the typographical error to the monthly salary for Fire Engineer, Fire Captain and Battalion Chief in the adopted Citywide Salary Schedule; and

THAT the City Council of the City of Suisun City hereby adopts Resolution No. 2024-____: Amending the Citywide Salary Schedule to Provide a 19% Base Wage Adjustment to the Classifications and Incumbent Employees off the Public Safety Dispatcher I/II, Senior Public Safety Dispatcher, Public Safety Dispatch/Police Records Supervisor, and Police Support Services Manager Classifications effective July 19, 2024.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 16th day of July 2024, by the following vote:

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

WITNESS my hand and the seal of said City this 16th day of July 2024.

Anita Skinner
City Clerk

Attachments: A. Citywide Salary Schedule



City of Suisun City
Salary Schedule
Resolution Date: 7/16/2024

Job Class	Range	Hourly					Monthly Average		Effective Date	B.U.	Benefits Group	FLSA OT
		A	B	C	D	E	Starting	Ending				
Account Clerk I (F)	268	\$23.74	\$24.93	\$26.18	\$27.49	\$28.86	\$4,116	\$5,003	07/07/23	SCEA	SCEA	
Account Clerk II (F)	291	\$26.12	\$27.43	\$28.80	\$30.24	\$31.75	\$4,527	\$5,503	07/07/23	SCEA	SCEA	
Account Clerk III	313	\$28.73	\$30.17	\$31.68	\$33.26	\$34.92	\$4,980	\$6,053	07/07/23	SCEA	SCEA	
Accountant	362	\$35.68	\$37.46	\$39.33	\$41.30	\$43.37	\$6,184	\$7,517	07/07/23	SCMPEA	SCMPEA	Exempt
Accounting Technician	332	\$31.34	\$32.91	\$34.56	\$36.28	\$38.10	\$5,433	\$6,604	07/07/23	SCEA	SCEA	
Administrative Assistant I (F)	285	\$25.33	\$26.60	\$27.93	\$29.33	\$30.79	\$4,391	\$5,337	07/07/23	SCEA	SCEA	
Administrative Assistant II (F)	307	\$27.87	\$29.26	\$30.72	\$32.26	\$33.87	\$4,830	\$5,871	07/07/23	SCEA	SCEA	
Administrative Technician	327	\$30.65	\$32.18	\$33.79	\$35.48	\$37.26	\$5,313	\$6,458	03/15/24	SCEA	SCEA	
Assistant Engineer (F)	389	\$40.76	\$42.80	\$44.94	\$47.19	\$49.54	\$7,065	\$8,588	07/07/23	SCMPEA	SCMPEA	Exempt
Assistant Planner (F)	361	\$35.53	\$37.31	\$39.18	\$41.13	\$43.19	\$6,159	\$7,486	07/07/23	SCMPEA	SCMPEA	Exempt
Associate Engineer (F)	409	\$44.84	\$47.08	\$49.43	\$51.90	\$54.50	\$7,772	\$9,447	07/07/23	SCMPEA	SCMPEA	Exempt
Associate Planner (F)	380	\$39.09	\$41.04	\$43.09	\$45.25	\$47.51	\$6,775	\$8,235	07/07/23	SCMPEA	SCMPEA	Exempt
Background Investigator	391	-	-	-	-	\$49.92	-	-	12/24/21	Temp/PT	Temp/PT	
Battalion Chief (2912 annual hours)	375	\$37.97	\$39.87	\$41.87	\$43.96	\$46.16	\$9,215	\$11,201	07/21/23	Unrep	SCPFA	
Building Inspection Services Manager	407	\$44.46	\$46.68	\$49.02	\$51.47	\$54.04	\$7,707	\$9,367	07/07/23	SCMPEA	SCMPEA	Exempt
Building Inspector I (F)	320	\$29.63	\$31.11	\$32.66	\$34.30	\$36.01	\$5,135	\$6,242	07/07/23	SCEA	SCEA	
Building Inspector II (F)	341	\$32.59	\$34.22	\$35.93	\$37.73	\$39.61	\$5,649	\$6,866	07/07/23	SCEA	SCEA	
Building Maintenance Worker I (F)	272	\$24.21	\$25.42	\$26.69	\$28.02	\$29.42	\$4,196	\$5,100	07/07/23	SCEA	SCEA	
Building Maintenance Worker II (F)	296	\$26.63	\$27.96	\$29.36	\$30.83	\$32.37	\$4,616	\$5,610	07/07/23	SCEA	SCEA	
Chief Building Official	469	\$61.33	\$64.39	\$67.61	\$70.99	\$74.54	\$10,630	\$12,921	07/21/23	Unrep	SCMPEA	Exempt
City Engineer	467	\$60.67	\$63.70	\$66.89	\$70.23	\$73.75	\$10,516	\$12,783	07/07/23	SCMPEA	SCMPEA	Exempt
City Manager	595	\$122.60	-	-	-	\$134.62	\$21,250	\$23,333	03/15/24	Unrep	EM	Exempt
Code Enforcement Officer I (F)	310	\$28.28	\$29.69	\$31.17	\$32.73	\$34.37	\$4,901	\$5,958	07/07/23	SCEA	SCEA	
Code Enforcement Officer II (F)	330	\$31.10	\$32.66	\$34.29	\$36.01	\$37.81	\$5,391	\$6,553	07/07/23	SCEA	SCEA	
Community Services Officer I (F)	284	\$25.21	\$26.47	\$27.79	\$29.18	\$30.64	\$4,370	\$5,311	07/07/23	SCEA	SCEA	
Community Services Officer II (F)	305	\$27.73	\$29.12	\$30.57	\$32.10	\$33.71	\$4,807	\$5,843	07/07/23	SCEA	SCEA	
Computer Systems Specialist	222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
Computer Technician	358	\$35.09	\$36.84	\$38.68	\$40.62	\$42.65	\$6,082	\$7,392	07/07/23	SCEA	SCEA	
Deputy City Clerk (C)	363	\$35.89	\$37.69	\$39.57	\$41.55	\$43.63	\$6,221	\$7,562	07/07/23	Confidential	SCMPEA	Exempt
Deputy Fire Chief	470	\$61.67	\$64.76	\$67.99	\$71.39	\$74.96	\$10,690	\$12,994	07/07/23	SCMPEA	SCMPEA	Exempt
Development Services Director	498	\$70.53	\$74.05	\$77.76	\$81.64	\$85.73	\$12,225	\$14,859	07/21/23	Unrep	EM	Exempt
Public Safety Dispatch/Police Records Supervisor	410	\$45.64	\$47.93	\$50.32	\$52.84	\$55.48	\$7,911	\$9,616	07/19/24	SCMPEA	SCMPEA	Exempt
Division Fire Chief	445	\$54.59	\$57.32	\$60.18	\$63.19	\$66.35	\$9,462	\$11,501	07/07/23	SCMPEA	SCMPEA	Exempt
Economic Development Consultant	441	-	-	-	-	\$65.00	-	-	12/24/21	Temp/PT	Temp/PT	
Finance Director	505	\$73.34	\$77.01	\$80.86	\$84.90	\$89.15	\$12,713	\$15,453	02/06/24	Unrep	EM	Exempt
Finance Manager	436	\$52.26	\$54.87	\$57.62	\$60.50	\$63.52	\$9,058	\$11,011	07/07/23	SCMPEA	SCMPEA	Exempt
Financial Services Specialist	222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
Fire Captain (2,912 annual hours)	350	\$34.52	\$36.25	\$38.06	\$39.96	\$41.96	\$8,377	\$10,183	07/07/23	SCPFA	SCPFA	
Fire Chief	514	\$76.03	\$79.84	\$83.83	\$88.02	\$92.42	\$13,179	\$16,019	07/21/23	Unrep	EM	Exempt

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

** City Manager's Salary is set by Contract

Job Class	Range	Hourly					Monthly Average		Effective Date	B.U.	Benefits Group	FLSA OT
		A	B	C	D	E	Starting	Ending				
Fire Engineer (2912 annual hours)	A333	\$32.45	\$33.77	\$35.16	\$36.62	\$38.15	\$7,874	\$9,257	05/12/23	SCPFA	SCPFA	
Fire Engineer (2912 annual hours)	333	\$31.38	\$32.95	\$34.60	\$36.33	\$38.15	\$7,616	\$9,257	05/12/23	SCPFA	SCPFA	
Fire Marshal	445	\$54.59	\$57.32	\$60.18	\$63.19	\$66.35	\$9,462	\$11,501	07/07/23	SCMPEA	SCMPEA	Exempt
Firefighter	292	\$26.15	\$27.46	\$28.83	\$30.27	\$31.79	-	-	07/21/23	Temp/PT	Temp/PT	
Fleet Mechanic	288	\$25.76	\$27.05	\$28.40	\$29.82	\$31.32	\$4,466	\$5,428	07/07/23	SCEA	SCEA	
Housing Programs Manager	412	\$46.28	\$48.59	\$51.02	\$53.57	\$56.25	\$8,021	\$9,750	07/07/23	SCMPEA	SCMPEA	Exempt
Housing Specialist I (F)	306	\$27.78	\$29.17	\$30.63	\$32.16	\$33.77	\$4,815	\$5,853	07/07/23	SCEA	SCEA	
Housing Specialist II (F)	326	\$30.56	\$32.08	\$33.69	\$35.37	\$37.14	\$5,297	\$6,438	07/07/23	SCEA	SCEA	
Human Resources Administrator	478	\$64.11	\$67.32	\$70.69	\$74.22	\$77.93	\$11,113	\$13,508	07/21/23	Unrep	EM	Exempt
Human Resources Technician I (C)	311	\$28.49	\$29.92	\$31.41	\$32.99	\$34.63	\$4,939	\$6,003	05/07/24	Confidential	SCEA	
Human Resources Technician II (C)	332	\$31.34	\$32.91	\$34.56	\$36.28	\$38.10	\$5,433	\$6,604	07/07/23	Confidential	SCEA	
IT Services Manager	443	\$53.99	\$56.69	\$59.52	\$62.50	\$65.62	\$9,358	\$11,374	07/07/23	SCMPEA	SCMPEA	Exempt
Maintenance Worker I (F)	300	\$27.16	\$28.52	\$29.95	\$31.45	\$33.02	\$4,708	\$5,723	07/07/23	SCEA	SCEA	
Maintenance Worker II (F)	322	\$29.88	\$31.37	\$32.94	\$34.59	\$36.32	\$5,179	\$6,295	07/07/23	SCEA	SCEA	
Management Analyst I (F)	361	\$35.53	\$37.31	\$39.18	\$41.13	\$43.19	\$6,159	\$7,486	07/07/23	SCMPEA	SCMPEA	Exempt
Management Analyst II (F)	380	\$39.09	\$41.04	\$43.09	\$45.25	\$47.51	\$6,775	\$8,235	07/07/23	SCMPEA	SCMPEA	Exempt
Marketing Manager	379	\$38.82	\$40.76	\$42.80	\$44.94	\$47.18	\$6,728	\$8,178	07/07/23	SCMPEA	SCMPEA	Exempt
Office Assistant	263	\$23.22	\$24.38	\$25.60	\$26.88	\$28.23	\$4,025	\$4,892	07/07/23	SCEA	SCEA	
Permit Technician I (F)	303	\$27.48	\$28.86	\$30.30	\$31.82	\$33.41	\$4,764	\$5,791	07/07/23	SCEA	SCEA	
Permit Technician II (F)	324	\$30.23	\$31.74	\$33.33	\$35.00	\$36.75	\$5,240	\$6,370	07/07/23	SCEA	SCEA	
Planning Specialist	222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
Police Chief	547	\$88.56	\$92.99	\$97.64	\$102.52	\$107.64	\$15,350	\$18,658	07/21/23	Unrep	EM	Exempt
Police Commander	498	\$70.53	\$74.05	\$77.76	\$81.64	\$85.73	\$12,225	\$14,859	07/07/23	SCMPEA	SCMPEA	Exempt
Police Evidence and Property Technician I (F)	284	\$25.21	\$26.47	\$27.79	\$29.18	\$30.64	\$4,370	\$5,311	07/07/23	SCEA	SCEA	
Police Evidence and Property Technician II (F)	305	\$27.73	\$29.12	\$30.57	\$32.10	\$33.71	\$4,807	\$5,843	07/07/23	SCEA	SCEA	
Police Officer (F)	411	\$45.21	\$47.47	\$49.84	\$52.34	\$54.95	\$7,836	\$9,525	07/07/23	SCPOA	SCPOA	
Police Officer Trainee (F)	276	-	-	-	\$28.63	\$30.06	-	-	12/24/21	Temp/PT	Temp/PT	
Police Sergeant	460	\$56.96	\$59.81	\$62.80	\$65.94	\$69.24	\$9,874	\$12,002	12/08/23	SCPOA	SCPOA	
Police Support Services Manager	450	\$55.31	\$58.08	\$60.98	\$64.03	\$67.23	\$9,588	\$11,654	07/19/24	SCMPEA	SCMPEA	Exempt
Principal Planner	433	\$51.59	\$54.17	\$56.88	\$59.73	\$62.71	\$8,943	\$10,870	07/07/23	SCMPEA	SCMPEA	Exempt
Project Manager	408	\$44.64	\$46.87	\$49.22	\$51.68	\$54.26	\$7,738	\$9,405	07/07/23	SCMPEA	SCMPEA	Exempt
Public Safety Dispatcher I (F)	349	\$34.29	\$36.01	\$37.81	\$39.70	\$41.68	\$5,944	\$7,225	07/19/24	SCPOA	SCPOA	
Public Safety Dispatcher II (F)	373	\$37.72	\$39.61	\$41.59	\$43.67	\$45.85	\$6,538	\$7,948	07/19/24	SCPOA	SCPOA	
Public Works Director/City Engineer	514	\$76.03	\$79.84	\$83.83	\$88.02	\$92.42	\$13,179	\$16,019	07/21/23	Unrep	EM	Exempt
Public Works Inspector	351	\$33.89	\$35.59	\$37.37	\$39.24	\$41.20	\$5,875	\$7,141	07/07/23	SCEA	SCEA	
Public Works Specialist	222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
Public Works Superintendent	432	\$51.08	\$53.63	\$56.31	\$59.13	\$62.08	\$8,853	\$10,761	07/07/23	SCMPEA	SCMPEA	Exempt
Public Works Supervisor	370	\$37.07	\$38.93	\$40.87	\$42.92	\$45.06	\$6,426	\$7,811	07/07/23	SCMPEA	SCMPEA	Exempt
Recreation Coordinator	302	\$27.38	\$28.75	\$30.19	\$31.70	\$33.28	\$4,746	\$5,769	07/07/23	SCEA	SCEA	
Recreation Manager	399	\$42.69	\$44.83	\$47.07	\$49.42	\$51.89	\$7,400	\$8,995	07/07/23	SCMPEA	SCMPEA	Exempt
Recreation Specialist I (F)	200	\$18.00	\$18.54	\$19.10	\$19.67	\$20.26	-	-	07/21/23	Temp/PT	Temp/PT	
Recreation Specialist II (F)	220	\$19.80	\$20.39	\$21.01	\$21.64	\$22.29	-	-	07/21/23	Temp/PT	Temp/PT	
Recreation Specialist III (F)	250	\$21.78	\$22.43	\$23.11	\$23.80	\$24.51	-	-	07/21/23	Temp/PT	Temp/PT	

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

** City Manager's Salary is set by Contract

Job Class	Range	Hourly					Monthly Average		Effective Date	B.U.	Benefits Group	FLSA OT
		A	B	C	D	E	Starting	Ending				
Recreation Supervisor	343	\$32.86	\$34.50	\$36.23	\$38.04	\$39.94	\$5,696	\$6,923	07/07/23	SCMPEA	SCMPEA	Exempt
Recreation, Parks & Marina Director	498	\$70.53	\$74.05	\$77.76	\$81.64	\$85.73	\$12,225	\$14,859	07/21/23	Unrep	EM	Exempt
Senior Accountant	390	\$41.03	\$43.08	\$45.24	\$47.50	\$49.87	\$7,112	\$8,644	07/07/23	SCMPEA	SCMPEA	Exempt
Senior Associate Engineer (F)	425	\$49.32	\$51.79	\$54.38	\$57.09	\$59.95	\$8,549	\$10,391	07/07/23	SCMPEA	SCMPEA	Exempt
Senior Building Inspector	381	\$39.11	\$41.07	\$43.12	\$45.27	\$47.54	\$6,779	\$8,240	07/07/23	SCMPEA	SCMPEA	Exempt
Senior Maintenance Worker	344	\$32.87	\$34.51	\$36.24	\$38.05	\$39.95	\$5,697	\$6,925	07/07/23	SCEA	SCEA	
Senior Management Analyst	400	\$42.99	\$45.14	\$47.40	\$49.77	\$52.26	\$7,452	\$9,059	07/07/23	SCMPEA	SCMPEA	Exempt
Senior Planner	400	\$42.99	\$45.14	\$47.40	\$49.77	\$52.26	\$7,452	\$9,059	07/07/23	SCMPEA	SCMPEA	Exempt
Senior Public Safety Dispatcher	395	\$41.49	\$43.57	\$45.75	\$48.03	\$50.44	\$7,192	\$8,742	07/19/24	SCPOA	SCPOA	
Youth Services Specialist	356	\$34.66	\$36.40	\$38.22	\$40.13	\$42.13	\$6,008	\$7,303	07/07/23	SCEA	SCEA	

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

** City Manager's Salary is set by Contract

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AGENDA TRANSMITTAL

MEETING DATE: July 16, 2024

AGENDA ITEM: Council Adoption of Resolution No. 2024-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2024-25.

FISCAL IMPACT: The proposed rate for FY 2024-25 to make the debt service payments for the North Bay Aqueduct (NBA) is 0.002450 per \$100 of Assessed Value. As indicated in the attached table and chart, the NBA levy would go up by \$0.0000060 per \$100 or an increase of about \$0.03 per year on a home with an Assessed Value of \$500,000.

STRATEGIC PLAN: Provide Good Governance and Ensure Fiscal Solvency.

BACKGROUND: On October 22, 1985, the City of Suisun City (“City”) entered into an agreement with the Solano County Flood Control and Water Conservation District (“District”) for the purpose of obtaining an additional water supply up to a maximum of 1,300 acre-feet per annum from the State’s North Bay Aqueduct project. Under the agreement, the City is required to make annual payments to the District for the District’s costs associated with wheeling that water until the agreement matures in July 1, 2036. City is obligated to make these interest-free payments to District by levying a zone of benefit property tax.

STAFF REPORT:

Each year the City Council is required to establish the *ad valorem* property tax rates to be levied on the properties that benefit from the voter-approved bond issues for the acquisition of water from the North Bay Aqueduct. These tax proceeds are used to make annual debt service payment. Staff uses the Preliminary 2023-2024 Assessed Valuations Estimates provided by Solano County to calculate the levy, because the actual assessed valuations are not available in time to meet legal deadlines for submitting the tax rate to the County. There is an inverse relationship between the assessed values and the tax rates needed to generate the funds necessary to make the annual bond payments. In other words, when assessed values (AVs) go up, the tax rate will go down while still generating the needed revenue. When AVs go down, the tax levy must go up in order to generate the amount needed for bond payments. In the fiscal year 2024-25, an increase in assessed values (AVs) initially led to a lower tax rate. However, a slight decrease in current reserves caused a minor rise in the tax rate.

STAFF RECOMMENDATION: Adopt Council Resolution No. 2024-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2024-25.

DOCUMENTS ATTACHED:

1. Resolution No. 2024-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2024-25.
2. Calculation of Voter Approved Debt for 2024-25, including table and chart showing property tax rates for fiscal year 2016 to 2025.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Elizabeth Luna, Accounting Services Manager
Lakhwinder Deol, Finance Director
Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution No. 2024-__: Approving the Debt Service Rate for Year 2024-25
2. North Bay Aqueduct Annual Calculation 24-25.and graph.pdf
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NORTH BAY AQUEDUCT - Fund 079

Attachment 2

Calculation of Voter Approved Debt for 2024-25

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

	<u>Unsecured</u>	<u>Secured</u>	<u>Total</u>
Net Values (Less H.O.)	31,570,680	3,104,459,699	3,136,030,379
SBE Values	-		-
Subtotal	<u>31,570,680</u>	<u>3,104,459,699</u>	<u>3,136,030,379</u>
Less: 2% Delinquency	(631,414)		(631,414)
.25% Delinquency		(7,761,149)	(7,761,149)
Redevelopment	-	-	-
Add: Homeowners		<u>23,686,600</u>	<u>23,686,600</u>
Adjusted Net Values	<u>30,939,266</u>	<u>3,120,385,150</u>	<u>3,151,324,416</u>
Tax Rates *	<u>0.002444%</u>	<u>0.002450%</u>	
Amount of Taxes	<u>\$ 756</u>	<u>\$ 76,444</u>	<u>\$ 77,200</u>

<u>Amount Needed</u>	<u>\$ 87,886</u>
Current Reserves	10,686
Interest	-
Secured Taxes	76,444
Unsecured Taxes	756
Total	<u>87,886</u>

Variance -

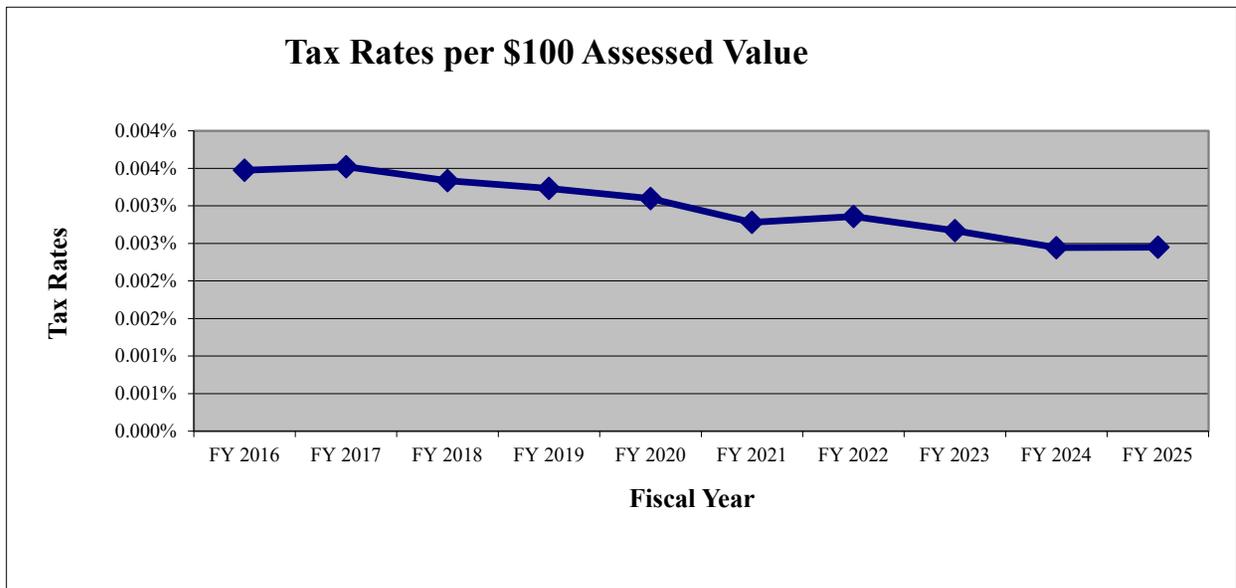
Payments to be Made in 2023-24

Principal	77,740
Interest	-
Others- Cost Allocation new for 2023-24	2,372
Required Reserve	7,774
Total	<u>87,886</u>

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

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

<u>Fiscal Year</u>	<u>NBA</u>
FY 2016	0.003474%
FY 2017	0.003522%
FY 2018	0.003335%
FY 2019	0.003233%
FY 2020	0.003099%
FY 2021	0.002781%
FY 2022	0.002858%
FY 2023	0.002672%
FY 2024	0.002444%
FY 2025	0.002450%



	NBA		
	FY 2022-23	FY 2023-24	Difference
Assessment Rate	0.002444	0.002450	0.0000060
Assessed Value of	\$ 12.22	\$ 12.25	\$ 0.03
\$ 500,000			

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AGENDA TRANSMITTAL

MEETING DATE: July 16, 2024

AGENDA ITEM: Council/Agency Approval of June 2024 Accounts Payable and Payroll Warrants.

FISCAL IMPACT: Total expenditure for all funds is \$6,097,640.85.

STRATEGIC PLAN: Provide Good Governance, Section 4.1 – Review and update required planning and financial documents as needed. Ensure Fiscal Solvency.

BACKGROUND:

California Code Section 37208 states that budgeted payrolls and demands paid by warrants or checks may be presented to the legislative body for ratification and approval.

CHAPTER 4. Financial Powers [37201 - 37210]

(Chapter 4 added by Stats. 1949, Ch. 79.)

37208.

(a) Payroll warrants or checks need not be audited by the legislative body prior to payment. Payrolls shall be presented to the legislative body for ratification and approval at the first meeting after delivery of the payroll warrants or checks.

(b) Warrants or checks drawn in payment of demands certified or approved by the city clerk as conforming to a budget approved by ordinance or resolution of the legislative body need not be audited by the legislative body prior to payment.

(c) Notwithstanding subdivisions (a) and (b), budgeted payrolls and demands paid by warrants or checks may be presented to the legislative body for ratification and approval in the form of an audited comprehensive annual financial report.

(Amended by Stats. 1986, Ch. 982, Sec. 14.)

STAFF REPORT: Attached for City Council review and approval are the following:

Payroll:

June	Checks #22005 – 22046	\$26,496.47
	Direct Deposits (6/14/24)	\$329,450.77
	Direct Deposits (6/28/24)	<u>\$340,913.64</u>
	Total Payroll	\$696,860.88

Accounts Payable:

Dated 6/1/24 – 6/30/24	Total Accounts Payables	<u>\$5,400,779.97</u>
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TOTAL AMOUNT **\$6,097,640.85**

STAFF RECOMMENDATION: It is recommended that the City Council approve accounts payable, payroll and payroll vendor checks for June 2024.

DOCUMENTS ATTACHED:

1. June 2024 Payroll Warrants Register
 2. June 2024 Accounts Payable Warrants Register
-

PREPARED BY:	Elizabeth Luna, Accounting Services Manager
REVIEWED BY:	Bret Prebula, City Manager
APPROVED BY:	Bret Prebula, City Manager

ATTACHMENTS:

1. [June 2024 Payroll.pdf](#)
2. [June 2024 Payables.pdf](#)



FINANCE DEPARTMENT

City of Suisun City, 701 Civic Center Blvd, Suisun, CA 94585

Telephone (707) 421-7328 Fax (707) 421-7364

MEMORANDUM

Date: July 2, 2024
To: Honorable Mayor and City Council Members
Prepared By: Diana Littles, Accounting Technician
Approved By: Lakhwinder Deol, Finance Director
RE: Payroll Checks for **June 2024**

Payroll:	Checks	22005- 22046	\$26,496.47
	Direct Deposit	06/14/2024	\$329,450.77
	Direct Deposit	06/28/2024	\$340,913.64
	Total Payroll		\$696,860.88

Check Number	Check Date	Employee ID	Employee Name	Check Amount
22005	6/14/2024	POC01	POCK, DONNA J.	240.47
22006	6/14/2024	KER02	KERN, MAXIMILIAN J	1,946.80
22007	6/14/2024	GEN01	GENGLER, DANIEL M	64.64
22008	6/14/2024	KEG01	KEGLE, ANDREW D	387.87
22009	6/14/2024	WRI02	WRIGHT-VELAS, XAIVIER C	2,880.17
22010	6/14/2024	BOW01	BOWMAN, WILLIAM D	636.48
22011	6/14/2024	COH01	COHEN, SCOTT M	385.24
22012	6/14/2024	FLO02	FLORES, GLADIS	290.90
22013	6/14/2024	HER06	HERNANDEZ, XAVIER A	654.90
22014	6/14/2024	HUG01	HUGHES, MICHAEL L	767.77
22015	6/14/2024	HUN01	HUNT, JAMES L	274.28
22016	6/14/2024	ORE01	O'REILLY, NIKKI C	265.96
22017	6/14/2024	ORT02	ORTEGA, LUTHER M	651.69
22018	6/14/2024	PIT00	PITT, ALICIA A	654.90
22019	6/14/2024	POR01	PORTER, TAI R	349.18
22020	6/14/2024	ROD03	RODIGUEZ-MAL, CARLOS M	68.48
22021	6/14/2024	SIM01	SIMMONS, KAREN R	609.93
22022	6/14/2024	TAY02	TAYLOR, AMIA C	523.63
22023	6/14/2024	DUC01	DUCHSCHER, JUSTIN M	3,161.23
22024	6/28/2024	POC01	POCK, DONNA J.	240.47
22025	6/28/2024	KER02	KERN, MAXIMILIAN J	1,946.80
22026	6/28/2024	BOW01	BOWMAN, WILLIAM D	522.08
22027	6/28/2024	COH01	COHEN, SCOTT M	423.77
22028	6/28/2024	FLO02	FLORES, GLADIS	349.08
22029	6/28/2024	HER02	HERNANDEZ, LIZZETTE E	461.29
22030	6/28/2024	HER06	HERNANDEZ, XAVIER A	332.46
22031	6/28/2024	HUG01	HUGHES, MICHAEL L	515.31
22032	6/28/2024	HUN01	HUNT, JAMES L	116.36
22033	6/28/2024	ORE01	O'REILLY, NIKKI C	767.77
22034	6/28/2024	ORT02	ORTEGA, LUTHER M	715.69
22035	6/28/2024	PIT00	PITT, ALICIA A	116.36
22036	6/28/2024	POR01	PORTER, TAI R	296.90
22037	6/28/2024	RAN01	RANSOM, ADRIANNA C	85.61
22038	6/28/2024	ROD03	RODIGUEZ-MAL, CARLOS M	239.71
22039	6/28/2024	SIM01	SIMMONS, KAREN R	479.40
22040	6/28/2024	SLA01	SLAUGHTER, TERRENCE A	162.66
22041	6/28/2024	TEO01	TEODORO, FRANK	1,772.54
22042	6/28/2024	WAL01	WALTHOUR, JANELLE A	83.11
22043	6/28/2024	MYE02		768.00
22044	6/28/2024	SOL61		150.00
22045	6/30/2024	ROM03	ROMERO, MARIA L	414.02
22046	6/30/2024	CON05	CONAMA, TIFFANY N	722.56
			Total Checks	26,496.47

Date.: Jun 14, 2024
 Time.: 2:32 pm
 Run by: Diana Littles

CITY OF SUISUN CITY
 DIRECT DEPOSIT FOR COUNCIL

Page.: 1
 List.: ACHC
 Group: SPFMM

Emp ID	Name	Deducted Last Posting	Deduction Amt.	Per Pay Period
ABD01	SHARIF S ABDELAZIZ	3805.17	.00	
ALB01	HALEY C ALEXANDER	2775.50	.00	
ALV01	SANTINO A ALVAREZ	556.46	.00	
ANT01	DARREN J ANTIES	318.47	.00	
ARM02	SELENA I ARMAS	482.07	.00	
BEL01	JESALIN C BELK	1268.28	.00	
BER03	JIM BERMUDEZ	4762.99	.00	
			500.00	
BLO01	DELBERT R BLOCK, JR	1689.82	.00	
BRA05	JASON C BRASSFIELD	3246.44	.00	
BRA06	JALEAH J BRANCH	668.59	.00	
BRY02	JOHN E. BRYAN	2959.65	.00	
CAM02	TYLER J CAMIGI	5033.98	.00	
CAN02	ALVIN J CANGCO	3444.08	.00	
CAR06	LISA A. CARLOCK	5202.10	.00	
CAR08	MARK S CARDINALLI	4316.17	.00	
CHO01	CHIN C CHOU	129.29	.00	
CLA01	TRENTON J CLARK	58.18	.00	
COL01	JOSE L COLIN	3339.32	.00	
CON02	APRIL F CONNER	1886.22	.00	
CON05	TIFFANY N CONAMA	2063.61	.00	
			1000.00	
COR02	JUAN M. CORTEZ	2363.73	.00	
COR03	SHERRI L. CORRALES	2043.81	.00	
DAN01	ROBERTA J. DANIEL	2014.18	.00	
			500.00	
DAN02	JOSHUA S DANNER	4618.81	.00	
DAW02	JENALEE M DAWSON	864.98	.00	
DEL03	MARIBEL DE LA CRUZ	2634.15	.00	
			150.00	
DEM03	RYAN A DEMELLO	4051.89	.00	
DEO01	LAKHWINDER K DEOL	4906.78	.00	
			100.00	
DEV01	PAUL A DE VITA	173.93	.00	
DIA01	NAPOLEON W. DIAZ II	2481.14	.00	
DOO01	CHRISTOPHER J DOOLEY	3971.82	.00	
DOW01	JEFFREY D DOWNEY	2485.66	.00	
DUM01	AMANDA DUM	2657.56	.00	
			100.00	
			75.00	
DUM02	GIZELLE ANNE DUMALAG	793.89	.00	
ESC03	JESSICA ESCOBEDO	2486.37	.00	
ESC04	NICHOLAS J ESCOBEDO	1949.33	.00	
ESP00	RYAN J ESPARZA	4459.52	.00	
ESP02	TRISTAN M ESPERANZA-IB	594.55	.00	
FIE01	ALEXANDER FIERRO	2874.92	.00	
FLO00	AISHA FLORES	3995.27	.00	
FRI01	MARYFLOR FRIAS RICO	479.99	.00	
GAL04	NOE GALLEGOS-ARE	3344.27	.00	
GEL01	GEMMA V. GELUZ	2048.17	.00	
GID02	KAMANI GIDDINGS	560.19	.00	
GOL03	JASON R GOLTIRAO	3375.28	.00	
GON06	ISAIAH A GONZALEZ	1760.40	.00	
			1173.60	
GOR01	JESIAH N GOREE	2090.87	.00	
GUZ01	MARIELLA V GUZMAN	548.56	.00	
HAL05	JESSICA J HALE-PRICE	333.88	.00	
HAR05	CHARLENE HARRIS	1239.67	.00	
HAT01	KAREN S. HATTEN	240.28	.00	
HEA01	DANIEL J. HEALY	5294.40	.00	
HEI03	SCOTT J HEINE	4067.92	.00	
HEL01	JACOB T HELTON	4022.78	.00	
HEN02	JEFF T. HENDERSON	4998.30	.00	
HER00	ALMA R HERNANDEZ	324.34	.00	
HER01	JAMES A. HERROD	3216.71	.00	
HUL01	JANET HULL	1385.99	.00	
			100.00	
			1000.00	
			500.00	
IOA01	CECIL O IOANE	196.10	.00	
JAI01	DONNA J JAIME	386.35	.00	
			50.00	
JON03	JANINE S JONES	365.71	.00	
KBA02	JOHN T. KEARNS	3978.95	.00	
KEN02	AMBER M. KENT	4425.96	.00	
KHA01	FRANKIE KHANTIGNA	4421.45	.00	
KIN00	CAMRYN R KING	1951.21	.00	
KIN02	KATHLEEN S KING	2423.96	.00	
LAZ00	JULIA M LAZARO	1614.11	.00	
			1600.00	
LEE06	RACHEL C LEE	440.09	.00	
			188.61	
LEM01	AARON P LEMING	2838.47	.00	
LIT01	DIANA A. LITTLES	2593.57	.00	
			75.00	
LOB01	DANIELLE J LOBAO	2035.76	.00	
LOF01	KRIS A LOPHTHUS	5577.81	.00	
LOM01	TIFFANEY LOMBARD	4021.67	.00	
LOP00	BELTHZABEL LOPEZ-DE LOA	2086.01	.00	
LOP03	BRAD L LOPEZ	5339.14	.00	
LOP04	VANESSA A LOPEZ	771.41	.00	

Date.: Jun 14, 2024
 Time.: 2:32 pm
 Run by: Diana Littles

CITY OF SUISUN CITY
 DIRECT DEPOSIT FOR COUNCIL

Page.: 2
 List.: ACHC
 Group: SPPMEM

Emp ID	Name	Deducted Last	Posting	Deduction	Amt.	Per Pay Period
LOZ01	NICODEMUS G LOZANO	3047.07		.00		
LJ01	CHRISTOPHER J LUJAN	2991.16		.00		
LUN01	ELIZABETH N. LUNA	3305.14		.00		
		50.00		50.00		
		100.00		100.00		
MAR03	SHERRON L. MARTIN	1372.44		.00		
		500.00		500.00		
		50.00		50.00		
MAR13	DONOVAN T MARISCAL	515.31		.00		
MAR15	DEAN R MARTIN	4146.16		.00		
MCH01	HAYLEY J MCHENRY	1978.58		.00		
MCM03	MICHAEL J. MCMURRY	83.58		.00		
MON06	KARINA R MONTES	382.33		.00		
MOR01	MARVIN J MORA	2769.81		.00		
MUR01	CHARLYNN M MURRAY	1584.88		.00		
		100.00		100.00		
NER01	SIGFRED D NERI	5757.42		.00		
OLS02	JAMES C OLSEN	3861.85		.00		
OSU01	MARLON L OSUM	853.59		.00		
PAN01	FERNANDO J PANTOJA	1375.33		.00		
PEN01	CHRISTINA Y PENLAND	2422.09		.00		
		1000.00		1000.00		
		125.00		125.00		
		250.00		250.00		
PER04	MICHAEL W PERGAMIT	1845.71		.00		
PIC02	KALLEY I PICKERING	597.53		.00		
POC01	DONNA J. POCK	1802.48		1802.48		
		325.00		325.00		
POS01	HOWARD R POSEY II	880.90		.00		
PRE01	BRET T PREBULA	7003.71		.00		
PRI01	CLAUDERICK M PRIEST	3029.01		.00		
PRI03	RAESHAUN D PRIEST	601.27		.00		
REN01	GREG M RENUCCI	5688.11		.00		
REN02	MATHIAS A RENDERO	623.66		.00		
RIV03	LUIS R RIVERA	2902.96		.00		
ROB00	KARA C ROBINSON	2421.60		.00		
ROB03	ROWLAND H. ROBERTS	3452.27		.00		
ROB05	JUAN D ROBLES CASTI	683.22		.00		
ROB06	ENRIQUE ROBLES CASTI	457.13		.00		
ROM03	MARIA L ROMERO	1942.66		.00		
ROT01	AARON C ROTH	6364.91		.00		
SAB01	RYAN S SAETERN	707.04		.00		
SAG01	ANNE SAGAMI	2948.22		.00		
SAL03	TEVITA VAEA P SALT	2297.41		.00		
SAL06	BEYONCE O SALCEDA	457.13		.00		
SAL08	KRISTINE SALCEDA	457.13		.00		
SAM02	JERAMY J. SAMO	2153.11		.00		
SAN09	ASHLEY D SANTOS	499.63		.00		
SEL01	KAYLEY E SELBY	2676.36		.00		
SHI01	HARRISON SHING-CHUN	4449.52		.00		
SIF01	JONATHAN SIFUENTES	2164.58		.00		
SIL01	BRAYAN O SILVA ZAMORA	1603.41		.00		
SIN01	JUSTEN K SINGLEY	1421.88		.00		
SKI02	ANITA L SKINNER	284.12		.00		
SOS01	LEILANI A SOSA	709.92		.00		
SOT02	FRANCISCO J SOTO-POMEROY	2652.41		.00		
SZM02	ROBERT SZMURLO	982.48		.00		
TAT01	MONICA L TATNEY-MORRI	590.11		.00		
TOD02	KATIE A TODD	1856.52		.00		
VAL01	JASON D VALDE	2525.38		.00		
VAN01	JASON S VANDER MEER	3013.77		.00		
VAS01	BIANCA M VASQUEZ	1916.77		.00		
		315.00		315.00		
VEE01	SATPRIYA S VEERAIAH-GOP	349.08		.00		
VEG02	GERARDO N VEGA	1836.30		.00		
VER02	ERIC VERA	3600.14		.00		
VIL01	TREVOR A VILLANUEVA	456.18		.00		
VUE01	NOUAE A VUE	5160.32		.00		
WAS02	PRINCESS K WASHINGTON	899.35		.00		
WOO02	APRIL E WOODEN	801.34		.00		
YAN01	GE H YANG	2024.44		.00		
ZAR01	ERNESTO Z ZARAGOZA	3774.96		.00		
ZUN02	MICHELLE E. ZUNINO	2282.27		.00		
Sub-Total:		329450.77				
Grn-Total:		329450.77				
Count:	164					

Date.: Jun 28, 2024
 Time.: 12:33 pm
 Run by: Diana Littles

CITY OF SUISUN CITY
 DIRECT DEPOSIT FOR COUNCIL

Page.: 1
 List.: ACHC
 Group: SPFMEM

Emp ID	Name	Deducted Last Posting	Deduction Amt.	Per Pay Period
ABD01	SHARIF S ABDELAZIZ	3382.60	.00	
ALE01	HALEY C ALEXANDER	3354.78	.00	
ALV01	SANTINO A ALVAREZ	540.25	.00	
AND04	RICHARD A ANDERSON	193.93	.00	
ANT01	DARREN J ANTES	258.58	.00	
ARM02	SELENA I ARMAS	241.04	.00	
BEL01	JESALIN C BELK	1422.77	.00	
BEL02	DAVE M BELLERIVE	2491.04	.00	
BER03	JIM BERMUDEZ	4762.99	.00	
		500.00	500.00	
BLO01	DELBERT R BLOCK, JR	1689.82	.00	
BRA05	JASON C BRASSFIELD	6500.65	.00	
BRA06	JALEAH J BRANCH	102.73	.00	
BRY02	JOHN E. BRYAN	2964.85	.00	
CAM02	TYLER J CAMIGI	5000.31	.00	
CAN02	ALVIN J CANOCO	3356.31	.00	
CAR06	LISA A. CARLOCK	4735.96	.00	
CAR08	MARK S CARDINALLI	2953.51	.00	
CHO01	CHIN C CHOU	258.58	.00	
CLA01	TRENTON J CLARK	717.26	.00	
COL01	JOSE L COLIN	3339.33	.00	
CON02	APRIL F CONNER	1886.22	.00	
CON05	TIFFANY N CONAMA	3327.51	.00	
		1000.00	1000.00	
COR02	JUAN M. CORTEZ	2364.17	.00	
COR03	SHERRI L. CORRALES	2043.81	.00	
DAN01	ROBERTA J. DANIEL	2014.18	.00	
		500.00	500.00	
DAN02	JOSHUA S DANNER	5385.20	.00	
DAN02	JENALEE M DAWSON	950.95	.00	
DEL03	MARIBEL DE LA CRUZ	2634.15	.00	
		150.00	150.00	
DEM03	RYAN A DEMELLO	3843.37	.00	
DEO01	LAKHWINDER K DEOL	4906.78	.00	
		100.00	100.00	
DIA01	NAPOLEON W. DIAZ II	2494.32	.00	
DOO01	CHRISTOPHER J DOOLEY	3573.65	.00	
DOW01	JEFFREY D DOWNEY	2485.66	.00	
DUC01	JUSTIN M DUCHSCHER	1292.70	.00	
DUM01	AMANDA DUM	2657.56	.00	
		100.00	100.00	
		75.00	75.00	
DUM02	GIZELLE ANNE DUMALAG	815.17	.00	
ESC03	JESSICA ESCOBEDO	1966.15	.00	
ESC04	NICHOLAS J ESCOBEDO	1949.33	.00	
ESP00	RYAN J ESPARZA	4301.81	.00	
ESP02	TRISTAN M ESPERANZA-IB	487.97	.00	
FTE01	ALEXANDER FIERRO	2805.21	.00	
FLO00	AISHA FLORES	6413.19	.00	
FRI01	MARYFLOR FRIAS RICO	580.55	.00	
GAL04	NOE GALLEGOS-ARE	3184.92	.00	
GEL01	GEMMA V. GELUZ	2051.96	.00	
GID02	KAMANI GIDDINGS	898.84	.00	
GOL03	JASON R GOLTIAO	3654.68	.00	
GOR01	JESIAH N GOREE	2090.87	.00	
GUZ01	MARIELLA V GUZMAN	616.20	.00	
HAR05	CHARLENE HARRIS	988.57	.00	
HAT01	KAREN S. HATTEN	121.44	.00	
HEA01	DANIEL J. HEALY	5294.40	.00	
HEI03	SCOTT J HEINE	4902.17	.00	
HEL01	JACOB T HELTON	4705.16	.00	
HEN02	JEFF T. HENDERSON	8176.76	.00	
HER00	ALMA R HERNANDEZ	511.61	.00	
HER01	JAMES A. HERROD	3216.71	.00	
HEW01	DONTAE HEWLETT	261.81	.00	
HUL01	JANET HULL	1385.99	.00	
		100.00	100.00	
		1000.00	1000.00	
		500.00	500.00	
IOA01	CECIL O IOANE	258.44	.00	
JAI01	DONNA J JAIME	303.23	.00	
		50.00	50.00	
JON03	JANINE S JONES	575.99	.00	
KEA02	JOHN T. KEARNS	3978.95	.00	
KEN02	AMBER M. KENT	3180.87	.00	
KEN03	EMILY M KENT	1971.51	.00	
KHA01	FRANKIE KHANTIGNA	3805.65	.00	
KIN00	CAMRYN R KING	1951.21	.00	
KIN02	KATHELEN S KING	1937.66	.00	
LAZ00	JULIA M LAZARO	1614.11	.00	
		1600.00	1600.00	
LEE06	RACHEL C LEE	145.66	.00	
		62.42	.00	
LEM01	AARON P LEMING	2421.96	.00	
LIT01	DIANA A. LITTLES	2439.00	.00	
		75.00	75.00	
LOB01	DANIELLE J LOBAO	2035.76	.00	
LOF01	KRIS A LOFTHUS	5577.81	.00	
LOM01	TIFFANEY LOMBARD	3855.36	.00	
LOP00	BELTZABEL LOPEZ-DE LOA	2086.01	.00	
LOP03	BRAD L LOPEZ	4965.24	.00	

Date.: Jun 28, 2024
 Time.: 12:33 pm
 Run by: Diana Littles

CITY OF SUISUN CITY
 DIRECT DEPOSIT FOR COUNCIL

Page.: 2
 List.: ACHC
 Group: SPFMEM

Emp ID	Name	Deducted Last Posting	Deduction Amt.	Per Pay Period
LOP04	VANESSA A LOPEZ	586.33	.00	
LOZ01	NICODEMUS G LOZANO	3047.07	.00	
LUJ01	CHRISTOPHER J LUJAN	4036.65	.00	
LUN01	ELIZABETH N. LUNA	3305.14	.00	
		50.00	50.00	
		100.00	100.00	
MAR03	SHERRON L. MARTIN	1372.44	.00	
		500.00	500.00	
		50.00	50.00	
MAR13	DONOVAN T MARISCAL	822.39	.00	
MAR15	DEAN R MARTIN	3726.16	.00	
MCH01	HAYLEY J MCHENRY	1978.58	.00	
MCM03	MICHAEL J. MCMURRY	83.58	.00	
MER01	GLORIA MERCADO-MART	60.79	.00	
MON06	KARINA R MONTES	265.96	.00	
MOR01	MARVIN J MORA	2769.81	.00	
MUR01	CHARLYNN M MURRAY	1584.88	.00	
		100.00	100.00	
NER01	SIGFRED D NERI	5590.32	.00	
OLS02	JAMES C OLSEN	5059.53	.00	
OSU01	MARLON L OSUM	940.14	.00	
PAL01	AMIT PAL	98.55	.00	
PAN01	FERNANDO J PANTOJA	1437.49	.00	
PEN01	CHRISTINA Y PENLAND	2473.59	.00	
		1000.00	1000.00	
		125.00	125.00	
		250.00	250.00	
PER04	MICHAEL W PERGAMIT	1845.71	.00	
PIC02	KATLEY I PICKERING	303.37	.00	
POC01	DONNA J. POCK	1802.48	1802.48	
		325.00	325.00	
POS01	HOWARD R POSEY II	880.90	.00	
PRE01	BRET T PREBULA	7003.71	.00	
PRI01	CLAUDERICK M PRIEST	2495.63	.00	
PRI03	RAESHAUN D PRIEST	676.75	.00	
REN01	GREG M RENUCCI	5315.78	.00	
REN02	MATHIAS A RENDEROS	191.17	.00	
RIV03	LUIS R RIVERA	3675.38	.00	
ROB00	KARA C ROBINSON	2294.30	.00	
ROB03	ROWLAND H. ROBERTS	3452.27	.00	
ROB05	JUAN D ROBLES CASTI	667.77	.00	
ROB06	ENRIQUE ROBLES CASTI	654.90	.00	
ROM03	MARIA L ROMERO	1906.15	.00	
ROT01	AARON C ROTH	6364.91	.00	
SAE01	RYAN S SAETERN	605.53	.00	
SAG01	ANNE SAGAMI	3082.80	.00	
SAL03	TEVITA VAEA P SALT	3324.60	.00	
SAL08	KRISTINE SALCEDA	191.17	.00	
SAM02	JERAMY J. SAMO	2156.43	.00	
SAN09	ASHLEY D SANTOS	179.47	.00	
SEL01	KAYLEY E SELBY	2994.60	.00	
SHI01	HARRISON SHING-CHUN	5262.07	.00	
SIF01	JONATHAN SIFUENTES	2164.58	.00	
SIL01	BRAYAN O SILVA ZAMORA	1798.96	.00	
SIN01	JUSTEEN K SINGLEY	1351.18	.00	
SKI02	ANITA L SKINNER	284.12	.00	
SOS01	LEILANI A SOSA	282.42	.00	
SOT02	FRANCISCO J SOTO-POMEROY	4436.66	.00	
TAT01	MONICA L TATNEY-MORRI	70.65	.00	
TAY02	AMIA C TAYLOR	199.48	.00	
TOD02	KATIE A TODD	1796.79	.00	
VAL01	JASON D VALDE	2358.50	.00	
VAN01	JASON S VANDER MEER	2636.61	.00	
VAS01	BIANCA M VASQUEZ	1832.13	.00	
		315.00	315.00	
VEE01	SAIPRIYA S VEERAIHAH-GOP	124.67	.00	
VEG02	GERARDO N VEGA	1836.30	.00	
VER02	ERIC VERA	3732.20	.00	
VUE01	NOUAE A VUE	5160.32	.00	
WAD01	ANEKKA S WADDELL	1673.27	.00	
WAS02	PRINCESS K WASHINGTON	987.90	.00	
WOO02	APRIL E WOODEN	649.39	.00	
YAN01	GE H YANG	2024.44	.00	
ZAR01	BERNESTO Z ZARAGOZA	3516.50	.00	
ZUN02	MICHELLE E. ZUNINO	2188.49	.00	
Sub-Total:		340913.64		
Grn-Total:		340913.64		
Count:	166			



FINANCE DEPARTMENT

City of Suisun City, 701 Civic Center Blvd, Suisun, CA 94585

Telephone (707) 421-7320 Fax (707) 421-7366

MEMORANDUM

DATE: July 3, 2024

TO: Honorable Mayor and City Councilmembers

PREPARED BY: Sherri Corrales, Account Clerk III

APPROVED BY: Lakwinder Deol, Finance Director

RE: Accounts Payable checks for
June 2024

Total for GENERAL FUND & OTHER A/P \$5,400,779.97



SUISUN CITY, CA

Check Report

By Check Number

Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: WestAmerica Bank-General Checking Account						
AMA00	AMAZON CAPITAL SERVICES	06/03/2024	EFT	0.00	3,478.94	392
ATH04	ATHENS INSURANCE SERVICE,	06/03/2024	EFT	0.00	32,140.52	393
KOC00	JANICE K. KOCH	06/03/2024	EFT	0.00	1,124.31	394
V00312	KELLY J MCCOY	06/03/2024	EFT	0.00	4,895.88	395
AMA00	AMAZON CAPITAL SERVICES	06/07/2024	EFT	0.00	3,433.02	396
ESO01	ESO SOLUTIONS, INC.	06/07/2024	EFT	0.00	9,092.74	397
WEX00	WEX INC	06/07/2024	EFT	0.00	6,535.63	398
AMA00	AMAZON CAPITAL SERVICES	06/14/2024	EFT	0.00	5,497.06	399
ATH04	ATHENS INSURANCE SERVICE,	06/14/2024	EFT	0.00	32,365.01	401
ATH05	ATHENS INSURANCE SERVICE,	06/14/2024	EFT	0.00	1,773.87	402
V00413	OPTIMIZED INVESTMENT PARTNERS LLC	06/14/2024	EFT	0.00	3,410.31	403
V00186	STOMMEL INC	06/14/2024	EFT	0.00	3,234.59	404
AMA00	AMAZON CAPITAL SERVICES	06/21/2024	EFT	0.00	890.83	405
COR16	US BANK	06/27/2024	EFT	0.00	43,699.13	406
ALH00	ALHAMBRA	06/07/2024	Regular	0.00	129.89	153598
ALK01	ALKAR	06/07/2024	Regular	0.00	4,021.83	153599
V00364	AMERICAN BIKE PATROL SERVICES	06/07/2024	Regular	0.00	11,337.02	153600
KIN15	ANISA KINSEY	06/07/2024	Regular	0.00	311.00	153601
ASS06	ASSISTANCE PLUS	06/07/2024	Regular	0.00	1,768.30	153602
ASS04	ASSOCIATED SERVICES CO	06/07/2024	Regular	0.00	557.89	153603
AT&11	AT&T	06/07/2024	Regular	0.00	142.59	153604
AT&16	AT&T	06/07/2024	Regular	0.00	2,081.65	153605
AT&18	AT&T-1714, 7335	06/07/2024	Regular	0.00	887.36	153606
BRA30	BRADY INDUSTRIES	06/07/2024	Regular	0.00	1,456.29	153607
V00171	CALIFORNIA WOOD RECYCLING, INC.	06/07/2024	Regular	0.00	7,428.03	153608
CON41	CED FAIRFIELD	06/07/2024	Regular	0.00	540.33	153609
V00309	CENTURY COMMUNITIES	06/07/2024	Regular	0.00	781,966.31	153610
CIN01	CINTAS CORPORATION #2	06/07/2024	Regular	0.00	372.95	153611
COM35	COMCAST	06/07/2024	Regular	0.00	154.62	153612
COM48	COMCAST	06/07/2024	Regular	0.00	158.52	153613
V00150	CORETTA GRAYSON	06/07/2024	Regular	0.00	270.00	153614
CRE04	CRESO EQUIPMENT RENTALS	06/07/2024	Regular	0.00	1,797.66	153615
DAI01	DAILY REPUBLIC	06/07/2024	Regular	0.00	1,511.25	153616
HAT00	DONALD HATTALA	06/07/2024	Regular	0.00	1,303.00	153617
V00376	FARID E KOKA, INC	06/07/2024	Regular	0.00	410.10	153618
FLO07	FLOORS TO GO	06/07/2024	Regular	0.00	13,827.00	153619
SOT00	FRANCISCO SOTO-POMEROY	06/07/2024	Regular	0.00	114.33	153620
GRN00	GRN VLY ALOHA SAW & MOWER	06/07/2024	Regular	0.00	193.41	153621
INH00	IN HOUSE LEASING, INCORPO	06/07/2024	Regular	0.00	3,555.63	153622
JCN01	JC NELSON SUPPLY CO	06/07/2024	Regular	0.00	732.64	153623
KSN00	KJELDSEN, SINNOCK & NEUDE	06/07/2024	Regular	0.00	17,296.33	153624
BRO66	KURT BROCK	06/07/2024	Regular	0.00	1,010.88	153625
LES03	LES SCHWAB TIRE CENTER	06/07/2024	Regular	0.00	1,361.77	153626
LIF01	LIFE-ASSIST INC	06/07/2024	Regular	0.00	4,096.77	153627
LIN11	LINDE GAS & EQUIPMENT, IN	06/07/2024	Regular	0.00	165.10	153628
MCKREC	MCKENZIE HARDWARE	06/07/2024	Regular	0.00	332.10	153629
MCKBLD	MCKENZIE HARDWARE/2	06/07/2024	Regular	0.00	256.01	153630
MCKMAR	MCKENZIE HARDWARE-M	06/07/2024	Regular	0.00	144.30	153631
V00410	MIGUEL LOPEZ	06/07/2024	Regular	0.00	720.00	153632
MUN11	MUNICIPAL EMERGENCY SERVI	06/07/2024	Regular	0.00	455.16	153633
V00409	NATIONAL COUNCIL OF NEGRO WOMEN	06/07/2024	Regular	0.00	210.00	153634
NBS01	NBS GOVT FINANCE GROUP	06/07/2024	Regular	0.00	7,302.50	153635
NOR60	NORTHERN CALIF GLOVES	06/07/2024	Regular	0.00	661.60	153636
V00238	PARTNERS PERSONNEL MANAGEMENT SVCS LL	06/07/2024	Regular	0.00	906.25	153637

Check Report

Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PFM00	PFM ASSET MNGMNT LLC	06/07/2024	Regular	0.00	2,272.60	153638
PG&01	PG&E	06/07/2024	Regular	0.00	13,274.05	153639
PIT11	PIT STOP AUTO REPAIR	06/07/2024	Regular	0.00	1,797.57	153640
RAM09	RAMOS OIL COMPANY, INC	06/07/2024	Regular	0.00	970.92	153641
V00134	RIVERVIEW INTERNATIONAL TRUCKS, LLC	06/07/2024	Regular	0.00	17,768.71	153642
AMP00	ROBERT BELL SR.	06/07/2024	Regular	0.00	2,331.00	153643
SOLG4	SOLANO DIVERSIFIED SERVIC	06/07/2024	Regular	0.00	871.00	153644
SOL56	SOLANO WATER AUTHORITY	06/07/2024	Regular	0.00	1,177.40	153645
SOLH1	SOLITUDE LAKE MANAGEMENT	06/07/2024	Regular	0.00	800.00	153646
TRA25	TRACE ANALYTICS, INC	06/07/2024	Regular	0.00	410.90	153647
TYL00	TYLER TECHNOLOGIES, INC.	06/07/2024	Regular	0.00	1,820.00	153648
USB03	U S BANK	06/07/2024	Regular	0.00	1,000.00	153649
USB02	US BANK	06/07/2024	Regular	0.00	3,550.00	153650
V00366	VSC PRESS PRINTING & PUBLISHING	06/07/2024	Regular	0.00	86.70	153651
5ST00	5 STAR DETAIL & WASH INC.	06/14/2024	Regular	0.00	194.31	153652
SEN01	AARON DANTE SENCIL	06/14/2024	Regular	0.00	100.00	153653
ALA06	ALARMTECH SECURITY SYSTEM	06/14/2024	Regular	0.00	540.00	153654
ALK01	ALKAR	06/14/2024	Regular	0.00	2,636.55	153655
V00418	ALPHONSO PHILLIPS	06/14/2024	Regular	0.00	100.00	153656
AME03	AMERICAN PACE SETTER SYST	06/14/2024	Regular	0.00	964.23	153657
ARB01	ARBITRAGE COMPLIANCE SPEC	06/14/2024	Regular	0.00	2,950.00	153658
ASS04	ASSOCIATED SERVICES CO	06/14/2024	Regular	0.00	711.35	153659
AT&11	AT&T	06/14/2024	Regular	0.00	2,643.89	153660
V00360	BBP ADMIN	06/14/2024	Regular	0.00	62.40	153662
BEL13	BELLECCI & ASSOCIATES, IN	06/14/2024	Regular	0.00	7,741.16	153663
BPX00	BPXPRESS REPROGRAPHICS	06/14/2024	Regular	0.00	64.20	153664
CIN01	CINTAS CORPORATION #2	06/14/2024	Regular	0.00	944.22	153665
CIT06	CITY OF FAIRFIELD	06/14/2024	Regular	0.00	42,656.17	153666
COM59	COMCAST	06/14/2024	Regular	0.00	1,578.43	153667
CUL04	CULLIGAN OF SACRAMENTO	06/14/2024	Regular	0.00	90.00	153668
DAI01	DAILY REPUBLIC	06/14/2024	Regular	0.00	778.88	153669
V00415	DAVIDA JOHNSON	06/14/2024	Regular	0.00	210.00	153670
DKS00	DKS ASSOCIATES	06/14/2024	Regular	0.00	1,095.00	153671
LEB02	DONNA M LEBLANC	06/14/2024	Regular	0.00	100.00	153672
V00419	DORNETTA WILLIAMS	06/14/2024	Regular	0.00	-182.81	153673
V00419	DORNETTA WILLIAMS	06/14/2024	Regular	0.00	182.81	153673
DRE01	DREAMSEATS, LLC.	06/14/2024	Regular	0.00	3,862.56	153674
EAS08	EAST BAY TIRE CO	06/14/2024	Regular	0.00	272.92	153675
OSB02	EDDRICK OSBORNE	06/14/2024	Regular	0.00	100.00	153676
V00416	EDWARD BAON	06/14/2024	Regular	0.00	420.00	153677
COO10	ESSEX COOK	06/14/2024	Regular	0.00	100.00	153678
FLY03	FLYERS ENERGY, LLC	06/14/2024	Regular	0.00	6,951.59	153679
GRA42	GRANICUS, LLC.	06/14/2024	Regular	0.00	43,612.20	153680
HAR57	HART INVESTIGATIONS	06/14/2024	Regular	0.00	705.00	153681
HI-01	HI-TECH EVS, INC.	06/14/2024	Regular	0.00	469.34	153682
HOM12	HOME DEPOT CREDIT SERVICE	06/14/2024	Regular	0.00	1,626.03	153683
HOR06	HORIZON	06/14/2024	Regular	0.00	100.47	153684
RAM25	J RAMIREZ TOWING	06/14/2024	Regular	0.00	345.00	153685
JCN01	JC NELSON SUPPLY CO	06/14/2024	Regular	0.00	176.76	153686
V00420	JEANETTE ROXY NAVA	06/14/2024	Regular	0.00	-395.36	153687
V00420	JEANETTE ROXY NAVA	06/14/2024	Regular	0.00	395.36	153687
HAR63	JOHN WESLEY HARTER	06/14/2024	Regular	0.00	100.00	153688
V00417	JOSEPH HARRIS	06/14/2024	Regular	0.00	420.00	153689
KNO11	KNOCK 'EM OUT PEST CONTRO	06/14/2024	Regular	0.00	80.00	153690
DAR09	LILIA DARDON	06/14/2024	Regular	0.00	100.00	153691
CUR02	LN CURTIS & SONS	06/14/2024	Regular	0.00	1,296.82	153692
MCFIRE	MCKENZIE HARDWARE-2	06/14/2024	Regular	0.00	39.11	153693
MCKPW	MCKENZIE HARDWARE-PW	06/14/2024	Regular	0.00	643.82	153694
MEL13	MELTON DESIGN GROUP, INC	06/14/2024	Regular	0.00	19,255.00	153695
NOR51	NORTH BAY TRUCK CENTER	06/14/2024	Regular	0.00	536.49	153696
NOR42	NORTHBAY HEALTHCARE GRP O	06/14/2024	Regular	0.00	920.00	153697

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PG&01	PG&E	06/14/2024	Regular	0.00	1,389.90	153698
PRO17	PROFORCE LAW ENFORCEMENT	06/14/2024	Regular	0.00	438.92	153699
RAM09	RAMOS OIL COMPANY, INC	06/14/2024	Regular	0.00	1,023.27	153700
REP05	REPUBLIC SERVICES #846	06/14/2024	Regular	0.00	7,445.81	153701
V00412	RICHARD W NELSON JR	06/14/2024	Regular	0.00	-1,000.00	153702
V00412	RICHARD W NELSON JR	06/14/2024	Regular	0.00	1,000.00	153702
SHM00	SH MECHANICAL INC	06/14/2024	Regular	0.00	19,400.00	153703
V00361	SHAW HR CONSULTING INC	06/14/2024	Regular	0.00	302.50	153704
SOL19	SOLANO IRRIGATION DIST	06/14/2024	Regular	0.00	339,062.87	153705
SOLH1	SOLITUDE LAKE MANAGEMENT	06/14/2024	Regular	0.00	2,195.00	153706
SPE22	SPEAKWRITE LLC	06/14/2024	Regular	0.00	150.98	153707
STA56	STAPLES ADVANTAGE	06/14/2024	Regular	0.00	68.02	153708
SUI38	SUISUN UNIFORMS TT LLC	06/14/2024	Regular	0.00	2,661.60	153709
SUP07	SUPERIOR BUILDING SERVICE	06/14/2024	Regular	0.00	8,450.00	153710
V00346	SWIERSTOK ENTERPRISE INC	06/14/2024	Regular	0.00	6,191.40	153711
TRA40	TRANSUNION RISK AND ALTER	06/14/2024	Regular	0.00	170.00	153712
V00414	TURAJ SMITH	06/14/2024	Regular	0.00	420.00	153713
TYL00	TYLER TECHNOLOGIES, INC.	06/14/2024	Regular	0.00	520.00	153714
V00382	VESTIS GROUP INC	06/14/2024	Regular	0.00	118.56	153715
WEI02	WEIDNER FIRE	06/14/2024	Regular	0.00	571.64	153716
ZOL00	ZOLL MEDICAL CORPORATION	06/14/2024	Regular	0.00	2,236.10	153717
AEC00	AECOM TECHNICAL SERVICES,	06/21/2024	Regular	0.00	15,125.00	153721
ENA01	ALBERT ENAULT	06/21/2024	Regular	0.00	100.00	153722
ALK01	ALKAR	06/21/2024	Regular	0.00	1,404.52	153723
ASS06	ASSISTANCE PLUS	06/21/2024	Regular	0.00	532.28	153724
ASS04	ASSOCIATED SERVICES CO	06/21/2024	Regular	0.00	358.17	153725
AT&15	AT&T	06/21/2024	Regular	0.00	872.22	153726
AVC00	AV CAPTURE ALL, INC	06/21/2024	Regular	0.00	5,400.00	153727
BEL13	BELLECCI & ASSOCIATES, IN	06/21/2024	Regular	0.00	7,175.50	153728
BOU05	BOUND TREE MEDICAL LLC.	06/21/2024	Regular	0.00	127.50	153729
VUL00	CALMAT CO	06/21/2024	Regular	0.00	423.80	153730
CON41	CED FAIRFIELD	06/21/2024	Regular	0.00	56.48	153731
CIN01	CINTAS CORPORATION #2	06/21/2024	Regular	0.00	621.69	153732
CIT05	CITY OF FAIRFIELD	06/21/2024	Regular	0.00	372.00	153733
WIL76	CLARENCE LEE WILLIAMS	06/21/2024	Regular	0.00	700.00	153734
DAI01	DAILY REPUBLIC	06/21/2024	Regular	0.00	102.69	153735
V00423	DAVID ESPARZA	06/21/2024	Regular	0.00	1,000.00	153736
DEP25	DEPARTMENT OF JUSTICE	06/21/2024	Regular	0.00	320.00	153737
DEP36	DEPT OF INDUSTRIAL RELATI	06/21/2024	Regular	0.00	125.00	153738
EAS08	EAST BAY TIRE CO	06/21/2024	Regular	0.00	585.77	153739
FCS00	FCS INTERNATIONAL,INC.	06/21/2024	Regular	0.00	7,473.20	153740
V00425	FEY SAECHAO	06/21/2024	Regular	0.00	420.00	153741
VAC24	GEORGE ADAMS	06/21/2024	Regular	0.00	4,495.00	153742
DAR10	HERBERT I DARDON	06/21/2024	Regular	0.00	100.00	153743
INF03	INFINITY TECHNOLOGIES	06/21/2024	Regular	0.00	2,137.50	153744
CALG7	J.J.R. ENTERPRISES, INC	06/21/2024	Regular	0.00	1,307.63	153745
DAV40	JAMES E DAVIS	06/21/2024	Regular	0.00	680.00	153746
TOO00	JAMES MEHAR TOOR	06/21/2024	Regular	0.00	750.00	153747
HUL07	JANET HULL	06/21/2024	Regular	0.00	30.60	153748
FIN05	JEAN A FINEBERG	06/21/2024	Regular	0.00	1,000.00	153749
STO13	KENNETH STOUT	06/21/2024	Regular	0.00	800.00	153750
V00427	KIM MANYBANSENG	06/21/2024	Regular	0.00	420.00	153751
ELD01	KRISTINA MARIE ELDER	06/21/2024	Regular	0.00	100.00	153752
LAN11	LANDCARE HOLDING, INC	06/21/2024	Regular	0.00	10,100.00	153753
LES03	LES SCHWAB TIRE CENTER	06/21/2024	Regular	0.00	193.21	153754
LIF01	LIFE-ASSIST INC	06/21/2024	Regular	0.00	1,533.55	153755
LIN11	LINDE GAS & EQUIPMENT, IN	06/21/2024	Regular	0.00	165.10	153756
GRA41	MARK GRAHAM	06/21/2024	Regular	0.00	350.00	153757
MCK01	NAN MCKAY & ASSOCIATES	06/21/2024	Regular	0.00	239.00	153758
NEW19	NEW IMAGE LANDSCAPE, INC.	06/21/2024	Regular	0.00	18,186.67	153759
NOR42	NORTHBAY HEALTHCARE GRP O	06/21/2024	Regular	0.00	55.00	153760

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
OFF02	OFFICE DEPOT	06/21/2024	Regular	0.00	366.58	153761
HUB06	OTTO J HUBER	06/21/2024	Regular	0.00	725.00	153762
V00297	OUTDOOR CREATIONS, INC.	06/21/2024	Regular	0.00	22,769.59	153763
PAR18	PARTITION SPECIALTIES INC	06/21/2024	Regular	0.00	4,736.00	153764
V00238	PARTNERS PERSONNEL MANAGEMENT SVCS LL	06/21/2024	Regular	0.00	1,558.75	153765
PG&01	PG&E	06/21/2024	Regular	0.00	8,305.97	153766
REA03	READYREFRESH BY NESTLE	06/21/2024	Regular	0.00	317.70	153768
V00426	SHEREE TERRELL	06/21/2024	Regular	0.00	210.00	153769
SOL19	SOLANO IRRIGATION DIST	06/21/2024	Regular	0.00	314,362.62	153770
WES65	TERRENCE EDWIN WEST	06/21/2024	Regular	0.00	100.00	153771
LOW01	TIME BANDITS	06/21/2024	Regular	0.00	2,400.00	153772
TEW00	VINAY P TEWARI	06/21/2024	Regular	0.00	100.00	153773
WES57	WEST COAST CODE CONSULTAN	06/21/2024	Regular	0.00	27,880.86	153774
V00422	WESTHAVEN INC	06/21/2024	Regular	0.00	545.10	153775
V00421	MIKE GIBSON MANUFACTURING INC	06/24/2024	Regular	0.00	4,194.02	153776
ADA21	ADAM LABS, INC.	06/28/2024	Regular	0.00	360.00	153782
AEC00	AECOM TECHNICAL SERVICES,	06/28/2024	Regular	0.00	710.00	153783
AIR10	AIRGAS USA, LLC	06/28/2024	Regular	0.00	295.08	153784
ALE07	ALESHIRE & WYNDER, LLP	06/28/2024	Regular	0.00	37,504.42	153785
ALK01	ALKAR	06/28/2024	Regular	0.00	5,280.61	153786
AME03	AMERICAN PACE SETTER SYST	06/28/2024	Regular	0.00	1,140.72	153787
KIN15	ANISA KINSEY	06/28/2024	Regular	0.00	155.00	153788
APP10	APPLIED CONCEPTS, INC.	06/28/2024	Regular	0.00	3,402.98	153789
V00430	ARLENE AMOROSO	06/28/2024	Regular	0.00	420.00	153790
AT&11	AT&T	06/28/2024	Regular	0.00	764.40	153791
PIS00	BARBARA Y. PISCHING	06/28/2024	Regular	0.00	100.00	153792
BMI00	BMI	06/28/2024	Regular	0.00	398.00	153793
VUL00	CALMAT CO	06/28/2024	Regular	0.00	525.14	153794
CIN01	CINTAS CORPORATION #2	06/28/2024	Regular	0.00	469.56	153795
V00150	CORETTA GRAYSON	06/28/2024	Regular	0.00	203.00	153796
DAI01	DAILY REPUBLIC	06/28/2024	Regular	0.00	536.69	153797
DAV12	DAVID WELLHOUSE & ASSOC	06/28/2024	Regular	0.00	3,700.00	153798
DEP25	DEPARTMENT OF JUSTICE	06/28/2024	Regular	0.00	288.00	153799
HAT00	DONALD HATTALA	06/28/2024	Regular	0.00	1,102.00	153800
PET26	DONALD J. PETERS	06/28/2024	Regular	0.00	100.00	153801
FAI14	FAIRFIELD SAFE & LOCK CO	06/28/2024	Regular	0.00	122.77	153802
V00376	FARID E KOKA, INC	06/28/2024	Regular	0.00	463.03	153803
V00433	FELICIA RAMIREZ	06/28/2024	Regular	0.00	210.00	153804
V00434	GARRETT TOLES	06/28/2024	Regular	0.00	100.00	153805
V00438	GENASYS INC EVERTEL	06/28/2024	Regular	0.00	2,394.00	153806
V00428	GOVERNMENTJOBS.COM, INC.	06/28/2024	Regular	0.00	34,317.51	153807
GRN00	GRN VLY ALOHA SAW & MOWER	06/28/2024	Regular	0.00	1,235.06	153808
HIP01	HIP ENTERTAINMENT, LLC	06/28/2024	Regular	0.00	2,000.00	153809
V00266	HORNE LLP DBA CA LIHWAP	06/28/2024	Regular	0.00	1,453.52	153810
RAM25	J RAMIREZ TOWING	06/28/2024	Regular	0.00	365.00	153811
CALG7	J.J.R. ENTERPRISES, INC	06/28/2024	Regular	0.00	118.40	153812
V00432	JENNY WILSON	06/28/2024	Regular	0.00	420.00	153813
LEX04	LEXISNEXIS COPLOGIC SOLUT	06/28/2024	Regular	0.00	988.80	153814
V00431	MARIETTA YU	06/28/2024	Regular	0.00	400.00	153815
GRA41	MARK GRAHAM	06/28/2024	Regular	0.00	1,400.00	153816
MARB8	MARSH RAT TRACTOR	06/28/2024	Regular	0.00	4,000.00	153817
NAT41	NATIX, INC.	06/28/2024	Regular	0.00	16,488.02	153818
NBS01	NBS GOVT FINANCE GROUP	06/28/2024	Regular	0.00	9,650.00	153819
NEW25	NEW LOOK POWER WASH	06/28/2024	Regular	0.00	638.00	153820
V00238	PARTNERS PERSONNEL MANAGEMENT SVCS LL	06/28/2024	Regular	0.00	652.50	153821
PFM00	PFM ASSET MNGMNT LLC	06/28/2024	Regular	0.00	2,313.17	153822
PG&01	PG&E	06/28/2024	Regular	0.00	2,760.25	153823
V00369	PYRO SPECTACULARS NORTH, INC.	06/28/2024	Regular	0.00	14,500.00	153824
QUI06	QUIMU CONTRACTING INC.	06/28/2024	Regular	0.00	4,400.00	153825
SOLH0	REPUBLIC SERVICES	06/28/2024	Regular	0.00	174.00	153826
FOR23	RUTH FORNEY	06/28/2024	Regular	0.00	100.00	153827

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SHE38	SHELTER SOLANO, INC.	06/28/2024	Regular	0.00	14,250.00	153828
SHR01	SHRED-IT	06/28/2024	Regular	0.00	707.18	153829
SOL54	SOLANO COUNTY DIST ATTY	06/28/2024	Regular	0.00	312.60	153830
SOL11	SOLANO COUNTY-AUDITOR/CON	06/28/2024	Regular	0.00	1,489,736.00	153831
SOL19	SOLANO IRRIGATION DIST	06/28/2024	Regular	0.00	355,021.78	153832
SOLD2	SOLANO RESOURCE CONSERVAT	06/28/2024	Regular	0.00	1,539.84	153833
SAC11	SRPSTC	06/28/2024	Regular	0.00	13.50	153834
SUI38	SUISUN UNIFORMS TT LLC	06/28/2024	Regular	0.00	16.20	153835
SWA00	SWANK MOTION PICTURES INC	06/28/2024	Regular	0.00	490.00	153836
TAB03	TABLET COMMAND, INC.	06/28/2024	Regular	0.00	27,050.00	153837
COL47	TAMARA COLDEN	06/28/2024	Regular	0.00	100.00	153838
V00424	THOMAS GENE WIGGINS	06/28/2024	Regular	0.00	1,600.00	153839
V00436	TOP SAFETY LLC	06/28/2024	Regular	0.00	4,644.95	153840
V00295	TOWER CLOCKS USA	06/28/2024	Regular	0.00	14,150.00	153841
V00435	TRINIDAD RAMIREZ	06/28/2024	Regular	0.00	4,560.00	153842
TYL00	TYLER TECHNOLOGIES, INC.	06/28/2024	Regular	0.00	8,541.00	153843
V00399	URIEL MONTEZUMA	06/28/2024	Regular	0.00	300.00	153844
VER09	VERIZON WIRELESS	06/28/2024	Regular	0.00	1,665.75	153845
VER08	VERIZON WIRELESS	06/28/2024	Regular	0.00	1,965.25	153846
VER16	VERIZON WIRELESS	06/28/2024	Regular	0.00	227.79	153847
VER01	VERIZON WIRELESS	06/28/2024	Regular	0.00	2,837.33	153848
V00382	VESTIS GROUP INC	06/28/2024	Regular	0.00	118.56	153849
V00437	W.W. GRAINGER, INC	06/28/2024	Regular	0.00	11,072.72	153850
WAD06	WADE ASSOCIATES	06/28/2024	Regular	0.00	1,706.25	153851
WAU01	WAUSAU TILE INC	06/28/2024	Regular	0.00	6,410.53	153852
V00152	WHITE CAP SUPPLY HOLDINGS II, LLC	06/28/2024	Regular	0.00	211.33	153853
V00429	ZACHARY KUHN	06/28/2024	Regular	0.00	420.00	153854
SUI13	CITY OF SUISUN CITY	06/29/2024	Regular	0.00	35,685.78	153855
AT&11	AT&T	06/30/2024	Regular	0.00	142.36	153873
AT&18	AT&T-1714, 7335	06/30/2024	Regular	0.00	886.44	153874
BEL13	BELLECCI & ASSOCIATES, IN	06/30/2024	Regular	0.00	16,945.50	153875
BER07	BERT WILLIAMS & SONS INC	06/30/2024	Regular	0.00	141.92	153876
BIS05	BISAYAN SOCIETY USA, INC.	06/30/2024	Regular	0.00	420.00	153877
BOU05	BOUND TREE MEDICAL LLC.	06/30/2024	Regular	0.00	176.54	153878
CON41	CED FAIRFIELD	06/30/2024	Regular	0.00	806.53	153879
CIN01	CINTAS CORPORATION #2	06/30/2024	Regular	0.00	469.56	153880
V00445	CONTAINER SOLUTIONS INC	06/30/2024	Regular	0.00	3,908.45	153881
GRN00	GRN VLY ALOHA SAW & MOWER	06/30/2024	Regular	0.00	406.59	153882
HOL23	HOLT OF CALIFORNIA	06/30/2024	Regular	0.00	1,726.18	153883
HOM15	HOME DEPOT	06/30/2024	Regular	0.00	314.79	153884
V00147	IAN LEONG	06/30/2024	Regular	0.00	1,280.00	153885
COL52	JOSE COLIN	06/30/2024	Regular	0.00	2,119.97	153886
V00442	KEYRI RIVAS	06/30/2024	Regular	0.00	420.00	153887
KRO03	KRONICK,MOSKOVITZ,TIEDEMA	06/30/2024	Regular	0.00	11,031.80	153888
V00449	LA GUAGUA	06/30/2024	Regular	0.00	89.99	153889
V00440	LEATHERHEAD CONCEPTS INC	06/30/2024	Regular	0.00	1,193.35	153890
LIF01	LIFE-ASSIST INC	06/30/2024	Regular	0.00	551.88	153891
LIN11	LINDE GAS & EQUIPMENT, IN	06/30/2024	Regular	0.00	169.57	153892
CUR02	LN CURTIS & SONS	06/30/2024	Regular	0.00	16,178.19	153893
V00296	M&M SALVAGE INC	06/30/2024	Regular	0.00	3,600.00	153894
NOR51	NORTH BAY TRUCK CENTER	06/30/2024	Regular	0.00	2,948.53	153895
NOR60	NORTHERN CALIF GLOVES	06/30/2024	Regular	0.00	2,002.06	153896
PG&01	PG&E	06/30/2024	Regular	0.00	30,656.39	153897
QUI06	QUIMU CONTRACTING INC.	06/30/2024	Regular	0.00	29,903.00	153899
V00441	REGUPOL ZEBRA ATHLETICS	06/30/2024	Regular	0.00	4,674.45	153900
S&J01	S&J ADVERTISING	06/30/2024	Regular	0.00	633.00	153901
V00443	SHARLICE DAVIS	06/30/2024	Regular	0.00	420.00	153902
SOLG4	SOLANO DIVERSIFIED SERVIC	06/30/2024	Regular	0.00	173.00	153903
V00447	SUISUN WINE & SPIRITS	06/30/2024	Regular	0.00	204.40	153904
V00448	THE PAW SPA	06/30/2024	Regular	0.00	8.70	153905
TRA40	TRANSUNION RISK AND ALTER	06/30/2024	Regular	0.00	170.00	153906

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Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
V00444	TYJUAN THOMPSON	06/30/2024	Regular	0.00	914.00	153907
USB03	U S BANK	06/30/2024	Regular	0.00	1,000.00	153908
V00203	VACAVILLE TOW INC	06/30/2024	Regular	0.00	607.50	153909
V00382	VESTIS GROUP INC	06/30/2024	Regular	0.00	118.56	153910
V00155	BUSINESS LICENSE BANK FEES	06/03/2024	Bank Draft	0.00	18.37	DFT0000589
V00095	INTUIT-SUISUN CITY FIRE DEPARTMENT	06/03/2024	Bank Draft	0.00	21.79	DFT0000590
V00155	BUSINESS LICENSE BANK FEES	06/03/2024	Bank Draft	0.00	27.88	DFT0000591
WES44	WESTAMERICA BANK	06/03/2024	Bank Draft	0.00	29.58	DFT0000592
V00155	BUSINESS LICENSE BANK FEES	06/03/2024	Bank Draft	0.00	135.39	DFT0000593
V00154	CLOVER	06/03/2024	Bank Draft	0.00	144.87	DFT0000594
INT42	INTERNAL REVENUE SERVICE	06/03/2024	Bank Draft	0.00	70,964.17	DFT0000595
V00100	CITY OF SUISUN HOUSING AUTHORITY	06/03/2024	Bank Draft	0.00	343,082.21	DFT0000596
V00155	BUSINESS LICENSE BANK FEES	06/03/2024	Bank Draft	0.00	124.70	DFT0000597
V00155	BUSINESS LICENSE BANK FEES	06/04/2024	Bank Draft	0.00	45.60	DFT0000598
V00078	CAL PERS RETIREMENT SYSTEM	06/04/2024	Bank Draft	0.00	94,429.67	DFT0000599
V00085	SEIU UNION	06/04/2024	Bank Draft	0.00	123.44	DFT0000600
V00079	FRANCHISE TAX BOARD	06/04/2024	Bank Draft	0.00	26,937.80	DFT0000601
V00082	CHILD SUPPORT SERVICES	06/04/2024	Bank Draft	0.00	276.92	DFT0000602
V00305	Paymentech LLC	06/04/2024	Bank Draft	0.00	14,456.27	DFT0000603
PAR02	PARS	06/04/2024	Bank Draft	0.00	2,516.07	DFT0000604
V00080	MISSION SQUARE	06/04/2024	Bank Draft	0.00	1,554.96	DFT0000605
V00080	MISSION SQUARE	06/04/2024	Bank Draft	0.00	23,108.14	DFT0000606
V00084	INTERNATIONAL ASSOCIATION OF FIRE FIGHTER	06/04/2024	Bank Draft	0.00	1,015.41	DFT0000607
V00078	CAL PERS RETIREMENT SYSTEM	06/04/2024	Bank Draft	0.00	146,604.04	DFT0000608
V00155	BUSINESS LICENSE BANK FEES	06/05/2024	Bank Draft	0.00	360.99	DFT0000609
V00081	BASIC-FSA	06/05/2024	Bank Draft	0.00	661.11	DFT0000610
V00079	FRANCHISE TAX BOARD	06/14/2024	Bank Draft	0.00	258.28	DFT0000611
V00086	SCMPEA	06/14/2024	Bank Draft	0.00	170.00	DFT0000612
V00082	CHILD SUPPORT SERVICES	06/14/2024	Bank Draft	0.00	276.92	DFT0000613
PAR02	PARS	06/14/2024	Bank Draft	0.00	478.03	DFT0000614
V00085	SEIU UNION	06/14/2024	Bank Draft	0.00	645.30	DFT0000615
V00081	BASIC-FSA	06/14/2024	Bank Draft	0.00	661.11	DFT0000616
V00084	INTERNATIONAL ASSOCIATION OF FIRE FIGHTER	06/14/2024	Bank Draft	0.00	1,015.41	DFT0000617
V00080	MISSION SQUARE	06/14/2024	Bank Draft	0.00	1,331.48	DFT0000618
V00088	SCPOA	06/14/2024	Bank Draft	0.00	1,585.00	DFT0000619
PAR02	PARS	06/14/2024	Bank Draft	0.00	2,038.55	DFT0000620
V00079	FRANCHISE TAX BOARD	06/14/2024	Bank Draft	0.00	27,513.92	DFT0000621
V00080	MISSION SQUARE	06/14/2024	Bank Draft	0.00	23,613.39	DFT0000622
INT42	INTERNAL REVENUE SERVICE	06/14/2024	Bank Draft	0.00	71,657.19	DFT0000623
V00154	CLOVER	06/12/2024	Bank Draft	0.00	49.95	DFT0000624
V00095	INTUIT-SUISUN CITY FIRE DEPARTMENT	06/13/2024	Bank Draft	0.00	11.07	DFT0000625
INT42	INTERNAL REVENUE SERVICE	06/14/2024	Bank Draft	0.00	453.05	DFT0000626
V00078	CAL PERS RETIREMENT SYSTEM	06/14/2024	Bank Draft	0.00	95,157.55	DFT0000627
V00096	ENTERPRISE FLEET MANAGEMENT	06/20/2024	Bank Draft	0.00	4,855.27	DFT0000628
V00096	ENTERPRISE FLEET MANAGEMENT	06/20/2024	Bank Draft	0.00	12,107.24	DFT0000629
V00096	ENTERPRISE FLEET MANAGEMENT	06/20/2024	Bank Draft	0.00	44,823.30	DFT0000630
V00096	ENTERPRISE FLEET MANAGEMENT	06/20/2024	Bank Draft	0.00	16,278.61	DFT0000631

Bank Code WestAmerica Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	521	285	0.00	4,219,166.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-1,578.17
Bank Drafts	43	43	0.00	1,031,620.00
EFT's	221	14	0.00	151,571.84
	785	345	0.00	5,400,779.97

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	521	285	0.00	4,219,166.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-1,578.17
Bank Drafts	43	43	0.00	1,031,620.00
EFT's	221	14	0.00	151,571.84
	785	345	0.00	5,400,779.97

Fund Summary

Fund	Name	Period	Amount
990	POOLED CASH FUND	6/2024	5,400,779.97
			5,400,779.97

AGENDA TRANSMITTAL

MEETING DATE: July 16, 2024

AGENDA ITEM: Council Consideration and Introduction of Ordinance No. ___ : An Ordinance of the City Council of the City of Suisun City, California, Amending Various Sections of the Title 18 (Zoning) of the Suisun City Code.

FISCAL IMPACT: There is no direct fiscal impact to the Suisun City General Fund as a result of this action.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: On May 21, 2023, the Suisun City Council adopted the 2023-2031 Housing Element Update. This allowed the City to remain in compliance with California Government Code Sections 65580-65589.8 which requires local jurisdictions to update the Housing Element of their General Plans every eight years (deadline for 6th cycle was May 31, 2023), subject to the review and approval of the State Department of Housing and Community Development (HCD). The Housing Element is a comprehensive statement by the community of its current and future housing needs and proposed action to facilitate the provision of additional housing to meet those needs at all income levels. The policies contained in the Housing Element are an expression of the statewide housing goal of meeting the housing needs in our region, as well a reflection of the unique concerns of the community. Housing Elements are required to:

1. Assess and address constraints to housing development;
2. Provide an assessment of population housing needs;
3. Analyze progress toward implementing the previous Housing Element;
4. Guide housing development policy;
5. Identify opportunities to meet the City’s housing needs and identified Regional Housing Needs Allocation (RHNA);
 - a. Identify resources that support housing for all income groups; and
 - b. Complete an inventory of existing and new sites for housing development in support of meeting the City’s RHNA.

As a part of the adopted housing element, there are programs that require different actions from the City including amendments to Tile 18 (Zoning) of the Suisun City Code. These amendments are the basis of the City Council's discussion. The Housing Element process includes close coordination with HCD regarding the planning for the units the City is responsible to plan for as well as the completeness of the City programs in addressing the current legislation. A compliance letter which once a jurisdiction adopts their Element officially provides commitment to the programs. Many of the programs are carried over from cycle to cycle; however, HCD has begun expanding the required programs with clear deliverables. Further, it should be noted that HCD is created an enforcement division to assure jurisdictions adequately comply with adopted programs.

At their June 11, 2024, regular meeting, the Suisun City Planning Commission recommended approval of the proposed ordinance with one proposed change to the "residential care facility" definition to

exclude new construction of standalone commercial care facilities.

STAFF REPORT: Staff has provided below the applicable programs of the housing element which directly tie to the proposed text amendments contained in the draft ordinance. Additionally, staff will be providing this information via a PowerPoint presentation at the June 11, 2024, public hearing. The amendments contained in the ordinance are reflected as ~~strike-through~~ for removed language and **double-underlined** for new language. It is important to emphasize that these amendments are not discretionary and apply to jurisdictions throughout the state. Each of the below programs is supported by enacted state legislation which has been codified and applies to all jurisdictions. Further, at the end of each "staff action" in the analysis below, there is a reference in **bold** that refers to the code section found in the attached Ordinance.

Suisun City 2023-2031 Housing Element

Housing Element - Program 1.H: Accessory Dwelling Units (ADUs)

The City will encourage the construction of ADUs throughout the city through the following actions, which are aimed at providing an increased supply of affordable units and therefore to help reduce displacement risk for low-income households resulting from overpayment:

Staff Action

a. Amend the municipal code to be consistent with the latest state legislation related uses and ensuring that ADUs are permitted in all zones that permit single-family or multifamily uses and permit the construction of a junior accessory dwelling unit (JADU) on each lot in addition to an ADU, in accordance with California Government Code Section 65852.2. **(Section 18.30.170 of Suisun City Code)**

Conclusion: The current code includes a provision that states an ADU cannot exceed the allowable density in which the lot is located. The change would remove the barrier of density when considering a proposed ADU.

Housing Element - Program 4.A: Amend Development Standards to Remove Constraints.

The City will amend the Zoning Ordinance to review and revise standards to comply with State law.

Staff Action

a. Emergency Shelters: Allow sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone, in compliance with Government Code Section 65583(a)(4)(A)(ii). **(Section 18.30.090 of Suisun City Code)**

Conclusion: The current code applied parking requirements for both the number of staff as well as for every 10 temporary residents. The revision now provides an either-or scenario.

Staff Action

b. Residential Care Facilities: Allow residential care facilities, regardless of size, in all zones that permit residential uses of the same type, in accordance with the City's definition of "family". **(Section 18.04.010 of Suisun City Code)**

Conclusion: The current code treated a facility differently depending on capacity (permitted or conditionally permitted). The revision now requires they all be treated the same as a residential use.

Staff Action

c. Family Definition: Define of "family" in the Zoning Ordinance to comply with state law. **(Section 18.30.170 of Suisun City Code)**

Staff Action

d. Transitional and Supportive Housing: Consistent with State law, amend the municipal code to ensure that transitional and supportive housing types permitted as a residential use and are only subject to those restrictions that apply to other residential dwellings of the same type in the same zone per Government Code Section 65583(a)(5), and allow supportive housing as a permitted use without discretionary review in zones where multifamily and mixed-use developments are permitted, including nonresidential zones permitting multifamily uses (Government Code Section 65583(c)(3)). **(Section 18.30.190 of Suisun City Code)**

Conclusion: The current code referenced outdated Health and Safety Code sections. The revision assures that these uses are treated in the same way a residential use would be.

Staff Action

e. Mobile and Manufactured Homes: Allow and permit mobile and manufactured housing in the same manner and in the same zone as conventional or stick-built structures are permitted (Government Code Section 65852.3). **(Section 18.04.010 of the Suisun City Code)**

Staff Action

f. Employee Housing: Treat employee/farmworker housing that serves six or fewer persons as a single-family structure and permit it in the same manner as other single-family structures of the same type within the same zone across all zones that allow single-family residential uses. Treat employee/farmworker housing consisting of no more than 12 units or 36 beds as an agricultural use and permit it in the same manner as other agricultural uses in the same zone, in compliance with the California Employee Housing Act, and allow for a streamlined, ministerial approval process for projects located on land designated as agricultural or land that allows agricultural uses (Health and Safety Code Sections 17021.5 and 17021.6). **(Section 18.04.090 and 18.08.070 of the Suisun City Code)**

Conclusion: The current code treated agricultural housing as a Conditional Use Permit in Civic/Park/and other zones. The revision allows for the use to be considered permitted.

Staff Action

g. Low-Barrier Navigation Centers: Allow low-barrier navigation centers for the homeless by right in zones that allow for mixed-use and nonresidential zones permitting multifamily uses, per Government Code Section 65662. **(Section 18.04.090 and 18.08.070 of the Suisun City Code)**

Housing Element - Program 4.B: Reasonable Accommodations

Staff Action

The City will implement state requirements (Sections 4450 to 4460 of the California Government Code and Title 24 of the California Code of Regulations) to include accessibility in housing and public facilities for persons with disabilities. The City will also review and revise findings for approving reasonable accommodation requests, to ensure they do not pose any barriers to housing for persons with disabilities.

Conclusion: The current code speaks to reasonable and necessary when allowing the city to prepare conditions of approval. The revision removes this discretion and makes the process more ministerial.

(Section 18.46.060 of Suisun City Code)

Housing Element Program 4.C: Density Bonus

Staff Action

The City will comply with California Government Code Section 65915, as revised, amend the Zoning Code to be consistent with State density bonus law. **(Chapter 18.47 of the Suisun City Code)**

Consideration and ultimate adoption of the proposed amendments to Title 18 (Zoning) of the Suisun City Code is supported by legislation that has been enacted in recent years. These amendments came to light with the preparation of the 2023-2031 Housing Element. The preparation and ultimate adoption of this ordinance is an initial step in beginning to implement the programs of the Housing Element; however, there are several other implementation items which will be coming forward in the near future.

This ordinance amendment is categorically exempt from environmental review under Section 15061 (b) (3) of the State CEQA Guidelines. The proposed text amendments are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

STAFF RECOMMENDATION: Staff recommends that the City Council:

1. Conduct a Public Hearing, and
2. Find the project exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061 (b)(3); and
3. Introduce and waive reading of Ordinance No. ____; An Ordinance of the City Council of the City of Suisun City, California, Amending Various Sections of the Title 18 (Zoning) of the Suisun City Code.

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- DOCUMENTS ATTACHED:** 1. Ordinance No. ____: Title 18 Amendments - Tracked Changes
2. Ordinance No. ____: Title 18 Amendments - Clean
3. PowerPoint

PREPARED BY:	John Kearns, Principal Planner
REVIEWED BY:	Jim Bermudez, Development Services Director
APPROVED BY:	Bret Prebula, City Manager

-
- ATTACHMENTS:**
1. [Ordinance Title 18 Amendments Tracked Changes.docx](#)
 2. [Ordinance Title 18 Amendments Clean](#)
 3. [Title 18 Amendments PowerPoint](#)

1 "Emergency shelter." Per California Health and Safety Code (section 50801[e]),
2 "emergency shelter" means housing with minimal supportive services for homeless persons that
3 is limited to occupancy of six months or less by a homeless person. **Emergency shelters also**
include other interim interventions, including but not limited to, navigation centers,
bridge housing, and respite or recuperative care.

4 **“Family” One or more persons living together in a dwelling unit, with common access**
5 **to, and common use of all living, kitchen, and eating areas within the dwelling unit.**

6 "Farm worker/**Employee** housing for six or fewer." Farm worker/**Employee** housing for
7 six or fewer **persons is treated as a single-family structure and residential use as described**
8 **in California Health and Safety Code Sections 17021.5 and employee housing as defined**
9 **in California Health and Safety Code Section 17008, including farm worker housing**
means any attached or detached dwelling unit used to house farm/agricultural workers and their
family members, including temporary mobile homes.

10 **“Farm worker/Employee housing, group quarters.” Farm worker/Employee housing**
11 **consisting of no more than 36 beds in group quarters (or 12 units or less) designed for use**
12 **by a single family or household to be treated as an agricultural use as described in 17021.6,**
13 **and employee housing as defined in California Health and Safety Code Section 17008,**
including farm worker housing.

14 **“Low Barrier Navigation Centers” means a low barrier, service-enriched shelter**
15 **focused on moving people into permanent housing that provides temporary living**
16 **facilities while case managers connect individuals experiencing homelessness to income,**
public benefits, health services, shelter, and housing. (Cal. Gov. Code § 65662a).

17 **“Residential Care Facility. ” A Licensed Residential Care Facilities and Unlicensed**
18 **Residential Care Facilities shall be considered a residential use of property. Residential**
19 **Care Facilities, Licensed, and Unlicensed Residential Care Facilities are permitted uses**
20 **in all zones permitting residential uses, subject to compliance with the restrictions and**
21 **development standards for other residential dwellings of the same type (e.g., single-family**
or multifamily) in the same zone. This does not include new construction of a standalone
commercial residential care facility.

22 **[18.08.070 - Allowable Uses in Residential Zones.]**

23 Table 18.08.02 identifies the residential and nonresidential land uses allowed in residential
24 zoning districts in the city. Uses not listed here, but consistent with the character and density
25 and intensity of zoning districts, defined in Sections 18.08.010 through 18.08.040, may be
26 permitted through the administrative review process.

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Table 18.08.02 Allowable Uses in Residential Zones						
Residential Use Types	RL	RM	RH1	RH2	RMU	Refer to Special Use Section
Residential						
Accessory buildings	P	P	P	P	P	
Community care facility, small	P	P	P	P	P	
Community care facility, large	CUP	CUP	CUP	CUP	CUP	
Dwelling, single-family	P	P	P	P	P	
Dwelling, two-family (duplex)	P	P	P	P	P	
Dwelling, multi-family	—	CUP	P	P	P	18.30.120
Dwelling, second or accessory	P	P	P	P	P	18.30.170
Emergency shelters	—	P	P	P	P	
Family day care, small	P	P	P	P	P	
Family day care, large	CUP	CUP	CUP	CUP	CUP	
Farm Worker/ <u>Employee Housing, for 6 or fewer</u>	P	P	P	P	P	
Home occupations	P	P	P	P	P	18.50
Live-work units ¹	—	P	P	P	P	18.52
<u>Low-Barrier Navigation Center</u>					<u>P</u>	
Mobile home, single	P	P	P	P	P	18.54
Mobile home, park	CUP	CUP	CUP	CUP	CUP	18.54

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Table 18.08.02 Allowable Uses in Residential Zones

Residential Use Types	RL	RM	RH1	RH2	RMU	Refer to Special Use Section
<u>Residential Care Facility</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
Rooming and boarding house	—	—	P	P	P	
Single-room occupancy units	—	—	P	P	P	
Transitional and Supportive housing	P	P	P	P	P	18.30.190
Office, accessory	A	A	A	A	A	
Public/Quasi-Public						
Cemetery, crematory, mausoleum, columbarium	—		—	—	—	
Community center	A	A	P	P	P	
Community facility	CUP	A	A	A	A	
Community garden	A	A	A	A	A	
Educational facility	CUP	A	A	A	A	
Lodges, fraternal groups, and clubs	CUP	A	A	A	P	
Public safety and fire substations	A	A	A	A	A	
Roadway and utility easements	P	P	P	P	P	
Power generating facilities, on-site power use primary	P	P	P	P	P	
Power generating facilities, off-site power use primary	CUP	CUP	CUP	CUP	CUP	

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Table 18.08.02 Allowable Uses in Residential Zones

Residential Use Types	RL	RM	RH1	RH2	RMU	Refer to Special Use Section
Religious facility	CUP	A	A	A	A	
Telecommunications facilities	A	A	A	A	A	
Commercial						
Professional office	—	CUP	CUP	CUP	P	
Bed and Breakfast	A	A	A	A	A	18.30.040
Café, coffee shop, restaurant	CUP	CUP	CUP	A	P	
Convenience store	—	—	—	—	A	
Medical, hospital	—	CUP	CUP	CUP	CUP	
Key: P Permitted A Administrative Review CUP Conditional Use Permit — Not Permitted						
1 Live-work units shall be subject to the special use regulations in Section 18.30.100.						

[18.20.070 Allowable Uses in Commercial Zones]

Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Residential Use Types					
Accessory buildings	P	P	P	P	

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Table 18.20.02 Allowable Uses in Commercial Zones					
Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Community care facility, small	—	—	P	—	
Community care facility, large	—	—	P	—	
Dwelling, single-family	—	—	—	—	
Dwelling, duplex	—	—	—	—	
Dwelling, multi-family	—	—	P	—	18.30.120
Dwelling, second or accessory	—	—	P	—	18.30.170
Emergency shelters	CUP	P	CUP	CUP	
Family day care, small	—	—	P	P	
Family day care, large	—	—	CUP		
Home occupations	—	—	P	—	18.50
Live-work units	—	A	P	P	18.52
<u>Low-Barrier Navigation Center</u>			<u>P</u>		
Mobile home, single	—	—	—	—	18.54
Mobile home, park	—	—	—	—	18.54
<u>Residential Care Facility</u>			<u>P</u>		
Rooming and boarding house	—	—	A	—	
Single-room occupancy units	—	—	P	—	
Supportive housing	—	—	P	—	18.30.190
Transitional housing	—	—	P	—	18.30.190

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Table 18.20.02 Allowable Uses in Commercial Zones					
Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Retail Use Types					
Alcoholic beverage establishment	CUP	CUP	CUP	—	
Auto, motorcycle, RV, sales or rental	P	P	CUP	—	
Auto parts, sales without repair	P	P	P	—	
Auto repair and service	CUP	P	CUP	—	
Building materials, garden supplies, >40,000 sq. ft.	P	P	—	—	
Building materials, garden supplies, <40,000 sq. ft.	P	P	P	—	
Convenience market	CUP	CUP	CUP		
Farm equipment and supplies	P	P	—	—	
Furniture sales	P	P	P	—	
Food sales, specialty	P	A	P	—	
Food sales, full service grocery	P	—	P	—	
Gasoline service station	P	P	—	—	
Nightclub	CUP	CUP	CUP	—	18.30.080
Nursery (plants)	P	P	A	—	
Restaurant, drive-through	P	A	—	—	18.42.080 (drive-through facilities)
Restaurant, full service	P	P	P	—	

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Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Restaurant, accessory to primary use	P	P	P	P	
Retail store, general merchandise (such as art and crafts, antiques & collectables, books, clothing, florist, pharmacy) <5,000 sq. ft.	P	P	P	—	
Retail store, 5,000—40,000 sq. ft.	P	P	P	—	
Retail store, 40,000—100,000 sq. ft.	CUP	CUP	CUP	—	
Retail store, accessory to primary use	P	P	P	P	
Wholesale, <10,000—40,000	CUP	P	—	—	
Wholesale, 40,000—100,000	—	P	—	—	
Commercial Service Use Types					
Adult business					18.48
Automated teller machine	P	P	P	P	
Bank, teller	P	—	P	P	
Bank, drive-through	P	—	P	P	18.42.080 (drive-through facilities)
Bed and Breakfast	—	—	A	—	
Business support services	P	P	P	P	
Car wash, full service	P	P	CUP	—	
Car wash, self-service	P	P	A	—	

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Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Catering	P	P	P	P	
Circus, fair, revival	T	T	T	—	18.30.050
Community social service	P	P	P	P	
Drive-in or outdoor theater	—	CUP	—	—	
Educational services, tutoring, art/dance/music schools	P	P	P	P	
Health club, gym spa	P	P	P	A	
Hotel/motel	P	A	P	—	
Kennel, animal boarding	CUP	P	CUP	—	
Landscaping service	—	P	—	—	
Laundry and dry cleaning	P	P	A	A	18.30.030
Medical, clinic/lab	—	P	P	P	
Medical, extended care	—	CUP	P	—	
Medical, office	—	P	P	P	
Medical, health care facility	—	CUP	P	P	
Medical, hospital	—	CUP	CUP	CUP	
Mortuary, funeral home	—	P	P	—	
Office, professional	—	—	P	P	
Office, accessory	P	P	P	P	

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Table 18.20.02 Allowable Uses in Commercial Zones					
Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Parking facility	P	P	P	P	
Personal services	P	P	P	P	
Veterinary clinic, animal hospital	—	P	P	CUP	18.30.020
Manufacturing, Processing, and Warehousing					
Contractor's and corporation yard	—	P	—	—	
Food processing, bakery, creamery	—	P	—	—	18.30.030
General services and repair (auto repair, cabinet shop, plumbing, welding)	—	P	—	—	
Junk yard, wrecking yard	—	CUP	—	—	
Manufacturing/ processing, light	—	P	—	—	
Mini-storage	—	P	CUP	—	
Recycling collection facility (small)	—	A	A	A	
Recycling collection facility (large)	—	CUP	—	—	
Research and development	—	P	P	A	
Warehousing and distribution	—	P	—	—	
Public/Quasi-Public/Other					
Amusement center	CUP	CUP	CUP	—	18.30.010
Auditorium and meeting halls	—	P	P	—	18.30.180

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Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Childcare facility		CUP	CUP	A	
Community center	A	A	P	P	
Educational facility		P	P	CUP	
Health/fitness club	P	P	P	P	
Indoor amusement/entertainment center	CUP	P	CUP	—	
Library	—	—	P	P	
Lodges, fraternal groups, and clubs	CUP	P	P	P	
Museum	—	—	P	P	
Outdoor recreation center	—	CUP	—	—	18.30.180 (stadiums)
Park	P	P	P	P	
Public safety and fire substations	P	P	P	P	
Religious facility	CUP	P	CUP	P	
Theater, live entertainment	P	P	P	—	
Theater, motion picture (1—3 screens)	P	—	P	—	
Theater, motion picture (4+ screens)	CUP	—	CUP	—	
Communications and Transportation					
Bus station, train station	P	P	P	P	18.30.150
Roadway and utility easements	P	P	P	P	

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Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Power generating facilities, on-site power use primary	P	P	P	P	
Power generating facilities, off-site power use primary	A	A	A	A	
Truck stop	CUP	P	—	—	
Key: P Permitted A Administrative Review CUP Conditional Use Permit T Temporary Use Permit — Not Permitted					

[18.28.070 - Allowable uses]

Table 18.28.02 Allowable Uses in Civic/Park/Other Zones

Use Types	APS	P	OS	PQP	Refer to Special Use Section
Agricultural Use Types					
Agricultural accessory structures	P	—	A	—	
Agriculture, crop production	P	—	—	—	
Agriculture, animal, poultry	P	—	—	—	
Agriculture, animal — grazing	P	—	CUP	—	
Agriculture, animal — dairy	P	—	—	—	
Agriculture, apiary	P	—	CUP	—	

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Table 18.28.02 Allowable Uses in Civic/Park/Other Zones

Use Types	APS	P	OS	PQP	Refer to Special Use Section
Agricultural housing	CUP	—	—	—	
Agricultural processing, products produced on premises	P	—	—	—	
Agricultural processing, products produced off premises	A	—	—	—	
<u>Farm Worker/Employee Housing, Group Quarters</u>	<u>P</u>	<u>A</u>	<u>P</u>		
Nursery, plants	P	—	A	—	
Stable, arena, riding academy	P	A	—	—	18.30.130
Winery	P	—	—	—	
Residential Use Types					
Dwelling, single-family	P	—	—	—	
Dwelling, two-family	P	—	—	—	
Dwelling, second or accessory	P	—	—	—	
<u>Mobile home, single</u>	<u>P</u>				18.54
<u>Residential Care Facility</u>	<u>P</u>				
<u>Transitional and Supportive housing</u>	<u>P</u>				18.30.190
Commercial Use Types					
Kennels, dogs or cats	P	—	—	—	

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Table 18.28.02 Allowable Uses in Civic/Park/Other Zones

Use Types	APS	P	OS	PQP	Refer to Special Use Section
Retail sales of agricultural products, products produced on premises (1,000 sq. ft. or less)	P	—	—	—	
Retail sales of agricultural products, products produced off-site (1,000 sq. ft. or less)	P	—	—	—	
Bed and breakfast inn	A	—	—	—	18.30.040
Café, coffee shop, bakery	P	A	—	P	
Gallery	P	A	—	P	
Farm supply store	P	—	—	—	
Tasting facility	P	—	—	—	
Winery	P	—	—	—	
Recreational Use Types					
Campground	CUP	A	CUP		
Childcare facility	CUP	CUP	—	P	
Circus, fair, revival	T	T	—	T	18.30.050
Drive-in or outdoor theater	CUP	CUP	—	CUP	
Educational facility	P	CUP	—	P	
Indoor amusement/entertainment center	CUP	P	—	P	

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Table 18.28.02 Allowable Uses in Civic/Park/Other Zones

Use Types	APS	P	OS	PQP	Refer to Special Use Section
Lodges, swimming, fishing, boating, hunting	—	A	—	—	
Outdoor amusement/recreation center, including stadium	A	A	—	A	
Park	A	P	A	P	
Playground	A	P	—	P	
Open Space Use Types					
Resource protection and restoration	A	A	A	A	
Resource related recreation	P	P	A	P	
Public/Quasi-Public Use Types					
Aquarium	—	A	—	P	
Auditorium	—	P	—	P	18.30.180
Cemetery, crematory, mausoleum	CUP	—	—	CUP	
Community center	A	A	—	P	
Community garden	P	A	—	A	
Hospital	—	—	—	CUP	
Library	—	A	—	P	
Lodges, fraternal groups, and clubs	A	A	—	A	
Museum	—	A	—	P	

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Table 18.28.02 Allowable Uses in Civic/Park/Other Zones

Use Types	APS	P	OS	PQP	Refer to Special Use Section
Public safety and fire substations	P	P	—	P	
Religious facility	—	—	—	P	
School, elementary/ secondary	—	—	—	P	
School, university	—	—	—	P	
Transportation, Communications, and Other					
Airport or heliport	CUP	—	—	—	
Junkyard, wrecking yard	CUP	—	—	CUP	
Minerals or natural minerals removal	—	—	P	—	18.30.110
Power generating facility, emergency	P	P	—	P	
Power generating facility, general	CUP	—	—	CUP	
Power generating facility, renewable	A	A	A	A	18.60 — 18.62
Roadway and utility easements	P	P	A	P	
Telecommunications facilities	A	A	A	A	
Key: P Permitted A Administrative Review CUP Conditional Use Permit T Temporary Use Permit — Not Permitted					

[18.30 Special Use Standards]

1 **18.30.090 Emergency shelter.**

2 In accordance with California Code Section 65583(a)(4), emergency shelters shall be
3 subject to the following provisions:

- 4 A. Distance Separation Requirements. No emergency shelter shall be located within 300
5 feet of any other emergency shelter.
- 6 B. Occupancy. An emergency shelter shall not exceed 40 residents, excluding staff.
- 7 C. Length of Occupancy. Any single resident's stay shall not exceed six consecutive
8 months.
- 9 D. Zone Specific Development Standards. An emergency shelter shall comply with all
10 development standards of the applicable zoning district in which it is located.
- 11 E. Parking Requirements. Emergency shelters shall provide one parking space for every
12 staff member ~~and~~ or one parking space for every ten temporary residents, or as based
13 on the demonstrated need.
- 14 F. Management. An emergency shelter must adequately comply with the management
15 standards:
- 16 1. There shall be space inside the building so that prospective and current
17 residents are not required to wait on sidewalks or any other public rights-of-
18 way.
 - 19 2. Security shall be provided on-site during hours of operation.
 - 20 3. On-site management shall be provided by at least one emergency shelter staff
21 member at all times while residents are present at the shelter.

22 **18.30.170 Accessory dwelling units.**

23 Purpose. This section is intended to achieve the goals of the city's housing element and
24 of the California Government Code by permitting accessory dwelling units, thereby
25 increasing housing opportunities for the community through use of existing housing resources
26 and infrastructure.

27 The following regulations shall apply to all accessory dwelling units in a residential
28 zoning district:

- 29 A. An accessory dwelling unit may be established on any residentially zoned parcels,
30 in any district where single-family or multi-family dwellings are a permitted use;
31 and on any lot with an existing or proposed single-family or multi-family dwelling.
- 32 ~~B. Accessory dwelling units shall not exceed the allowable density for the lot upon
33 which the accessory dwelling unit is located.~~
- 34 ~~BC.~~ Accessory dwelling units are a residential use that shall be consistent with the
35 existing general plan and zoning designation for the lot.
- 36 ~~CD.~~ There will be only up to one accessory dwelling unit and one junior accessory
37 dwelling unit per lot.

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- DE. The accessory dwelling unit can either be attached to and designed to be located within the living area of the existing dwelling or detached from and no less than five feet from the existing single-family dwelling.
- EF. The proposed increase in gross floor area of an attached or detached accessory dwelling unit shall not exceed 50 percent of the existing living area up to a maximum of 1,000 square feet.
- FG. Accessory dwelling units shall be located no closer than four feet from any side or rear property lines, be on the rear 50 percent of the lot and must meet the requirements of Section 18.31 (Standards for Residential Districts), Table 18.31.01 (Development standards in residential zones).
- H. An internal ADU may be constructed regardless of whether it conforms to the current zoning requirement for building separation or setbacks.
- I. If an internal ADU is proposed to be constructed within an existing accessory structure, the city shall ministerially permit an expansion of the existing accessory structure by up to 150 square feet for the purpose of accommodating ingress and egress.
- J. If an existing structure is demolished and replaced with an accessory dwelling unit, an accessory dwelling unit may be constructed in the same location and to the same dimensions as the demolished structure.
- K. The accessory dwelling unit shall be architecturally integrated into the existing building design.
- L. Foundation. An accessory dwelling unit shall be constructed on a permanent foundation.
- M. The accessory dwelling unit shall not be placed on top of any easements.
- N. Connection Fees. A local agency is prohibited from requiring a new or separate utility connection for an accessory dwelling unit if contained within the existing space of a single-family residence or accessory structure (in accordance with Government Code Section 65852.2(f)).
- O. Parking.
 - 1. Maximum of one space per unit or one space per bedroom, whichever is less. Tandem parking on an existing driveway is allowed, which may be within setback areas.
 - 2. No additional parking for accessory dwelling units can be required when:
 - a. An accessory dwelling unit is located:
 - i. Within one-half mile walking distance of public transit;
 - ii. Within an architecturally and historically significant historic district;
 - iii. Within an existing primary residence or an existing accessory structure;

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iv. Within an area where off-street parking is required, but no permit is offered to the occupant of the accessory dwelling unit;

v. Within one block of a car share vehicle.

3. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, replacement parking stalls are not required for the demolished parking structure.

P. Rental.

1. An accessory dwelling unit may be rented but shall not be sold or otherwise conveyed separately from the primary dwelling, **unless the requirements of California Government Code Section 65852.26 are met.**

2. The rented unit shall not be leased for any period less than 30 days.

Q. Recordation of Deed Restriction. An executed deed restriction, on a form provided by the city, shall be submitted to the city prior to issuance of a building permit and shall be recorded prior to final occupancy. The deed restriction shall stipulate all of the following:

1. That the rented unit shall not be rented for any period less than 30 days at a time; and

2. That the accessory dwelling shall not be sold separately from the primary dwelling.

3. For junior accessory dwelling units, restrictions on size and attributes in conformance with this section.

R. Ministerial Consideration.

1. New Construction. If the development services department receives an application to construct an accessory dwelling unit (by either adding on to an existing structure, or constructing a new detached structure), and the proposal meets all of the requirements of this Code as determined by Section 18.30.170 (Accessory Dwelling Units), then within 60 days of receipt of a complete application for the accessory dwelling unit, the development services department staff shall ministerially approve the application without a hearing.

2. No Expansion. If the applicant will not be adding floor area, and instead has submitted a complete application for an accessory dwelling unit entirely within the existing space of a single-family residence or accessory structure, then the director shall, without a hearing, ministerially approve a complete application for a building permit to create an accessory dwelling unit if all of the following apply:

- 1 a. The unit is contained entirely within the existing space of a single-family
2 residence or accessory structure (without adding floor area to the existing
3 residence or accessory structure) and doesn't exceed 50 percent of the existing
4 primary dwelling.
- 5 b. The unit is in any district where single-family or multi-family dwellings are
6 a permitted use.
- 7 c. On any lot with an existing or proposed single-family or multi-family
8 dwelling.
- 9 d. The unit has independent exterior access from the existing residence.
- 10 e. Fire sprinklers are provided to the same extent that they are required for the
11 primary residence.

12 **18.30.190 Transitional and supportive housing.**

13 Pursuant to ~~Health and Safety Code sections 50675.2 and 50675.14~~, transitional and
14 supportive housing shall be permitted by right in all residential zones and shall be subject to
15 the same standards as other similar dwellings. See [Chapter 18.04](#), Definitions, for
16 descriptions of transitional and supportive housing.

17 **A. Supportive and Transitional Housing, Generally.** Pursuant to California Government
18 Code Section 65583(c)(3), transitional and supportive housing constitute a residential use and
19 are subject only to those restrictions that apply to other residential uses of the same type in the
20 same zoning district.

21 **B. Supportive Housing, Up to 50 Units.** Pursuant to California Government Code
22 Section 65651, supportive housing development with up to 50 supportive housing units
23 shall be permitted by right in all Zoning Districts where multi-family and mixed use
24 residential development are permitted provided the development satisfies all of the
25 following requirements:

- 26 **1. All supportive housing units within the development are subject to a recorded
27 affordability restriction for 55 years.**
- 28

1 2. One hundred percent of the units, excluding managers' units, within the
2 development are dedicated to lower income households and are receiving public
3 funding to ensure affordability of the housing to lower income Californians. For
4 purposes of this paragraph, "lower income households" has the same meaning as
5 defined in Section 50079.5 of the Health and Safety Code.

6
7 3. At least 25 percent of the units in the development or 12 units, whichever is greater,
8 are restricted to residents in supportive housing who meet criteria of the target
9 population. If the development consists of fewer than 12 units, then 100 percent of the
10 units, excluding managers' units, in the development shall be restricted to residents in
11 supportive housing.

12 4. The developer shall provide the information required by California Government
13 Code Section 65652 to the Planning Division.

14
15 5. Nonresidential floor area shall be used for onsite supportive services in the
16 following amounts:

17 a. For a development with 20 or fewer total units, at least 90 square feet shall be
18 provided for onsite supportive services.

19
20 b. For a development with more than 20 units, at least 3 percent of the total
21 nonresidential floor area shall be provided for onsite supportive services that are
22 limited to tenant use, including, but not limited to, community rooms, case
23 management offices, computer rooms, and community kitchens.

24
25 6. The developer replaces any dwelling units on the site of the supportive housing
26 development in the manner provided in paragraph (3) of subdivision (c) of Section
27 65915.

28

1 7. Units within the development, excluding managers' units, include at least one
2 bathroom and a kitchen or other cooking facilities, including, at minimum, a stovetop,
3 a sink, and a refrigerator.

4 8. Notwithstanding any other provision of this Section to the contrary, the local
5 government shall, at the request of the project owner, reduce the number of residents
6 required to live in supportive housing if the project-based rental assistance or
7 operating subsidy for a supportive housing project is terminated through no fault of
8 the project owner, but only if all of the following conditions have been met:

9
10 a. The owner demonstrates that it has made good faith efforts to find other sources
11 of financial support.

12
13 b. Any change in the number of supportive service units is restricted to the
14 minimum necessary to maintain project's financial feasibility.

15 c. Any change to the occupancy of the supportive housing units is made in a
16 manner that minimizes tenant disruption and only upon the vacancy of any
17 supportive housing units.

18
19 **Chapter 18.31 STANDARDS FOR RESIDENTIAL DISTRICTS**

20
21 **[18.31.005] [Table of Development Standards in Residential Zones.]**

22 Table 18.31.01 Development Standards in Residential Zones

Develop- ment Standards	RL (Low- Density Resi- dential)	RM (Medium- Density Resi- dential)	RH1 (High- Density Resi- dential 1)	RH2 (High- Density Resi- dential 2)	RMU (Resi- dential Mixed- Use)
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Lot Size					
Minimum Lot Area	3,600 sf	1,800 sf	1,200 sf	800 sf	800 sf
Maximum Lot Coverage	40% of the lot ¹	80% of the lot ¹	80% of the lot ¹	80% of the lot ¹	80% of the lot ¹
Minimum Lot Width	40 ft. interior; 45 ft. corner	25 ft.	none	none	None
Minimum Lot Depth	65 ft.	55 ft.	none	none	None
Setbacks (in feet)					
Front	10 min — 20 max ²	10 min — 20 max ²	0 min — 15 max	0 min — 15 max	0 min — 15 max
Side to side, interior	5 min	0 min — 5 max	0 min — 5 max	0 min — 5 max	0 min — 5 max
Side to front, interior Rear to front, interior	10 min	20 min ⁵	20 min ⁵	20 min ⁵	20 min ⁵
Side, corner, street side	5 min — 10 max	5 min — 15 max	0 min — 15 max	0 min — 15 max	0 min — 15 max
Rear ³	10 min	5 min ⁶	5 min ⁶	5 min ⁶	5 min ⁶
Maximum Height Limit	35	35	55	55	55
Accessory Dwelling Unit⁷					
New Construction, Conversion and Replacing ^{8, 10}					

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Minimum side setback, interior	4	4	4	4	4
Minimum side setback, street	4	4	4	4	4
Minimum rear setback	4	4	4	4	4
Maximum height of stand-alone unit ⁹	16	16	16	16	16
Maximum floor area ⁹	Attached	1,000 sq. ft.			
	Detached	1,000 sq. ft.			
	Internal	50 percent of the existing primary dwelling			
	Junior	500 sq. ft.			
Front	Must be in the rear 50% of the lot				
Building separation	A minimum 5-foot distance shall be maintained between a detached accessory dwelling unit the primary building on the site. A detached accessory structure shall be set back from other structures on the site as required by the building code.				
Accessory Structure (in feet)					
Minimum Side Setback, interior	5 ft.	5 ft.	0 ft.	0 ft.	0 ft.

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Minimum Side Setback, street	10 ft.	10 ft.	5 ft.	5 ft.	5 ft.
Minimum Rear Setback ³	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
Maximum Height of stand-alone unit	20 ft. ⁴	20 ft. ⁴	20 ft. ⁴	20 ft. ⁴	20 ft. ⁴
Usable Open Space		See Section 18.31.010	See Section 18.31.020	See Section 18.31.020	See Section 18.31.020
Parking	See Chapter 18.42				
Water-Efficient Landscaping	See Title 20				
Fences and Walls	See Chapter 18.34				

Notes:

- ¹ Lot coverage includes primary buildings, accessory buildings, covered parking, and covered patios
- ² Garage shall not be closer than 15 feet to the front property line
- ³ Garage setback shall be no closer than three feet to the rear property line
- ⁴ A secondary dwelling shall not exceed 20 feet in height, except when the unit is attached to the primary unit, the maximum height shall be that established for the primary dwelling in the underlying zoning district.
- ⁵ For courtyard and green court site plans, and to allow for paseos and other pedestrian pathways, where included in the site design.
- ⁶ No required maximum to allow for parking lots and courtyards, as relevant to the design of the dwelling units.
- ⁷ For junior accessory dwelling units and internal ADUs, no setbacks and height required, other than that of the primary dwelling.
- ⁸ Conversion and replacing applies only to existing, permitted accessory dwelling units.

⁹ The following exceptions apply:

- **A height 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. An additional two feet in height to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit.**
- **A height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multifamily, multistory dwelling.**
- **A height of 25 feet or the height limitation in the local zoning ordinance that applies to the primary dwelling, whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling.**

⁹⁻¹⁰The proposed increase in gross floor area of an attached or detached accessory dwelling unit shall not exceed 50 percent of the existing living area.

¹⁰⁻¹¹ Please refer to section 18.30.170 H., I., J.

- H. An internal ADU may be constructed regardless of whether it conforms to the current zoning requirement for building separation or setbacks;
- I. If an internal ADU is proposed to be constructed within an existing accessory structure, the city shall ministerially permit an expansion of the existing accessory structure by up to 150 square feet for the purpose of accommodating ingress and egress;
- J. If an existing structure is demolished and replaced with an accessory dwelling unit, an accessory dwelling unit may be constructed in the same location and to the same dimensions as the demolished structure.

[Chapter 18.46 - REASONABLE ACCOMMODATION]

18.46.060 - Findings and decision.

A. The written decision to grant or deny a request for reasonable accommodation will be consistent with the Acts and shall be based on consideration of the following factors:

1. Whether the housing, which is the subject of the request, will be used by an individual with disabilities protected under the Acts;
2. Whether the requested accommodation is necessary to make housing available to an individual with disabilities protected under the Acts;
3. Whether the requested reasonable accommodation would impose an undue financial or administrative burden on the city;
4. Whether the requested accommodation would require a fundamental alteration in the nature of a city program or law, including but not limited to, building, land use, nuisance, and zoning law.

1 ~~B. In granting a request for reasonable accommodation, the review authority may impose any~~
2 ~~conditions of approval deemed reasonable and necessary to ensure that the reasonable~~
3 ~~accommodation would comply with the findings required by subsection (A). The conditions~~
4 shall also state whether the accommodation granted shall be removed in the event that the
5 person for whom the accommodation was requested no longer resides on the site.

6 **[Chapter 18.47 RESIDENTIAL DENSITY BONUS AND DENSITY INCENTIVES]**

7 **18.47.030 Definitions.**

8 "Affordable housing cost." Refer to the definition set forth in the California Health and
9 Safety Code Section 50052.5.

10 "Affordable rent." Refer to the definition set forth in the California Health and Safety Code
11 Section 50053.

12 "Child care facility." A facility other than a family day care home, including but not limited
13 to, infant centers, preschools, extended day care facilities, and school age child care centers.

14 "Common interest development." Refer to the definition set forth in the California Civil
15 Code Section 13.51.

16 "Concession" or "incentive." Concession or incentive means any of the following:

- 17 A. A reduction in site development standards or a modification of zoning code
18 requirements or architectural design requirements that exceed the minimum
19 building standards approved by the California Building Standards Commission, as
20 provided in Part 2.5 (the State Building Code commencing with Health and Safety
21 Code Section 18901) of Division 13 of the Health and Safety Code, including but
22 not limited to, a reduction in setback and square footage requirements, and in the
23 ratio of vehicular parking spaces that would otherwise be required, that results in
24 identifiable, financially sufficient, and actual cost reductions.
- 25 B. Approval of mixed use zoning in conjunction with a housing project, if commercial,
26 office, industrial or other land uses will reduce the cost of a housing development,
27 and if the commercial, office, industrial or other land uses are compatible with the
28 housing project and the existing or planned development in the area where the
proposed housing project will be located.
- 29 C. Other regulatory incentives or concessions proposed by the applicant or the city that
result in identifiable, financially sufficient and actual cost reductions. This
definition does not limit or require the provision of direct financial incentives for a
housing development, including the provision of publicly owned land, by the city or
the waiver of fees or dedication requirements.

30 "Density bonus." A density increase in over the otherwise maximum allowable
31 residential density under the applicable zoning code provisions and the land use element of
32 the general plan, as of the date of application by the applicant to the city.

1 "Development standard." The site or construction condition that apply to a residential
2 development pursuant to any ordinance, general plan element, specific plan, or other city
condition, law, policy resolution or regulation.

3 "Housing development." A development project for five or more residential units in
4 single-use, live-work, or mixed use formats as defined in Section 1351 of the Civil Code.
5 Also includes a subdivision or common interest development or the substantial rehabilitation
of an existing multi-family dwelling where the result of the rehabilitation would be a net
increase in the number of residential units.

6 "Lower-income household." Persons and families whose income does not exceed 80
7 percent of the area median income, adjusted for family size and revised annually, as defined
in California Health and Safety Code Section 50079.5.

8 **"Lower income student". A student who has a household income and asset level**
9 **that does not exceed the level for Cal Grant A or Cal Grant B award recipients as set**
10 **forth in paragraph (1) of subdivision (k) of Section 69432.7 of the Education Code. The**
11 **eligibility of a student to occupy a unit for lower income students under this section shall**
12 **be verified by an affidavit, award letter, or letter of eligibility provided by the institution**
13 **of higher education in which the student is enrolled or by the California Student Aid**
Commission that the student receives or is eligible for financial aid, including an
institutional grant or fee waiver from the college or university, the California Student
Aid Commission, or the federal government.

14 "Maximum allowable residential density." The density allowed under the zoning code or
15 if a range of density is permitted, the maximum allowable density for the specific zoning
16 range applicable to the project. **The maximum number of units allowed under the zoning**
17 **ordinance, specific plan, or land use element of the general plan, or, if a range of density**
is permitted, means the maximum number of units allowed by the specific zoning range,
specific plan, or land use element of the general plan applicable to the project.

18 "Moderate-income household." Persons and families whose income is between 80
19 percent — 120 percent of the area median income, adjusted for family size and revised
annually, as set forth in the California Health and Safety Code Section 50093(b).

20 "Very low-income household." Persons and families whose income does not exceed 50
21 percent of the area median income, adjusted for family size and revised annually, as set forth
in the California Health and Safety Code Section 50105.

22 "Senior citizen housing development." A housing development, where residency is
23 restricted to persons 62 years of age or older, or 55 years of age or older in a Senior Citizen
24 housing development, as defined in Sections 51.3 and 51.12 of the California Civil Code (at
25 the time of adoption of this section, a senior citizen housing development is a residential
development that has at least 35 dwelling units and is developed, substantially rehabilitated,
or substantially renovated for senior citizens).

26 **"Shared housing building". A residential or mixed-use structure, with five or more**
27 **shared housing units and one or more common kitchens and dining areas designed for**
28 **permanent residence of more than 30 days by its tenants. The kitchens and dining areas**
within the shared housing building shall be able to adequately accommodate all

1 residents. A “shared housing building” may include other dwelling units that are not
2 shared housing units, provided that those dwelling units do not occupy more than 25
3 percent of the floor area of the shared housing building. A shared housing building may
4 include 100 percent shared housing units.

5 “Shared housing unit” One or more habitable rooms, not within another dwelling
6 unit, that includes a bathroom, sink, refrigerator, and microwave, is used for permanent
7 residence, that meets the “minimum room area” specified in Section R304 of the
8 California Residential Code (Part 2.5 of Title 24 of the California Code of Regulations),
9 and complies with the definition of “guestroom” in Section R202 of the California
10 Residential Code.

11 "Specific, adverse impact." Refer to the definition set forth in the California Government
12 Code Section 65589.5(d)(2).

13 "Target unit." A dwelling unit within a housing development that is reserved for sale or
14 rent to very low, low-, and moderate-income households, or other qualifying residents.

15 (Ord. No. 743, § 3, 3-21-2017)

16 ~~18.47.040~~ **General density bonus provisions.**

17 Density bonuses shall be subject to the provisions in this section, in accordance with
18 California Code Section 65915.

19 A. Application. Any person that desires a density bonus must make an application on a
20 form approved by the director of development Services at the time of submitting an
21 entitlement application for the housing development for which a density bonus is
22 requested. The density bonus provided by this chapter only applies to housing
23 developments consisting of five or more dwelling units.

24 B. Incentives and Concessions. When an applicant seeks a density bonus for a housing
25 development or for the donation of land for housing within the city, the city must
26 provide the applicant incentives or concessions for the production of housing units and
27 child care facilities, as provided in this chapter.

28 C. Available Density Bonus Options. The planning commission or city council will grant
one density bonus, the amount of which will be as specified in Section 18.47.060, and
incentives or concessions as described in Section 18.47.050, when an applicant for a
housing development seeks and agrees to construct a housing development, excluding
any units permitted by the density bonus awarded pursuant to this chapter, that will
contain at least one of the following:

1. Five percent of the total units of a housing development, including a shared housing building development, for very low-income households.
2. Ten percent of the total units of a housing development, including a shared housing building development, for lower income households.

3. Ten percent of the total units in a common interest development for moderate-income households, provided that all units in the housing development are offered to the public for purchase.
4. A senior citizen housing development;
5. Donates land to the city for the construction of very low-income units.
6. Includes a qualifying childcare facility, as described in Section 18.47.070; in addition, to providing housing as described in subsections (C)(1)—(3).
- 7. Ten percent of the total units of a housing development for transitional foster youth, as defined in Section 66025.9 of the Education Code, disabled veterans, as defined in Section 18541, or homeless persons, as defined in the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.).**
- 8. Twenty percent of the total units for lower income students in a student housing development that meet the requirements in Government Code Section 65915(b)(1)(F).**
- 9. One hundred percent of all units in the development, including total units and density bonus units, but exclusive of a manager's unit or units, are for lower income households, as defined by Section 50079.5 of the Health and Safety Code, except that up to 20 percent of the units in the development, including total units and density bonus units, may be for moderate-income households, as defined in Section 50053 of the Health and Safety Code.**

D. Applicant's Election of Basis for Bonus. For purposes of calculating the amount of the density bonus, pursuant to Section 18.47.060, the applicant who requests a density bonus pursuant to this section must elect whether the bonus will be awarded on the basis of subsections (C)(1)—(6).

E. Continued Affordability.

1. An applicant must agree to the continued affordability of all low and very low income units that qualified the applicant for the award of the density bonus for ~~30~~ 50 years or a longer period of time if required by any applicable construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program. Rents for the lower income density bonus units must be set at an affordable rent. Owner-occupied units must be available at an affordable housing cost.
2. An applicant must agree that the initial occupant of the moderate income units that are directly related to the receipt of the density bonus in a common interest development are moderate income households and that the units are offered at an affordable housing cost. The city will require an equity-sharing agreement, unless such an agreement would be in conflict with the requirements of another public funding source or law.

(Ord. No. 743, § 3, 3-21-2017; Ord. No. 748, § 4, 5-15-2018)

1 **18.47.045 Requirements for equity-sharing agreement.**

2 The following provisions must be included in any equity-sharing agreement required under
3 this chapter:

4 A. Upon resale, the seller of the unit may retain the value of any improvements, the down
5 payment, and the seller's proportionate share of appreciation. The city will recapture
6 any initial subsidy and its proportionate share of appreciation, which amount must then
7 be used within five years for any of the purposes that promote home ownership, as
8 described in California Health and Safety Code section 33334.2(e).

9 **B. If the unit is purchased or developed by a qualified nonprofit housing corporation
10 pursuant to California Government Code Section 65915(c)(A)(ii), the local
11 government may enter into a contract with the qualified nonprofit housing
12 corporation under which the qualified nonprofit housing corporation would
13 recapture any initial subsidy and its proportionate share of appreciation if the
14 qualified nonprofit housing corporation is required to use 100 percent of the
15 proceeds to promote homeownership for lower income households within the
16 jurisdiction of the local government.**

17 **BC.** For purposes of this section, the city's initial subsidy will be equal to the fair market
18 value of the home at the time of initial sale, minus the initial sale price to the moderate
19 income household, plus the amount of any down payment assistance or mortgage
20 assistance. If upon resale the market value is lower than the initial market value, then
21 the value at the time of the resale will be used as the initial market value.

22 **CD.** For purposes of this section, the city's proportionate share of appreciation will be equal
23 to the ratio of the initial subsidy to the fair market value of the unit at the time of initial
24 sale.

25 (Ord. No. 743, § 3, 3-21-2017)

26 **18.47.050 Incentives and concessions.**

27 A. An applicant for a density bonus pursuant to Section 18.47.040 may submit proposal for the
28 specific incentives or concessions that the applicant requests pursuant to this chapter, and
may request a meeting with the director of development services.

B. Subject to subsection (C), the applicant will receive the following number of incentives or
concessions:

1. One incentive or concession for projects that include at least ten percent of the total
units for lower income households, at least five percent for very low income
households, or at least ten percent for moderate income households in a common
interest development.

2. **One incentive or concession for projects that include at least 20 percent of the
total units for lower income students in a student housing development.**

3. Two incentive or concession for projects that include at least 20 percent of the total
units for lower income households, at least ten percent for very low-income

1 households, or at least 20 percent for moderate income households in a common
2 interest development.

3 34. Three incentive or concession for projects that include at least 30 percent of the total
4 units for lower income households, at least 15 percent for very low-income
5 households, or at least 30 percent for moderate income households in a common
6 interest development.

7 **5. Four incentives or concessions for a project meeting the criteria of Section**
8 **18.47.040(C)(9).**

9 **6. If the project is located within one-half mile of a major transit stop or is located in**
10 **a very low vehicle travel area in a designated county, the applicant shall also**
11 **receive a height increase of up to three additional stories, or 33 feet.**

12 C. The planning commission or city council must grant the concession or incentive requested
13 by the applicant, unless it make a written finding, based upon substantial evidence, that:

- 14 1. The concession or incentive is not required in order to provide for affordable housing
15 costs, or for rents for the targeted units to be set as specified in Section 18.47.030.
 - 16 2. The concession or incentive would have a specific, adverse impact upon public health
17 and safety, or the physical environment, or on any real property listed in the California
18 Register of Historical Resources, and there is no feasible method to satisfactorily
19 mitigate or avoid the specific adverse impact without rendering the development
20 unaffordable to low- and moderate-income households; or
 - 21 3. The concession or improvement would be contrary to state or federal law.
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1 **18.47.055 Waiver or reduction of development standards.**

- 2 A. An applicant may submit to the city a proposal for the waiver or reduction of
3 development standards that the applicant believes will have the effect of physically
4 precluding the construction of a housing development that meets the criteria of in this
5 section at the densities or with the concessions or incentives permitted by this chapter,
6 and may request a meeting with the director of development services. Such proposal may
7 not increase the number of incentives of concessions that the applicant is entitled to
8 under Section 18.47.030.
- 9 B. The planning commission or city council must waive or reduce the development standard
10 requested by the applicant, unless it makes a written finding, based upon substantial
11 evidence, that:
- 12 1. The waiver or reduction would have a specific, adverse impact upon public health
13 and safety, or the physical environment, or on any real property listed in the
14 California Register of Historical Resources, and there is no feasible method to
15 satisfactorily mitigate or avoid the specific adverse impact; or
 - 16 2. The waiver or reduction would be contrary to state or federal law.

17 (Ord. No. 743, § 3, 3-21-2017; Ord. No. 748, § 4, 5-15-2018)

18 **18.47.060 Calculation of density bonus.**

- 19 A. The applicant may elect to accept a lesser percentage of density bonus.
- 20 B. The amount of density bonus to which the applicant is entitled will vary according to the
21 amount by which the percentage of affordable housing units exceeds the percentage
22 established in Section 18.47.060.
- 23 C. For housing developments meeting the criteria of Section 18.47.010(C)(1), the density
24 bonus will be calculated as follows:

25 Percentage Very Low 26 Income Units	27 Percentage Density Bonus
28 5	20
6	22.5
7	25
8	27.5
9	30
10	32.5
11	35

<u>12</u>	<u>38.75</u>
<u>13</u>	<u>42.5</u>
<u>14</u>	<u>46.25</u>
<u>15</u>	<u>50</u>

D. For housing developments meeting the criteria of Section 18.47.040(C)(2), the density bonus will be calculated as follows:

Percentage Low Income Units	Percentage Density Bonus
10	20
11	21.5
12	23
13	24.5
14	26
15	27.5
16	29
17	30.5
18	32
19	33.5
20	35
<u>21</u>	<u>38.75</u>
<u>22</u>	<u>42.5</u>
<u>23</u>	<u>46.25</u>
<u>24</u>	<u>50</u>

E. For housing developments meeting the criteria of Section 18.47.040(C)(4), as senior housing developments, the density bonus will be 20 percent.

F. For housing developments meeting the criteria of Section 18.47.040(C)(3), the density bonus will be calculated as follows:

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Percentage Moderate Income Units	Percentage Density Bonus
10	5
11	6
12	7
13	8
14	9
15	10
16	11
17	12
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20	15
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40	35
<u>41</u>	<u>38.75</u>
<u>42</u>	<u>42.5</u>
<u>43</u>	<u>46.25</u>
<u>44</u>	<u>50</u>

G. All density calculations resulting in fractional units will be rounded up to the next whole number. The granting of a density bonus will not be interpreted, in and of itself, to require a general plan amendment, zoning change, or other discretionary approval.

SECTION 2. This ordinance amendment is categorically exempt from environmental review under Section 15061 (b)(3) of the State CEQA Guidelines. The proposed text amendments are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 3. This Ordinance shall be in full force and effect thirty (30) days after its adoption following second reading.

SECTION 4. The City Clerk is hereby authorized and directed to certify as the passage of this Ordinance and to give notice thereof by causing copies of this Ordinance to be posted in three public places throughout the City, or published in a county newspaper that is circulated in the City, within 15 days after its passage, there being no newspaper of general circulation printed and published within the City.

1 **PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council
2 of the City of Suisun City, California, on this 20th day of August 2024.

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6 Alma Hernandez,
7 Mayor

8 ATTEST:

9 _____
10 Anita Skinner,
11 City Clerk

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16 **CERTIFICATION**

17
18 I, Anita Skinner, City Clerk of the City of Suisun City and ex-officio Clerk of the City
19 Council of said City, do hereby certify that the above and foregoing ordinance was introduced
20 at a regular meeting of the said City Council held on Tuesday, July 16, 2024, and regularly
21 passed and adopted at a regular meeting of said City Council held on Tuesday, August 20, 2024,
22 by the following vote:

23 **AYES:** Councilmembers:
24 **NOES:** Councilmembers:
25 **ABSENT:** Councilmembers:
26 **ABSTAIN:** Councilmembers:

27 **WITNESS** my hand and the seal of said City this 20th day of August 2024.

28 _____
Anita Skinner,
City Clerk

1 "Emergency shelter." Per California Health and Safety Code (section 50801[e]),
2 "emergency shelter" means housing with minimal supportive services for homeless persons that
3 is limited to occupancy of six months or less by a homeless person. Emergency shelters also
include other interim interventions, including but not limited to, navigation centers, bridge

4 "Family" One or more persons living together in a dwelling unit, with common access to,
5 and common use of all living, kitchen, and eating areas within the dwelling unit.

6 "Farm worker/Employee housing for six or fewer." Farm worker/Employee housing for
7 six or fewer persons is treated as a single-family structure and residential use as described in
8 California Health and Safety Code Sections 17021.5 and employee housing as defined in
California Health and Safety Code Section 17008, including farm worker housing.

9 "Farm worker/Employee housing, group quarters." Farm worker/Employee housing
10 consisting of no more than 36 beds in group quarters (or 12 units or less) designed for use by a
11 single family or household to be treated as an agricultural use as described in 17021.6, and
employee housing as defined in California Health and Safety Code Section 17008, including
farm worker housing.

12 "Low Barrier Navigation Centers" means a low barrier, service-enriched shelter focused
13 on moving people into permanent housing that provides temporary living facilities while case
14 managers connect individuals experiencing homelessness to income, public benefits, health
services, shelter, and housing. (Cal. Gov. Code § 65662a).

15 "Residential Care Facility. " A Licensed Residential Care Facilities and Unlicensed
16 Residential Care Facilities shall be considered a residential use of property. Residential Care
17 Facilities, Licensed, and Unlicensed Residential Care Facilities are permitted uses in all zones
18 permitting residential uses, subject to compliance with the restrictions and development
standards for other residential dwellings of the same type (e.g., single-family or multifamily) in
19 the same zone. This does not include new construction of a standalone commercial residential
care facility.

20
21 **[18.08.070 - Allowable Uses in Residential Zones.]**

22 Table 18.08.02 identifies the residential and nonresidential land uses allowed in residential
23 zoning districts in the city. Uses not listed here, but consistent with the character and density
24 and intensity of zoning districts, defined in Sections 18.08.010 through 18.08.040, may be
permitted through the administrative review process.

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Table 18.08.02 Allowable Uses in Residential Zones						
Residential Use Types	RL	RM	RH1	RH2	RMU	Refer to Special Use Section
Residential						
Accessory buildings	P	P	P	P	P	
Community care facility, small	P	P	P	P	P	
Community care facility, large	CUP	CUP	CUP	CUP	CUP	
Dwelling, single-family	P	P	P	P	P	
Dwelling, two-family (duplex)	P	P	P	P	P	
Dwelling, multi-family	—	CUP	P	P	P	18.30.120
Dwelling, second or accessory	P	P	P	P	P	18.30.170
Emergency shelters	—	P	P	P	P	
Family day care, small	P	P	P	P	P	
Family day care, large	CUP	CUP	CUP	CUP	CUP	
Farm Worker/Employee Housing, for 6 or fewer	P	P	P	P	P	
Home occupations	P	P	P	P	P	18.50
Live-work units ¹	—	P	P	P	P	18.52
Low-Barrier Navigation Center					P	
Mobile home, single	P	P	P	P	P	18.54
Mobile home, park	CUP	CUP	CUP	CUP	CUP	18.54

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Table 18.08.02 Allowable Uses in Residential Zones

Residential Use Types	RL	RM	RH1	RH2	RMU	Refer to Special Use Section
Residential Care Facility	P	P	P	P	P	
Rooming and boarding house	—	—	P	P	P	
Single-room occupancy units	—	—	P	P	P	
Transitional and Supportive housing	P	P	P	P	P	18.30.190
Office, accessory	A	A	A	A	A	
Public/Quasi-Public						
Cemetery, crematory, mausoleum, columbarium	—		—	—	—	
Community center	A	A	P	P	P	
Community facility	CUP	A	A	A	A	
Community garden	A	A	A	A	A	
Educational facility	CUP	A	A	A	A	
Lodges, fraternal groups, and clubs	CUP	A	A	A	P	
Public safety and fire substations	A	A	A	A	A	
Roadway and utility easements	P	P	P	P	P	
Power generating facilities, on-site power use primary	P	P	P	P	P	
Power generating facilities, off-site power use primary	CUP	CUP	CUP	CUP	CUP	

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Table 18.08.02 Allowable Uses in Residential Zones

Residential Use Types	RL	RM	RH1	RH2	RMU	Refer to Special Use Section
Religious facility	CUP	A	A	A	A	
Telecommunications facilities	A	A	A	A	A	
Commercial						
Professional office	—	CUP	CUP	CUP	P	
Bed and Breakfast	A	A	A	A	A	18.30.040
Café, coffee shop, restaurant	CUP	CUP	CUP	A	P	
Convenience store	—	—	—	—	A	
Medical, hospital	—	CUP	CUP	CUP	CUP	
Key: P Permitted A Administrative Review CUP Conditional Use Permit — Not Permitted						
1 Live-work units shall be subject to the special use regulations in Section 18.30.100.						

[18.20.070 Allowable Uses in Commercial Zones]

Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Residential Use Types					
Accessory buildings	P	P	P	P	

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Table 18.20.02 Allowable Uses in Commercial Zones					
Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Community care facility, small	—	—	P	—	
Community care facility, large	—	—	P	—	
Dwelling, single-family	—	—	—	—	
Dwelling, duplex	—	—	—	—	
Dwelling, multi-family	—	—	P	—	18.30.120
Dwelling, second or accessory	—	—	P	—	18.30.170
Emergency shelters	CUP	P	CUP	CUP	
Family day care, small	—	—	P	P	
Family day care, large	—	—	CUP		
Home occupations	—	—	P	—	18.50
Live-work units	—	A	P	P	18.52
Low-Barrier Navigation Center			P		
Mobile home, single	—	—	—	—	18.54
Mobile home, park	—	—	—	—	18.54
Residential Care Facility			P		
Rooming and boarding house	—	—	A	—	
Single-room occupancy units	—	—	P	—	
Supportive housing	—	—	P	—	18.30.190
Transitional housing	—	—	P	—	18.30.190

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Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Retail Use Types					
Alcoholic beverage establishment	CUP	CUP	CUP	—	
Auto, motorcycle, RV, sales or rental	P	P	CUP	—	
Auto parts, sales without repair	P	P	P	—	
Auto repair and service	CUP	P	CUP	—	
Building materials, garden supplies, >40,000 sq. ft.	P	P	—	—	
Building materials, garden supplies, <40,000 sq. ft.	P	P	P	—	
Convenience market	CUP	CUP	CUP		
Farm equipment and supplies	P	P	—	—	
Furniture sales	P	P	P	—	
Food sales, specialty	P	A	P	—	
Food sales, full service grocery	P	—	P	—	
Gasoline service station	P	P	—	—	
Nightclub	CUP	CUP	CUP	—	18.30.080
Nursery (plants)	P	P	A	—	
Restaurant, drive-through	P	A	—	—	18.42.080 (drive-through facilities)
Restaurant, full service	P	P	P	—	

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Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Restaurant, accessory to primary use	P	P	P	P	
Retail store, general merchandise (such as art and crafts, antiques & collectables, books, clothing, florist, pharmacy) <5,000 sq. ft.	P	P	P	—	
Retail store, 5,000—40,000 sq. ft.	P	P	P	—	
Retail store, 40,000—100,000 sq. ft.	CUP	CUP	CUP	—	
Retail store, accessory to primary use	P	P	P	P	
Wholesale, <10,000—40,000	CUP	P	—	—	
Wholesale, 40,000—100,000	—	P	—	—	
Commercial Service Use Types					
Adult business					18.48
Automated teller machine	P	P	P	P	
Bank, teller	P	—	P	P	
Bank, drive-through	P	—	P	P	18.42.080 (drive-through facilities)
Bed and Breakfast	—	—	A	—	
Business support services	P	P	P	P	
Car wash, full service	P	P	CUP	—	
Car wash, self-service	P	P	A	—	

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Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Catering	P	P	P	P	
Circus, fair, revival	T	T	T	—	18.30.050
Community social service	P	P	P	P	
Drive-in or outdoor theater	—	CUP	—	—	
Educational services, tutoring, art/dance/music schools	P	P	P	P	
Health club, gym spa	P	P	P	A	
Hotel/motel	P	A	P	—	
Kennel, animal boarding	CUP	P	CUP	—	
Landscaping service	—	P	—	—	
Laundry and dry cleaning	P	P	A	A	18.30.030
Medical, clinic/lab	—	P	P	P	
Medical, extended care	—	CUP	P	—	
Medical, office	—	P	P	P	
Medical, health care facility	—	CUP	P	P	
Medical, hospital	—	CUP	CUP	CUP	
Mortuary, funeral home	—	P	P	—	
Office, professional	—	—	P	P	
Office, accessory	P	P	P	P	

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Table 18.20.02 Allowable Uses in Commercial Zones					
Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Parking facility	P	P	P	P	
Personal services	P	P	P	P	
Veterinary clinic, animal hospital	—	P	P	CUP	18.30.020
Manufacturing, Processing, and Warehousing					
Contractor's and corporation yard	—	P	—	—	
Food processing, bakery, creamery	—	P	—	—	18.30.030
General services and repair (auto repair, cabinet shop, plumbing, welding)	—	P	—	—	
Junk yard, wrecking yard	—	CUP	—	—	
Manufacturing/ processing, light	—	P	—	—	
Mini-storage	—	P	CUP	—	
Recycling collection facility (small)	—	A	A	A	
Recycling collection facility (large)	—	CUP	—	—	
Research and development	—	P	P	A	
Warehousing and distribution	—	P	—	—	
Public/Quasi-Public/Other					
Amusement center	CUP	CUP	CUP	—	18.30.010
Auditorium and meeting halls	—	P	P	—	18.30.180

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Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Childcare facility		CUP	CUP	A	
Community center	A	A	P	P	
Educational facility		P	P	CUP	
Health/fitness club	P	P	P	P	
Indoor amusement/entertainment center	CUP	P	CUP	—	
Library	—	—	P	P	
Lodges, fraternal groups, and clubs	CUP	P	P	P	
Museum	—	—	P	P	
Outdoor recreation center	—	CUP	—	—	18.30.180 (stadiums)
Park	P	P	P	P	
Public safety and fire substations	P	P	P	P	
Religious facility	CUP	P	CUP	P	
Theater, live entertainment	P	P	P	—	
Theater, motion picture (1—3 screens)	P	—	P	—	
Theater, motion picture (4+ screens)	CUP	—	CUP	—	
Communications and Transportation					
Bus station, train station	P	P	P	P	18.30.150
Roadway and utility easements	P	P	P	P	

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Table 18.20.02 Allowable Uses in Commercial Zones

Commercial Use Types	CR	CSF	CMU	O	Refer to Special Use Section
Power generating facilities, on-site power use primary	P	P	P	P	
Power generating facilities, off-site power use primary	A	A	A	A	
Truck stop	CUP	P	—	—	
Key: P Permitted A Administrative Review CUP Conditional Use Permit T Temporary Use Permit — Not Permitted					

[18.28.070 - Allowable uses]

Table 18.28.02 Allowable Uses in Civic/Park/Other Zones

Use Types	APS	P	OS	PQP	Refer to Special Use Section
Agricultural Use Types					
Agricultural accessory structures	P	—	A	—	
Agriculture, crop production	P	—	—	—	
Agriculture, animal, poultry	P	—	—	—	
Agriculture, animal — grazing	P	—	CUP	—	
Agriculture, animal — dairy	P	—	—	—	
Agriculture, apiary	P	—	CUP	—	

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Table 18.28.02 Allowable Uses in Civic/Park/Other Zones					
Use Types	APS	P	OS	PQP	Refer to Special Use Section
Agricultural processing, products produced on premises	P	—	—	—	
Agricultural processing, products produced off premises	A	—	—	—	
Farm Worker/Employee Housing, Group Quarters	P	A	P		
Nursery, plants	P	—	A	—	
Stable, arena, riding academy	P	A	—	—	18.30.130
Winery	P	—	—	—	
Residential Use Types					
Dwelling, single-family	P	—	—	—	
Dwelling, two-family	P	—	—	—	
Dwelling, second or accessory	P	—	—	—	
Mobile home, single	P				18.54
Residential Care Facility	P				
Transitional and Supportive housing	P				18.30.190
Commercial Use Types					
Kennels, dogs or cats	P	—	—	—	

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Table 18.28.02 Allowable Uses in Civic/Park/Other Zones

Use Types	APS	P	OS	PQP	Refer to Special Use Section
Retail sales of agricultural products, products produced on premises (1,000 sq. ft. or less)	P	—	—	—	
Retail sales of agricultural products, products produced off-site (1,000 sq. ft. or less)	P	—	—	—	
Bed and breakfast inn	A	—	—	—	18.30.040
Café, coffee shop, bakery	P	A	—	P	
Gallery	P	A	—	P	
Farm supply store	P	—	—	—	
Tasting facility	P	—	—	—	
Winery	P	—	—	—	
Recreational Use Types					
Campground	CUP	A	CUP		
Childcare facility	CUP	CUP	—	P	
Circus, fair, revival	T	T	—	T	18.30.050
Drive-in or outdoor theater	CUP	CUP	—	CUP	
Educational facility	P	CUP	—	P	
Indoor amusement/entertainment center	CUP	P	—	P	

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Table 18.28.02 Allowable Uses in Civic/Park/Other Zones

Use Types	APS	P	OS	PQP	Refer to Special Use Section
Lodges, swimming, fishing, boating, hunting	—	A	—	—	
Outdoor amusement/recreation center, including stadium	A	A	—	A	
Park	A	P	A	P	
Playground	A	P	—	P	
Open Space Use Types					
Resource protection and restoration	A	A	A	A	
Resource related recreation	P	P	A	P	
Public/Quasi-Public Use Types					
Aquarium	—	A	—	P	
Auditorium	—	P	—	P	18.30.180
Cemetery, crematory, mausoleum	CUP	—	—	CUP	
Community center	A	A	—	P	
Community garden	P	A	—	A	
Hospital	—	—	—	CUP	
Library	—	A	—	P	
Lodges, fraternal groups, and clubs	A	A	—	A	
Museum	—	A	—	P	

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Table 18.28.02 Allowable Uses in Civic/Park/Other Zones

Use Types	APS	P	OS	PQP	Refer to Special Use Section
Public safety and fire substations	P	P	—	P	
Religious facility	—	—	—	P	
School, elementary/ secondary	—	—	—	P	
School, university	—	—	—	P	
Transportation, Communications, and Other					
Airport or heliport	CUP	—	—	—	
Junkyard, wrecking yard	CUP	—	—	CUP	
Minerals or natural minerals removal	—	—	P	—	18.30.110
Power generating facility, emergency	P	P	—	P	
Power generating facility, general	CUP	—	—	CUP	
Power generating facility, renewable	A	A	A	A	18.60 — 18.62
Roadway and utility easements	P	P	A	P	
Telecommunications facilities	A	A	A	A	
Key: P Permitted A Administrative Review CUP Conditional Use Permit T Temporary Use Permit — Not Permitted					

1 **[18.30 Special Use Standards]**

2 **18.30.090 Emergency shelter.**

3 In accordance with California Code Section 65583(a)(4), emergency shelters shall be
4 subject to the following provisions:

- 5 A. Distance Separation Requirements. No emergency shelter shall be located within 300
6 feet of any other emergency shelter.
- 7 B. Occupancy. An emergency shelter shall not exceed 40 residents, excluding staff.
- 8 C. Length of Occupancy. Any single resident's stay shall not exceed six consecutive
9 months.
- 10 D. Zone Specific Development Standards. An emergency shelter shall comply with all
11 development standards of the applicable zoning district in which it is located.
- 12 E. Parking Requirements. Emergency shelters shall provide one parking space for every
13 staff member or one parking space for every ten temporary residents, or as based on
14 the demonstrated need.
- 15 F. Management. An emergency shelter must adequately comply with the management
16 standards:
 - 17 1. There shall be space inside the building so that prospective and current
18 residents are not required to wait on sidewalks or any other public rights-of-
19 way.
 - 20 2. Security shall be provided on-site during hours of operation.
 - 21 3. On-site management shall be provided by at least one emergency shelter staff
22 member at all times while residents are present at the shelter.

23 **18.30.170 Accessory dwelling units.**

24 Purpose. This section is intended to achieve the goals of the city's housing element and
25 of the California Government Code by permitting accessory dwelling units, thereby
26 increasing housing opportunities for the community through use of existing housing resources
27 and infrastructure.

28 The following regulations shall apply to all accessory dwelling units in a residential
zoning district:

- 29 A. An accessory dwelling unit may be established on any residentially zoned parcels,
30 in any district where single-family or multi-family dwellings are a permitted use;
31 and on any lot with an existing or proposed single-family or multi-family dwelling.
- 32 B. Accessory dwelling units are a residential use that shall be consistent with the
33 existing general plan and zoning designation for the lot.
- 34 C. There will be only up to one accessory dwelling unit and one junior accessory
35 dwelling unit per lot.

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- D- The accessory dwelling unit can either be attached to and designed to be located within the living area of the existing dwelling or detached from and no less than five feet from the existing single-family dwelling.
- E. The proposed increase in gross floor area of an attached or detached accessory dwelling unit shall not exceed 50 percent of the existing living area up to a maximum of 1,000 square feet.
- F. Accessory dwelling units shall be located no closer than four feet from any side or rear property lines, be on the rear 50 percent of the lot and must meet the requirements of Section 18.31 (Standards for Residential Districts), Table 18.31.01 (Development standards in residential zones).
- H. An internal ADU may be constructed regardless of whether it conforms to the current zoning requirement for building separation or setbacks.
- I. If an internal ADU is proposed to be constructed within an existing accessory structure, the city shall ministerially permit an expansion of the existing accessory structure by up to 150 square feet for the purpose of accommodating ingress and egress.
- J. If an existing structure is demolished and replaced with an accessory dwelling unit, an accessory dwelling unit may be constructed in the same location and to the same dimensions as the demolished structure.
- K. The accessory dwelling unit shall be architecturally integrated into the existing building design.
- L. Foundation. An accessory dwelling unit shall be constructed on a permanent foundation.
- M. The accessory dwelling unit shall not be placed on top of any easements.
- N. Connection Fees. A local agency is prohibited from requiring a new or separate utility connection for an accessory dwelling unit if contained within the existing space of a single-family residence or accessory structure (in accordance with Government Code Section 65852.2(f)).
- O. Parking.
 - 1. Maximum of one space per unit or one space per bedroom, whichever is less. Tandem parking on an existing driveway is allowed, which may be within setback areas.
 - 2. No additional parking for accessory dwelling units can be required when:
 - a. An accessory dwelling unit is located:
 - i. Within one-half mile walking distance of public transit;
 - ii. Within an architecturally and historically significant historic district;
 - iii. Within an existing primary residence or an existing accessory structure;

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- iv. Within an area where off-street parking is required, but no permit is offered to the occupant of the accessory dwelling unit;
 - v. Within one block of a car share vehicle.
 - 3. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, replacement parking stalls are not required for the demolished parking structure.
- P. Rental.
- 1. An accessory dwelling unit may be rented but shall not be sold or otherwise conveyed separately from the primary dwelling, unless the requirements of California Government Code Section 65852.26 are met.
 - 2. The rented unit shall not be leased for any period less than 30 days.
- Q. Recordation of Deed Restriction. An executed deed restriction, on a form provided by the city, shall be submitted to the city prior to issuance of a building permit and shall be recorded prior to final occupancy. The deed restriction shall stipulate all of the following:
- 1. That the rented unit shall not be rented for any period less than 30 days at a time; and
 - 2. That the accessory dwelling shall not be sold separately from the primary dwelling.
 - 3. For junior accessory dwelling units, restrictions on size and attributes in conformance with this section.
- R. Ministerial Consideration.
- 1. New Construction. If the development services department receives an application to construct an accessory dwelling unit (by either adding on to an existing structure, or constructing a new detached structure), and the proposal meets all of the requirements of this Code as determined by Section 18.30.170 (Accessory Dwelling Units), then within 60 days of receipt of a complete application for the accessory dwelling unit, the development services department staff shall ministerially approve the application without a hearing.
 - 2. No Expansion. If the applicant will not be adding floor area, and instead has submitted a complete application for an accessory dwelling unit entirely within the existing space of a single-family residence or accessory structure, then the director shall, without a hearing, ministerially approve a complete application for a building permit to create an accessory dwelling unit if all of the following apply:

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- a. The unit is contained entirely within the existing space of a single-family residence or accessory structure (without adding floor area to the existing residence or accessory structure) and doesn't exceed 50 percent of the existing primary dwelling.
- b. The unit is in any district where single-family or multi-family dwellings are a permitted use.
- c. On any lot with an existing or proposed single-family or multi-family dwelling.
- d. The unit has independent exterior access from the existing residence.
- e. Fire sprinklers are provided to the same extent that they are required for the primary residence.

18.30.190 Transitional and supportive housing.

A. Supportive and Transitional Housing, Generally. Pursuant to California Government Code Section 65583(c)(3), transitional and supportive housing constitute a residential use and are subject only to those restrictions that apply to other residential uses of the same type in the same zoning district.

B. Supportive Housing, Up to 50 Units. Pursuant to California Government Code Section 65651, supportive housing development with up to 50 supportive housing units shall be permitted by right in all Zoning Districts where multi-family and mixed-use residential development are permitted provided the development satisfies all of the following requirements:

- 1. All supportive housing units within the development are subject to a recorded affordability restriction for 55 years.
- 2. One hundred percent of the units, excluding managers' units, within the development are dedicated to lower income households and are receiving public funding to ensure affordability of the housing to lower income Californians. For purposes of this paragraph,

1 “lower income households” has the same meaning as defined in Section 50079.5 of the
2 Health and Safety Code.

3
4 3. At least 25 percent of the units in the development or 12 units, whichever is greater, are
5 restricted to residents in supportive housing who meet criteria of the target population. If
6 the development consists of fewer than 12 units, then 100 percent of the units, excluding
7 managers' units, in the development shall be restricted to residents in supportive housing.

8
9 4. The developer shall provide the information required by California Government Code
10 Section 65652 to the Planning Division.

11 5. Nonresidential floor area shall be used for onsite supportive services in the following
12 amounts:

13 a. For a development with 20 or fewer total units, at least 90 square feet shall be
14 provided for onsite supportive services.

15
16 b. For a development with more than 20 units, at least 3 percent of the total
17 nonresidential floor area shall be provided for onsite supportive services that are limited
18 to tenant use, including, but not limited to, community rooms, case management offices,
19 computer rooms, and community kitchens.

20
21 6. The developer replaces any dwelling units on the site of the supportive housing
22 development in the manner provided in paragraph (3) of subdivision (c) of Section 65915.

23 7. Units within the development, excluding managers' units, include at least one bathroom
24 and a kitchen or other cooking facilities, including, at minimum, a stovetop, a sink, and a
25 refrigerator.

26
27 8. Notwithstanding any other provision of this Section to the contrary, the local
28 government shall, at the request of the project owner, reduce the number of residents

1 required to live in supportive housing if the project-based rental assistance or operating
 2 subsidy for a supportive housing project is terminated through no fault of the project
 3 owner, but only if all of the following conditions have been met:

4 a. The owner demonstrates that it has made good faith efforts to find other sources of
 5 financial support.
 6

7 b. Any change in the number of supportive service units is restricted to the minimum
 8 necessary to maintain project's financial feasibility.
 9

10 c. Any change to the occupancy of the supportive housing units is made in a manner that
 11 minimizes tenant disruption and only upon the vacancy of any supportive housing units.

12 **Chapter 18.31 STANDARDS FOR RESIDENTIAL DISTRICTS**

13

14 **[18.31.005] [Table of Development Standards in Residential Zones.]**

15

Table 18.31.01 Development Standards in Residential Zones					
Develop- ment Standards	RL (Low- Density Resi- dential)	RM (Medium- Density Resi- dential)	RH1 (High- Density Resi- dential 1)	RH2 (High- Density Resi- dential 2)	RMU (Resi- dential Mixed- Use)
Lot Size					
Minimum Lot Area	3,600 sf	1,800 sf	1,200 sf	800 sf	800 sf
Maximum Lot Coverage	40% of the lot ¹	80% of the lot ¹	80% of the lot ¹	80% of the lot ¹	80% of the lot ¹

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Minimum Lot Width	40 ft. interior; 45 ft. corner	25 ft.	none	none	None
Minimum Lot Depth	65 ft.	55 ft.	none	none	None
Setbacks (in feet)					
Front	10 min — 20 max ²	10 min — 20 max ²	0 min — 15 max	0 min — 15 max	0 min — 15 max
Side to side, interior	5 min	0 min — 5 max	0 min — 5 max	0 min — 5 max	0 min — 5 max
Side to front, interior Rear to front, interior	10 min	20 min ⁵	20 min ⁵	20 min ⁵	20 min ⁵
Side, corner, street side	5 min — 10 max	5 min — 15 max	0 min — 15 max	0 min — 15 max	0 min — 15 max
Rear ³	10 min	5 min ⁶	5 min ⁶	5 min ⁶	5 min ⁶
Maximum Height Limit	35	35	55	55	55
Accessory Dwelling Unit⁷					
New Construction, Conversion and Replacing ^{8, 10}					
Minimum side setback, interior	4	4	4	4	4
Minimum side setback, street	4	4	4	4	4

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Minimum rear setback	4	4	4	4	4
Maximum height of stand-alone unit ²	16	16	16	16	16
Maximum floor area ⁹	Attached	1,000 sq. ft.			
	Detached	1,000 sq. ft.			
	Internal	50 percent of the existing primary dwelling			
	Junior	500 sq. ft.			
Front	Must be in the rear 50% of the lot				
Building separation	A minimum 5-foot distance shall be maintained between a detached accessory dwelling unit the primary building on the site. A detached accessory structure shall be set back from other structures on the site as required by the building code.				
Accessory Structure (in feet)					
Minimum Side Setback, interior	5 ft.	5 ft.	0 ft.	0 ft.	0 ft.
Minimum Side Setback, street	10 ft.	10 ft.	5 ft.	5 ft.	5 ft.
Minimum Rear Setback ³	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.

1	Maximum	20 ft. ⁴	20 ft. ⁴	20 ft. ⁴	20 ft. ⁴
2	Height of				
3	stand-				
4	alone unit				
5	Usable Open Space	See Section	See Section	See Section	See Section
6		18.31.010	18.31.020	18.31.020	18.31.020
7	Parking	See Chapter 18.42			
8	Water-Efficient	See Title 20			
9	Landscaping				
10	Fences and Walls	See Chapter 18.34			

11
12 **Notes:**

13 ¹ Lot coverage includes primary buildings, accessory buildings, covered parking, and covered patios

14 ² Garage shall not be closer than 15 feet to the front property line

15 ³ Garage setback shall be no closer than three feet to the rear property line

16 ⁴ A secondary dwelling shall not exceed 20 feet in height, except when the unit is attached to the primary unit, the maximum height shall be that established for the primary dwelling in the underlying zoning district.

17 ⁵ For courtyard and green court site plans, and to allow for paseos and other pedestrian pathways, where included in the site design.

18 ⁶ No required maximum to allow for parking lots and courtyards, as relevant to the design of the dwelling units.

19 ⁷ For junior accessory dwelling units and internal ADUs, no setbacks and height required, other than that of the primary dwelling.

20 ⁸ Conversion and replacing applies only to existing, permitted accessory dwelling units.

21 ⁹ The following exceptions apply:

- 22 • A height 18 feet for a detached accessory dwelling unit on a lot with an existing or
- 23 proposed single family or multifamily dwelling unit that is within one-half of one mile
- 24 walking distance of a major transit stop or a high-quality transit corridor, as those
- 25 terms are defined in Section 21155 of the Public Resources Code. An additional two
- 26 feet in height to accommodate a roof pitch on the accessory dwelling unit that is
- 27 aligned with the roof pitch of the primary dwelling unit.
- 28 • A height of 18 feet for a detached accessory dwelling unit on a lot with an existing or
- proposed multifamily, multistory dwelling.

- A height of 25 feet or the height limitation in the local zoning ordinance that applies to the primary dwelling, whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling.

⁹⁻¹⁰The proposed increase in gross floor area of an attached or detached accessory dwelling unit shall not exceed 50 percent of the existing living area.

¹⁰⁻¹¹ Please refer to section 18.30.170 H., I., J.

- H. An internal ADU may be constructed regardless of whether it conforms to the current zoning requirement for building separation or setbacks;
- I. If an internal ADU is proposed to be constructed within an existing accessory structure, the city shall ministerially permit an expansion of the existing accessory structure by up to 150 square feet for the purpose of accommodating ingress and egress;
- J. If an existing structure is demolished and replaced with an accessory dwelling unit, an accessory dwelling unit may be constructed in the same location and to the same dimensions as the demolished structure.

[Chapter 18.46 - REASONABLE ACCOMMODATION]

18.46.060 - Findings and decision.

A. The written decision to grant or deny a request for reasonable accommodation will be consistent with the Acts and shall be based on consideration of the following factors:

1. Whether the housing, which is the subject of the request, will be used by an individual with disabilities protected under the Acts;
2. Whether the requested accommodation is necessary to make housing available to an individual with disabilities protected under the Acts;
3. Whether the requested reasonable accommodation would impose an undue financial or administrative burden on the city;
4. Whether the requested accommodation would require a fundamental alteration in the nature of a city program or law, including but not limited to, building, land use, nuisance, and zoning law.

B. The conditions shall also state whether the accommodation granted shall be removed in the event that the person for whom the accommodation was requested no longer resides on the site.

1 **[Chapter 18.47 RESIDENTIAL DENSITY BONUS AND DENSITY INCENTIVES]**

2 **18.47.030 Definitions.**

3 "Affordable housing cost." Refer to the definition set forth in the California Health and
4 Safety Code Section 50052.5.

5 "Affordable rent." Refer to the definition set forth in the California Health and Safety Code
6 Section 50053.

7 "Child care facility." A facility other than a family day care home, including but not limited
8 to, infant centers, preschools, extended day care facilities, and school age child care centers.

9 "Common interest development." Refer to the definition set forth in the California Civil
10 Code Section 13.51.

11 "Concession" or "incentive." Concession or incentive means any of the following:

- 12 A. A reduction in site development standards or a modification of zoning code
13 requirements or architectural design requirements that exceed the minimum
14 building standards approved by the California Building Standards Commission, as
15 provided in Part 2.5 (the State Building Code commencing with Health and Safety
16 Code Section 18901) of Division 13 of the Health and Safety Code, including but
17 not limited to, a reduction in setback and square footage requirements, and in the
18 ratio of vehicular parking spaces that would otherwise be required, that results in
19 identifiable, financially sufficient, and actual cost reductions.
- 20 B. Approval of mixed use zoning in conjunction with a housing project, if commercial,
21 office, industrial or other land uses will reduce the cost of a housing development,
22 and if the commercial, office, industrial or other land uses are compatible with the
23 housing project and the existing or planned development in the area where the
24 proposed housing project will be located.
- 25 C. Other regulatory incentives or concessions proposed by the applicant or the city that
26 result in identifiable, financially sufficient and actual cost reductions. This
27 definition does not limit or require the provision of direct financial incentives for a
28 housing development, including the provision of publicly owned land, by the city or
the waiver of fees or dedication requirements.

"Density bonus." A density increase in over the otherwise maximum allowable
residential density under the applicable zoning code provisions and the land use element of
the general plan, as of the date of application by the applicant to the city.

"Development standard." The site or construction condition that apply to a residential
development pursuant to any ordinance, general plan element, specific plan, or other city
condition, law, policy resolution or regulation.

"Housing development." A development project for five or more residential units in
single-use, live-work, or mixed use formats as defined in Section 1351 of the Civil Code.
Also includes a subdivision or common interest development or the substantial rehabilitation
of an existing multi-family dwelling where the result of the rehabilitation would be a net
increase in the number of residential units.

1 "Lower-income household." Persons and families whose income does not exceed 80
2 percent of the area median income, adjusted for family size and revised annually, as defined
3 in California Health and Safety Code Section 50079.5.

4 "Lower income student". A student who has a household income and asset level that
5 does not exceed the level for Cal Grant A or Cal Grant B award recipients as set forth in
6 paragraph (1) of subdivision (k) of Section 69432.7 of the Education Code. The eligibility of a
7 student to occupy a unit for lower income students under this section shall be verified by an
8 affidavit, award letter, or letter of eligibility provided by the institution of higher education in
9 which the student is enrolled or by the California Student Aid Commission that the student
10 receives or is eligible for financial aid, including an institutional grant or fee waiver from the
11 college or university, the California Student Aid Commission, or the federal government.

12 "Maximum allowable residential density." The maximum number of units allowed under
13 the zoning ordinance, specific plan, or land use element of the general plan, or, if a range of
14 density is permitted, means the maximum number of units allowed by the specific zoning
15 range, specific plan, or land use element of the general plan applicable to the project.

16 "Moderate-income household." Persons and families whose income is between 80
17 percent — 120 percent of the area median income, adjusted for family size and revised
18 annually, as set forth in the California Health and Safety Code Section 50093(b).

19 "Very low-income household." Persons and families whose income does not exceed 50
20 percent of the area median income, adjusted for family size and revised annually, as set forth
21 in the California Health and Safety Code Section 50105.

22 "Senior citizen housing development." A housing development, where residency is
23 restricted to persons 62 years of age or older, or 55 years of age or older in a Senior Citizen
24 housing development, as defined in Sections 51.3 and 51.12 of the California Civil Code (at
25 the time of adoption of this section, a senior citizen housing development is a residential
26 development that has at least 35 dwelling units and is developed, substantially rehabilitated,
27 or substantially renovated for senior citizens).

28 "Shared housing building". A residential or mixed-use structure, with five or more
shared housing units and one or more common kitchens and dining areas designed for
permanent residence of more than 30 days by its tenants. The kitchens and dining areas within
the shared housing building shall be able to adequately accommodate all residents. A "shared
housing building" may include other dwelling units that are not shared housing units,
provided that those dwelling units do not occupy more than 25 percent of the floor area of the
shared housing building. A shared housing building may include 100 percent shared housing
units.

"Shared housing unit" One or more habitable rooms, not within another dwelling unit,
that includes a bathroom, sink, refrigerator, and microwave, is used for permanent residence,
that meets the "minimum room area" specified in Section R304 of the California Residential
Code (Part 2.5 of Title 24 of the California Code of Regulations), and complies with the
definition of "guestroom" in Section R202 of the California Residential Code.

"Specific, adverse impact." Refer to the definition set forth in the California Government
Code Section 65589.5(d)(2).

1 "Target unit." A dwelling unit within a housing development that is reserved for sale or
rent to very low, low-, and moderate-income households, or other qualifying residents.

2 (Ord. No. 743, § 3, 3-21-2017)

3
4 **18.47.040 General density bonus provisions.**

5 Density bonuses shall be subject to the provisions in this section, in accordance with
6 California Code Section 65915.

7 ~~A.~~ Application. Any person that desires a density bonus must make an application on a
8 form approved by the director of development Services at the time of submitting an
entitlement application for the housing development for which a density bonus is
9 requested. The density bonus provided by this chapter only applies to housing
developments consisting of five or more dwelling units.

10 ~~B.~~ Incentives and Concessions. When an applicant seeks a density bonus for a housing
11 development or for the donation of land for housing within the city, the city must
provide the applicant incentives or concessions for the production of housing units and
child care facilities, as provided in this chapter.

12 ~~C.~~ Available Density Bonus Options. The planning commission or city council will grant
13 one density bonus, the amount of which will be as specified in Section 18.47.060, and
incentives or concessions as described in Section 18.47.050, when an applicant for a
14 housing development seeks and agrees to construct a housing development, excluding
any units permitted by the density bonus awarded pursuant to this chapter, that will
15 contain at least one of the following:

- 16 1. Five percent of the total units of a housing development, including a shared
17 housing building development, for very low-income households.
- 18 2. Ten percent of the total units of a housing development, including a shared
housing building development, for lower income households.
- 19 3. Ten percent of the total units in a common interest development for moderate-
20 income households, provided that all units in the housing development are offered
to the public for purchase.
- 21 4. A senior citizen housing development;
- 22 5. Donates land to the city for the construction of very low-income units.
- 23 6. Includes a qualifying childcare facility, as described in Section 18.47.070; in
addition, to providing housing as described in subsections (C)(1)—(3).
- 24 7. Ten percent of the total units of a housing development for transitional foster
25 youth, as defined in Section 66025.9 of the Education Code, disabled veterans, as
26 defined in Section 18541, or homeless persons, as defined in the federal
McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.).

27

28

1 8. Twenty percent of the total units for lower income students in a student housing
2 development that meet the requirements in Government Code Section
3 65915(b)(1)(F).

4 9. One hundred percent of all units in the development, including total units and
5 density bonus units, but exclusive of a manager's unit or units, are for lower
6 income households, as defined by Section 50079.5 of the Health and Safety Code,
7 except that up to 20 percent of the units in the development, including total units
8 and density bonus units, may be for moderate-income households, as defined in
9 Section 50053 of the Health and Safety Code.

10 D. Applicant's Election of Basis for Bonus. For purposes of calculating the amount of the
11 density bonus, pursuant to Section 18.47.060, the applicant who requests a density
12 bonus pursuant to this section must elect whether the bonus will be awarded on the
13 basis of subsections (C)(1)—(6).

14 E. Continued Affordability.

15 1. An applicant must agree to the continued affordability of all low and very low-income
16 units that qualified the applicant for the award of the density bonus for ~~30~~ 50 years or a
17 longer period of time if required by any applicable construction or mortgage financing
18 assistance program, mortgage insurance program, or rental subsidy program. Rents for
19 the lower income density bonus units must be set at an affordable rent. Owner-
20 occupied units must be available at an affordable housing cost.

21 2. An applicant must agree that the initial occupant of the moderate-income units that are
22 directly related to the receipt of the density bonus in a common interest development
23 are moderate income households and that the units are offered at an affordable housing
24 cost. The city will require an equity-sharing agreement, unless such an agreement
25 would be in conflict with the requirements of another public funding source or law.

26 (Ord. No. 743, § 3, 3-21-2017; Ord. No. 748, § 4, 5-15-2018)

27 **18.47.045 Requirements for equity-sharing agreement.**

28 The following provisions must be included in any equity-sharing agreement required under
this chapter:

A. Upon resale, the seller of the unit may retain the value of any improvements, the down
payment, and the seller's proportionate share of appreciation. The city will recapture
any initial subsidy and its proportionate share of appreciation, which amount must then
be used within five years for any of the purposes that promote home ownership, as
described in California Health and Safety Code section 33334.2(e).

B. If the unit is purchased or developed by a qualified nonprofit housing corporation
pursuant to California Government Code Section 65915(c)(A)(ii), the local government
may enter into a contract with the qualified nonprofit housing corporation under which
the qualified nonprofit housing corporation would recapture any initial subsidy and its
proportionate share of appreciation if the qualified nonprofit housing corporation is

1 required to use 100 percent of the proceeds to promote homeownership for lower
2 income households within the jurisdiction of the local government.

3 C. For purposes of this section, the city's initial subsidy will be equal to the fair market
4 value of the home at the time of initial sale, minus the initial sale price to the moderate
5 income household, plus the amount of any down payment assistance or mortgage
6 assistance. If upon resale the market value is lower than the initial market value, then
7 the value at the time of the resale will be used as the initial market value.

8 D. For purposes of this section, the city's proportionate share of appreciation will be equal
9 to the ratio of the initial subsidy to the fair market value of the unit at the time of initial
10 sale.

11 (Ord. No. 743, § 3, 3-21-2017)

12 **18.47.050 Incentives and concessions.**

13 A. An applicant for a density bonus pursuant to Section 18.47.040 may submit proposal for the
14 specific incentives or concessions that the applicant requests pursuant to this chapter, and
15 may request a meeting with the director of development services.

16 B. Subject to subsection (C), the applicant will receive the following number of incentives or
17 concessions:

18 1. One incentive or concession for projects that include at least ten percent of the total
19 units for lower income households, at least five percent for very low income
20 households, or at least ten percent for moderate income households in a common
21 interest development.

22 2. One incentive or concession for projects that include at least 20 percent of the total
23 units for lower income students in a student housing development.

24 3. Two incentive or concession for projects that include at least 20 percent of the total
25 units for lower income households, at least ten percent for very low-income
26 households, or at least 20 percent for moderate income households in a common
27 interest development.

28 4. Three incentive or concession for projects that include at least 30 percent of the total
units for lower income households, at least 15 percent for very low-income
households, or at least 30 percent for moderate income households in a common
interest development.

5. Four incentives or concessions for a project meeting the criteria of Section
18.47.040(C)(9).

6. If the project is located within one-half mile of a major transit stop or is located in a
very low vehicle travel area in a designated county, the applicant shall also receive a
height increase of up to three additional stories, or 33 feet.

C. The planning commission or city council must grant the concession or incentive requested
by the applicant, unless it make a written finding, based upon substantial evidence, that:

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1. The concession or incentive is not required in order to provide for affordable housing costs, or for rents for the targeted units to be set as specified in Section 18.47.030.
2. The concession or incentive would have a specific, adverse impact upon public health and safety, or the physical environment, or on any real property listed in the California Register of Historical Resources, and there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households; or
3. The concession or improvement would be contrary to state or federal law.

1 **18.47.055 Waiver or reduction of development standards.**

- 2 A. An applicant may submit to the city a proposal for the waiver or reduction of
3 development standards that the applicant believes will have the effect of physically
4 precluding the construction of a housing development that meets the criteria of in this
5 section at the densities or with the concessions or incentives permitted by this chapter,
6 and may request a meeting with the director of development services. Such proposal may
7 not increase the number of incentives of concessions that the applicant is entitled to
8 under Section 18.47.030.
- 9 B. The planning commission or city council must waive or reduce the development standard
10 requested by the applicant, unless it makes a written finding, based upon substantial
11 evidence, that:
- 12 1. The waiver or reduction would have a specific, adverse impact upon public health
13 and safety, or the physical environment, or on any real property listed in the
14 California Register of Historical Resources, and there is no feasible method to
15 satisfactorily mitigate or avoid the specific adverse impact; or
 - 16 2. The waiver or reduction would be contrary to state or federal law.

17 (Ord. No. 743, § 3, 3-21-2017; Ord. No. 748, § 4, 5-15-2018)

18 **18.47.060 Calculation of density bonus.**

- 19 A. The applicant may elect to accept a lesser percentage of density bonus.
- 20 B. The amount of density bonus to which the applicant is entitled will vary according to the
21 amount by which the percentage of affordable housing units exceeds the percentage
22 established in Section 18.47.060.
- 23 C. For housing developments meeting the criteria of Section 18.47.010(C)(1), the density
24 bonus will be calculated as follows:

25 Percentage Very Low 26 Income Units	27 Percentage Density Bonus
28 5	20
6	22.5
7	25
8	27.5
9	30
10	32.5
11	35

12	38.75
13	42.5
14	46.25
15	50

D. For housing developments meeting the criteria of Section 18.47.040(C)(2), the density bonus will be calculated as follows:

Percentage Low Income Units	Percentage Density Bonus
10	20
11	21.5
12	23
13	24.5
14	26
15	27.5
16	29
17	30.5
18	32
19	33.5
20	35
21	38.75
22	42.5
23	46.25
24	50

E. For housing developments meeting the criteria of Section 18.47.040(C)(4), as senior housing developments, the density bonus will be 20 percent.

F. For housing developments meeting the criteria of Section 18.47.040(C)(3), the density bonus will be calculated as follows:

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Percentage Moderate Income Units	Percentage Density Bonus
10	5
11	6
12	7
13	8
14	9
15	10
16	11
17	12
18	13
19	14
20	15
21	16
22	17
23	18
24	19
25	20
26	21
27	22
28	23
29	24
30	25
31	26
32	27
33	28
34	29

35	30
36	31
37	32
38	33
39	34
40	35
41	38.75
42	42.5
43	46.25
44	50

G. All density calculations resulting in fractional units will be rounded up to the next whole number. The granting of a density bonus will not be interpreted, in and of itself, to require a general plan amendment, zoning change, or other discretionary approval.

SECTION 2. This ordinance amendment is categorically exempt from environmental review under Section 15061 (b)(3) of the State CEQA Guidelines. The proposed text amendments are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 3. This Ordinance shall be in full force and effect thirty (30) days after its adoption following second reading.

SECTION 4. The City Clerk is hereby authorized and directed to certify as the passage of this Ordinance and to give notice thereof by causing copies of this Ordinance to be posted in three public places throughout the City, or published in a county newspaper that is circulated in the City, within 15 days after its passage, there being no newspaper of general circulation printed and published within the City.

1 **PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council
2 of the City of Suisun City, California, on this 20th day of August 2024.
3
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5 _____
6 Alma Hernandez,
7 Mayor

8 ATTEST:
9

10 _____
11 Anita Skinner,
12 City Clerk
13
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15

16 **CERTIFICATION**
17

18 I, Anita Skinner, City Clerk of the City of Suisun City and ex-officio Clerk of the City
19 Council of said City, do hereby certify that the above and foregoing ordinance was introduced
20 at a regular meeting of the said City Council held on Tuesday, July 16, 2024, and regularly
21 passed and adopted at a regular meeting of said City Council held on Tuesday, August 20, 2024,
22 by the following vote:

23 **AYES:** Councilmembers:
24 **NOES:** Councilmembers:
25 **ABSENT:** Councilmembers:
26 **ABSTAIN:** Councilmembers:

27 **WITNESS** my hand and the seal of said City this ____ day of ____ 2024.
28

Anita Skinner,
City Clerk



Suisun City City Council

Public Hearing - Zoning Text Amendments

July 16, 2024

1

Housing Element Zoning Code Update

- Housing Element Adopted 2023 – HCD Compliance Letter
- What next? Compliance with State legislation – due dates
- New legislation – one size fits all (HCD approach)
- Enforcement compliance unit (Annual Progress Report)
- Other code updates – specific provisions (mixed use barrier), inclusionary discussion, objective design standards

2

Housing Element Code Update

- Structure - Housing Goals, Policies, and Programs
- Four Program Areas:
 - Program 1.H: Accessory Dwelling Units (ADUs)
 - Program 4.A: Amend Development Standards to Remove Constraints
 - Program 4.B: Reasonable Accommodations
 - Program 4.C: Density Bonus

3

Housing Element Code Update

Program 1.H: Accessory Dwelling Units (ADUs)

- ✓ Density Requirement: SCMC 18.30.170

Program 4.A: Amend Development Standards to Remove Constraints

- ✓ Emergency Shelters: SCMC 18.30.090
- ✓ Residential Care Facilities: SCMC 18.04.010
- ✓ Transitional and Supportive Housing: SCMC 18.30.190
- ✓ Farmworker Housing: SCMC 18.04.090, 18.08.070
- ✓ Low Barrier Navigation Center: SCMC 18.04.010, 18.08.070

4

Housing Element Code Update

Program 4.B: Reasonable Accommodations

- ✓ California Government Code/Title 24: SCMC 18.46.060

Program 4.C: Density Bonus

- ✓ California Government Code – Compliance: SCMC 18.47

5

Recommendation

Staff recommends that the City Council:

1. Conduct a Public Hearing, and
2. Find the project exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061 (b)(3); and
3. Introduce and Waive Reading of Ordinance No. : An Ordinance of the City Council of the City of Suisun City Amending Various Sections of Title 18 (Zoning) of the Suisun City Municipal Code.

6