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, JANUARY 20, 2026

6:30 PM

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

...

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

ZOOM MEETING INFORMATION:
WEBSITE: https://zoom.us/join
MEETING ID: 864 6685 2061
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. – 823)
(Next City Council Res. No. 2026-01)
Next Suisun City Council Acting as Successor Agency Res. No. SA2026-01)
(Next Housing Authority Res. No. HA2026-01)

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 - (Enright).

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. Proclamation Recognizing and Honoring the Special Olympics Northern California - (Washington: Pwashington@suisun.com).

4. Proclamation Proclaiming the Month of January 2026 as "Human Trafficking Awareness and Prevention Month" - (Hernandez: ahernandez@suisun.com).

5. Measure S Committee Overview - (Deol: Ldeol@suisun.com).

6. Suisun City Beautification Advisory Committee Accomplishments 2025 - (Committee Members).

7. Informational Update on the Traffic Committee Accomplishments and Ongoing Work for the 2025 Calendar Year - (Vue: Nvue@suisun.com)

CONSENT CALENDAR

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

City Council

8. Council Adoption of Resolution No. 2026-__: Authorizing the City Manager to Enter into an Agreement with Robertson Industries, Inc. (dba Robertson Recreational Services) for the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Protection Material Replacement Project - (Vue: Nvue@suisun.com).

9. Council Adoption of Resolution No. 2026-__: Approving the Purchase of an Industrial Dual Gun Power Wash Trailer System - (Vue: Nvue@suisun.com)

10. Council Adoption of Resolution No. 2026-___: Accepting the Completed Subdivision Improvements at the Meridian West Subdivision and Authorizing the City Manager to Release the Associated Faithful Performance and Labor & Materials Bonds - (Vue: Nvue@suisun.com).

11. Council Adoption of Resolution No. 2026-__: Adopting a List of Projects for Fiscal Year 2026-27 Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017 - (Vue: Nvue@suisun.com).

12. Council Adoption of Resolution No. 2026-___: Accepting the Traffic Signal Improvements Project as Complete; Authorizing the City Manager to Execute and Record a Notice of Completion for the Project; and Authorizing an Amendment to the Professional Services Contract with DKS Associates - (Vue: Nvue@suisun.com).

13. Council Adoption of Resolution No. 2026-___: Authorizing the City Manager to Enter into a Construction Contract on the City's behalf with Coastal Construction Team dba Coastal Sports Flooring for the Joe Nelson Community Center Banquet Room Floor Replacement - (Vue: Nvue@suisun.com).

14. Council Adoption of Resolution No. 2026-__: Approving the Purchase of Three (3) 60" Autonomous Turf Tracer 26 House Power Mowers with Kohler Hybrid Mulch Kits - (Vue: Nvue@suisun.com).

15. Council Adoption of Resolution No. 2026-__: Authorizing the City Manager to Execute a Revocable License Agreement Between the City of Suisun City and A Thru Z Enterprises for Field Use at the Lambrecht Sports Complex - (Hull: Jhull@suisun.com)

16. Council Adoption of Resolution No. 2026-___: Authorizing the City Manager, or his Designee, to Execute Sole Source Agreement with TRYG Inc. up to an Amount of $45,450 - (Roth: Aroth@suisun.com).

17. Council Authorization the City Manager enter into a Professional Service Agreement Westnet LLC - (Lopez: Bllopez@suisun.com).
    a. Council Adoption of Resolution No. 2026-__: Authorizing the City Manager to Execute a Professional Services Agreement with Westnet, LLC for the Procurement and Installation of Fire Station Alerting Equipment.
    b. Council Adoption of Resolution No. 2026-__: Adopting the 5th Amendment to the Annual Appropriation Resolution No. __: to Allocate Budget Grant Funds from Yocha Dehe Wintun Nation Doyuti T'uhkama.

18. Council Adoption of Resolution No. 2026-__: Approving the Memorandum of Understanding Between the City of Suisun City and the Suisun City Employees' Association (SCEA) for the Period of July 1, 2025, through June 30, 2027 - (Penland: Cpenland@suisun.com).

19. Council Adoption of Resolution No. 2026-__ Amending the Citywide Salary Schedule Implementing Negotiated Compensation Adjustments for SCEA/SEIU, Establishing Salary for Police Records Clerk I/II, Affirming Confidential Status of Human Resources Technician I/II, and Abolishing the Fleet Mechanic Classification - (Penland: Cpenland@suisun.com).

20. Council Adoption of Resolution No. 2026-__: Approving the Establishment of the Police Records Clerk I/II Flexibly Staffed Classification - (Penland: Cpenland@suisun.com).

Joint City Council / Successor Agency

21. Council/Agency Approval of December 2025 Accounts Payable and Payroll Warrants -

(Deol: Ldeol@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

22. City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on December 16, 2025 – (Skinner: Clerk@suisun.com).

PUBLIC HEARING - NONE

GENERAL BUSINESS

23. Council Adoption of Resolution No. 2026-__: Authorizing the City Manager to Accept Grant Funds in the Amount of $209,712.00 from the Yocha Dehe Wintun Nation Doyuti T'uhkama Fund for the Suisun City Fire Department Fire Station Alerting System - (Lopez: Bllopez@suisun.com).

24. Council Introduction and Waive Reading of Ordinance No. ___: Amending the Suisun City Municipal Code adding Chapter 12.33 (Entertainment Zones) to Title 12 (Streets, Sidewalks and Public Places) of the Suisun City Municipal Code to Establish Entertainment Zones - (Cpaerton: Rcaperton@suisun.com).

25. Council Adoption of Resolution No. 2026 -__: A Resolution of the City Council of the City of Suisun City, California, Adopting Rules of Procedures and Conduct of Commissioners, Committee Members, and Board Members - (City Attorney).

26. Council Adoption of Resolution No. 2026 -__: A Resolution of the City Council of the City of Suisun City, California, Amending Council Norms and Procedures - (City Attorney).

27. Council Adoption of Resolution No. 2026 -__: A Resolution of the City Council of the City of Suisun City, California, Adopting a Social Media Policy - (City Attorney).

COUNCIL COMMENTS

REPORTS: (Informational items only)

28. 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 agendized 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, Ashley Nash, Administrative Assistant II 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.

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Measure S Committee Overview

Measure S – Transaction and Use Tax

1

Overview

- Measure S Plus was approved November 5, 2024
- New Tax Rate is 1.75%
- Term: 15 years
- Additional Revenue ~3M

2

Overview cont.

General Tax Oversight Committee - advising committee

5 members committee – 5 years term

- Ruth Forney – Chair
- Donald Peters
- Tamara Colden
- Katrina Garcia
- Nancy Federle

Two meetings annually (April-May and December-Jan)

Financial Statements Audit Report

- Annual
- Separate from City's Audit Report

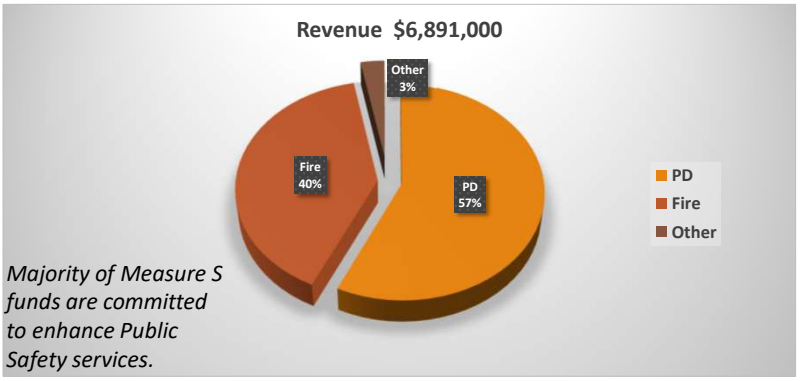
Accounting

- Separate fund – Fund 012

3

Funds Allocations

	Total	PD	Fire	Other
Revenue	$ 6,891,000	$ 3,927,870	$ 2,756,400	$ 206,730
Percentage	100%	57%	40%	3%



Majority of Measure S funds are committed to enhance Public Safety services.

4

Goals

- Enhance Services:
  - Equipment to provide more efficient services to the community
  - Upgrade technology to provide reliable networks
  - Programs for community to enhance small businesses, local economy
- CIP Projects
  - Roads/Streets
  - Marina Dredging
  - Maintenance of City facilities

5

Questions/Comments:

Thank you!

6

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Suisun City Beautification Advisory Committee: 2025 Accomplishments

Key Achievements

Image

We introduced our new logo



Education

We collaborated with government agencies and clean teams from other cities to roll out the Tarp Program



Environmental Stewardship

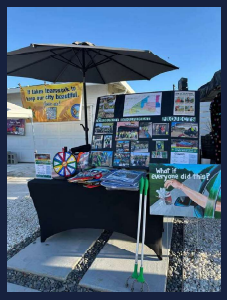
We partnered with Girl Scout Ward to create Litter Picker Stations to be placed around Suisun

Community Outreach and Engagement



Engagement

Together with local businesses and organizations, we led dozens of cleanups across Suisun and picked up close to 1000 bags of trash and debris



Outreach

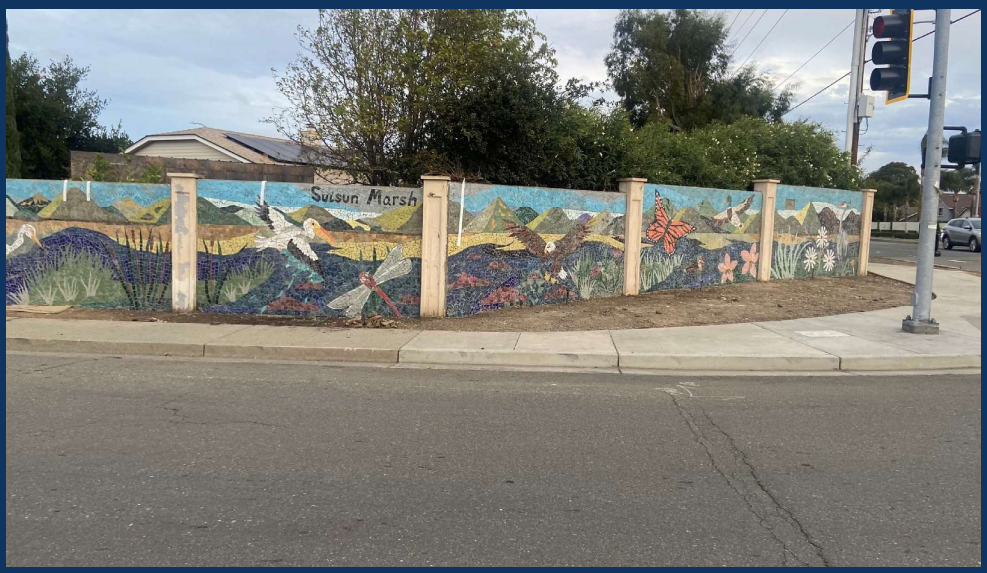
While out in the community, we sparked interest in our committee and rallied new volunteers to join the Suisun Clean Team

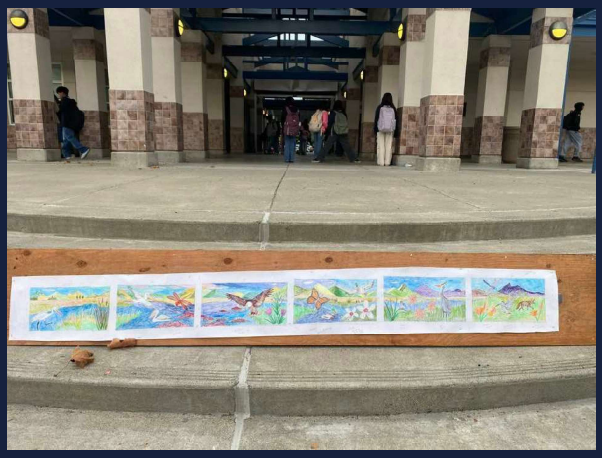


Sustainability

We turned our mission and committee goals into action, driving bold initiatives to beatify our city

Our biggest accomplishment

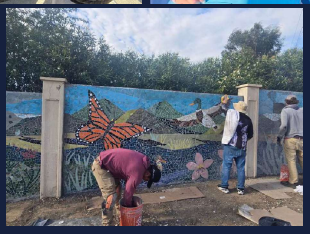




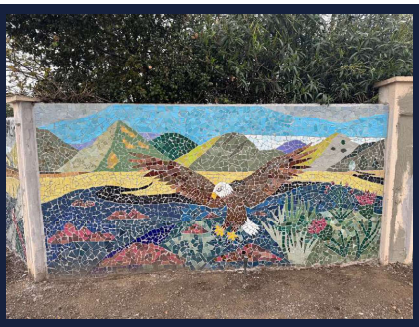




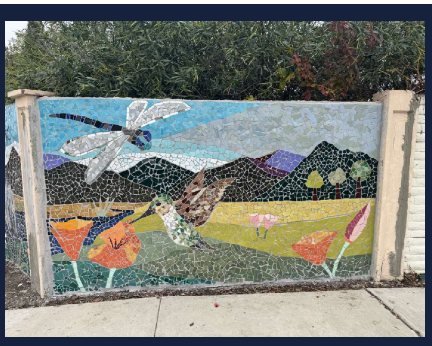




What started out as an idea morphed into a vision . . .











Let's work together for a brighter future!



AGENDA ITEM NO. 7.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Informational Update on the Traffic Committee Accomplishments and Ongoing Work for the 2025 Calendar Year.

FISCAL IMPACT: There is no fiscal impact associated with this informational update.

STRATEGIC PLAN: Ensure Public Safety.

BACKGROUND:

The Suisun City Traffic Safety Committee (Committee) is responsible for investigating, reviewing, analyzing, and making determinations on traffic safety matters throughout the City. The Committee's membership is comprised of the Police Chief; two Police Commanders; the Fire Chief; Fire Marshal; Community Development Services Director; Principal Planner; the Director of Recreation, Parks, and Marina (RPM); Public Works Director/City Engineer; and Senior Associate Engineer.

The Committee meets on an as-needed basis, depending on the nature, urgency, and volume of traffic-related concerns or requests. Meetings are held to evaluate public inquiries, assess traffic safety conditions, and develop appropriate recommendations or resolutions related to traffic safety and traffic management.

Through the Committee's collaborative review process and decision-making, several traffic safety improvements and initiatives were evaluated and implemented during the 2025 calendar year.

STAFF REPORT:

Throughout 2025, the Traffic Safety Committee coordinated across multiple departments to evaluate and address traffic-related challenges with the goal of improving safety for Suisun City residents and the general public.

This informational update provides a summary of the Committee's notable accomplishments during the 2025 calendar year. In addition, the report highlights relevant improvement projects underway to support traffic safety initiatives and infrastructure improvements.

STAFF RECOMMENDATION: No Council action is required at this time. This item is provided for informational purposes only.

DOCUMENTS ATTACHED: PowerPoint Presentation - Traffic Committee Update.

PREPARED BY: Nick Lozano, Sr. Associate Engineer

REVIEWED BY: Nouae Vue, Public Works Director
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:
Traffic Committee Update
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Traffic Committee Update

January 20, 2026

Who is the Traffic Committee? And What Do They Do?

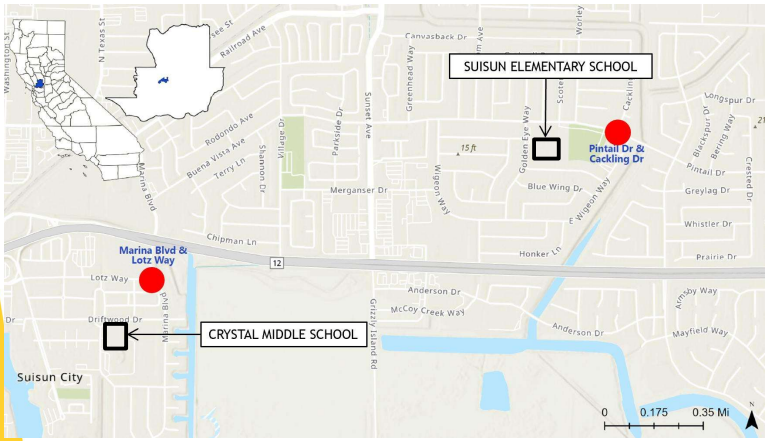
- The Traffic Committee includes representatives from the Community Development Services, Fire, Police, Public Works and the Recreation Parks and Marina Departments
- The Traffic Committee reviews traffic concerns and collaborates to identify and implement practical and feasible safety improvements
- Meets on an as-needed basis

Update Overview

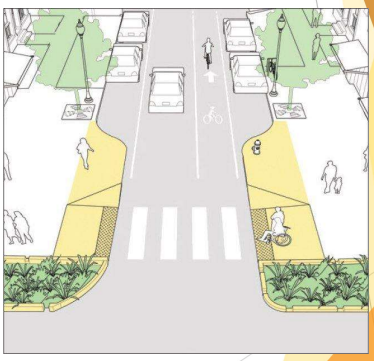
- Completed Improvement Projects
- On-Going Projects

Improvement Projects Completed

Improvements Completed #1
HSIP Cycle 11 Rectangular Rapid Flashing Beacons



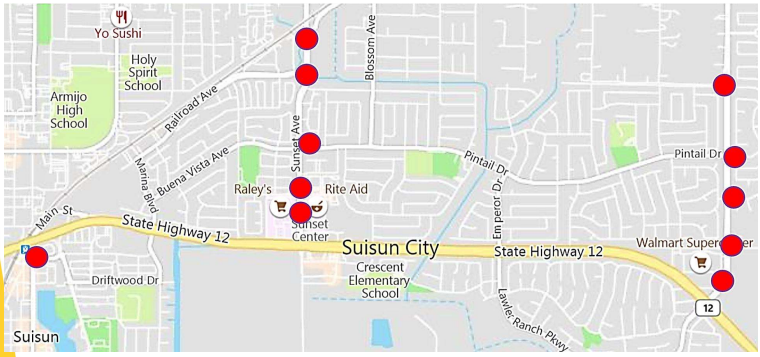
- Rectangular Rapid Flashing Beacons
- High Visibility Crosswalks
- Bulbouts at Location 2



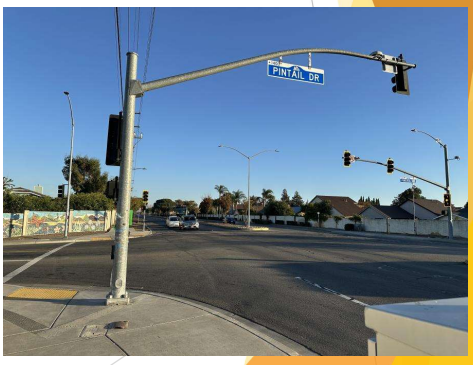


Improvements Completed #2
HSIP Cycle 10 Traffic Signal Improvements Project

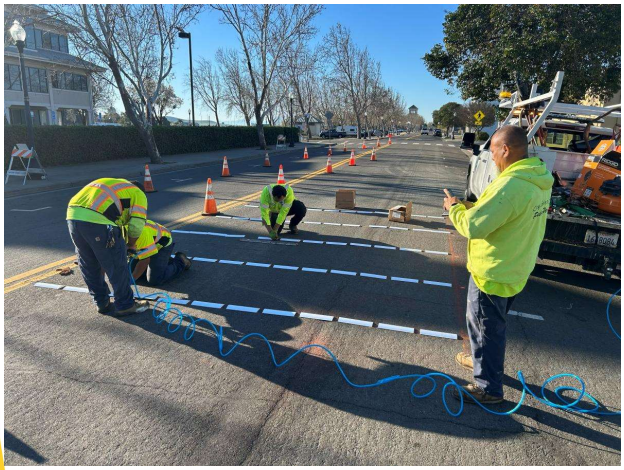
- Backup Batteries
- Upgraded Vehicle Detection Cameras
- Larger Signal Heads & Back Plates with Reflective Yellow Borders
- Cabinet and Controller Upgrades
- New Signal Poles and Street Lights



- New Signal Head at Walmart Intersection
- Protected Left Turn Phase – Pintail at Sunset
- New Ped Heads on W/S Main Street at Lotz Way
- Optimized Signal Timing
- Traffic Management Center (TMC)



Improvements Completed #3
Main Street – Speed Radar Signs & Rumble Strips



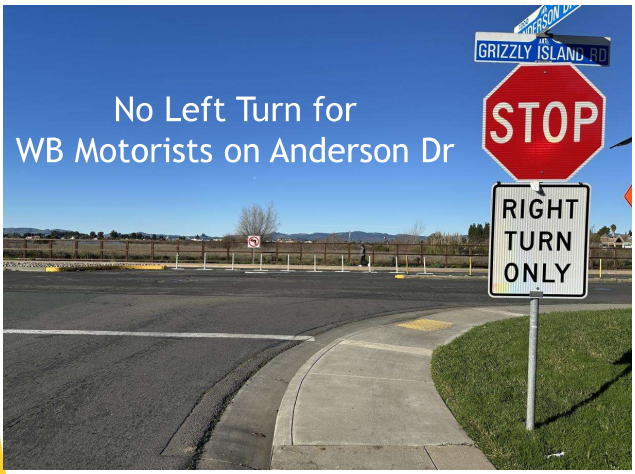


Improvements Completed #4
Anderson Drive and Lawler Center Drive
Faded and Missing Pavement Striping





Improvements Completed #5
Grizzly Island Road – Delineators





Improvements Completed #6
Marina Blvd at Railroad Ave – Delineators



Improvements Completed #7
Marina Boulevard
Crosswalk and Reconstructed Median Islands



BEFORE

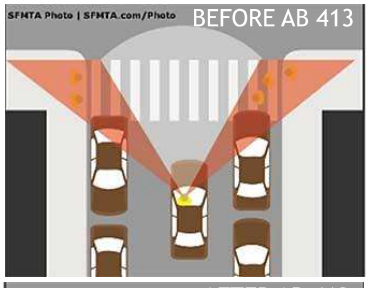


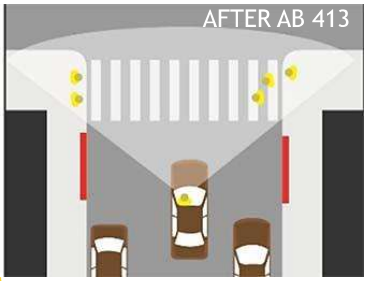


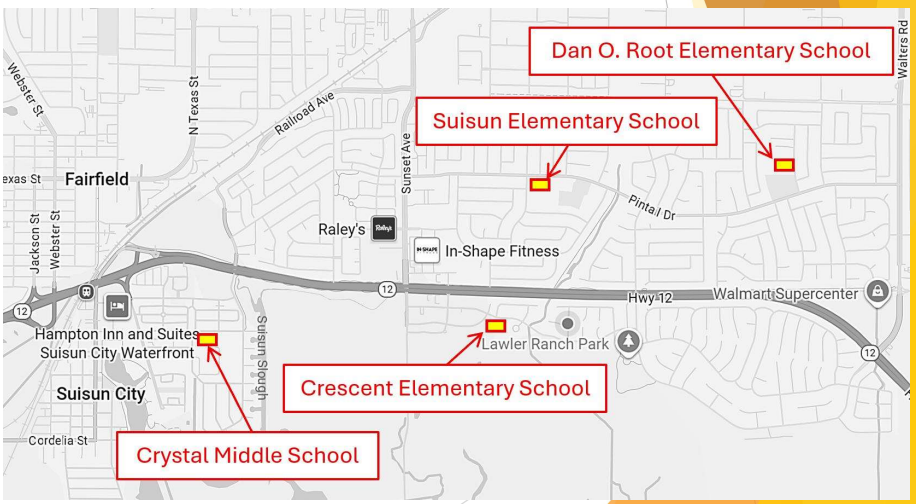
AFTER



Improvements Completed #8
Assembly Bill (AB) 413
Safe Routes to School Project







On-Going Projects

On-Going Project #1
Road Diet on Blossom Avenue

PLANNED STRIPING IMPROVEMENTS

- Centerline Striping
- Edge Striping for Parking Spaces
- 25 MPH Pavement Markings & Signs
- Rumble Strips between Chryl Way and Sarah Way



BLOSSOM AVENUE – Current Conditions (No Striping)

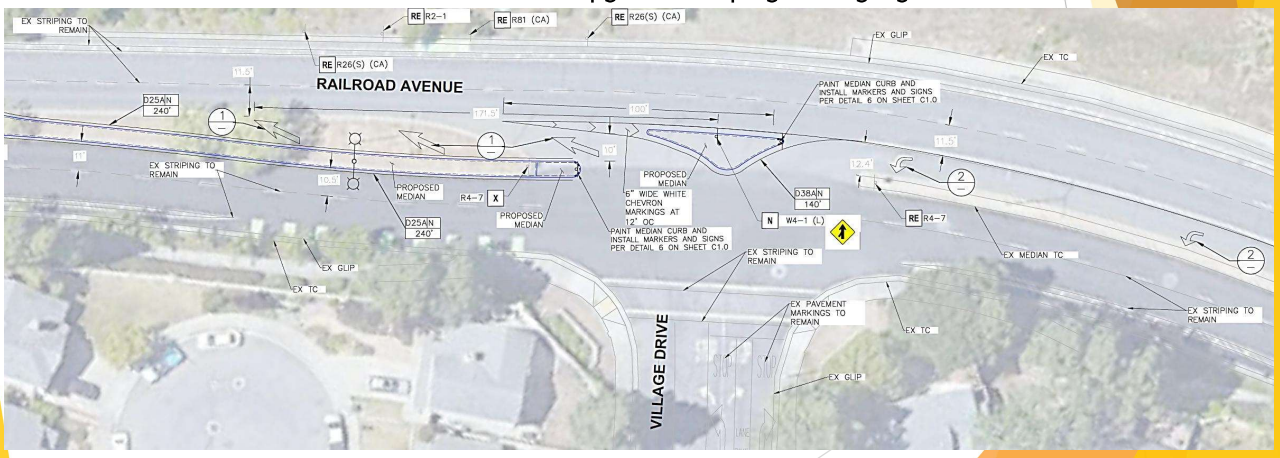


EXAMPLE – Recent Striping on Village Drive

On-Going Project #2
HSIP 11 T-Intersection Median Safety Improvements Project

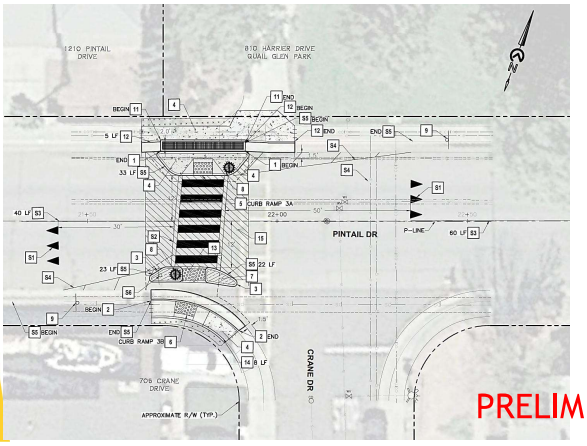
T-Intersection Locations
- Railroad Avenue at Village Drive
- Walters Road at Gunter Drive

Improvements
- Median Island Installation
- Modification of Existing Median Island
- Upgraded Striping and Signage

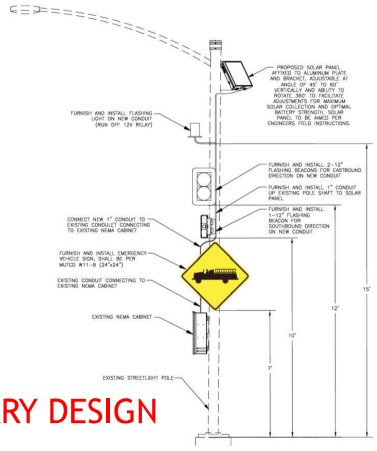


On-Going Project #3
HSIP 12 RRFB & Fire Station Advance Warning System

Pintail Drive at Crane Drive RRFB
- Rectangular Rapid Flashing Beacons
- Curb Extensions
- High Visibility Crosswalk
- Striping and Signage



Fire Station Advance Warning System Upgrade
- New Solar Panel
- New Conduit and Wiring for Solar Panel
- Larger Beacons (to be installed on new mast arm)
- New Signs



PRELIMINARY DESIGN

Questions?



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AGENDA ITEM NO. 8.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2025-__: Authorizing the City Manager to Enter into an Agreement with Robertson Industries, Inc. (dba Robertson Recreational Services) for the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Protection Material Replacement Project.

FISCAL IMPACT: There would be impact to the General Fund from the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Protection Material Replacement Project (Project). The Lawler Ranch Landscaping & Lighting District (LLD) will cover 100% of the costs associated with the replacement of the fall protection in the Big Kid's Lot ($19,005) from the Lawler Ranch LLD Fund (F420). The cost to replace the fall protection in Hall Park ($29,765.76) would come from the General Fund Landscape Fund (F010-6330). The full project cost is $48,765.81 plus a 10% contingency of $4,876.58 for a total Project cost of $53,642.39. Contingency costs are to be divided proportionally between locations $1,900 to the Lawler Ranch LLD and $2,976 to General Fund Landscape. The General Fund Landscape Fund does not currently contain adequate funds to cover this necessary safety project however, since the General Fund Landscape Fund is a Division within the overall General Fund, funds can be allocated as needed at the end of the Fiscal Year to cover any costs beyond those currently available within the General Fund Landscape Fund.

STRATEGIC PLAN: Ensure Public Safety, Enhance the Environment.

BACKGROUND: The Lawler Ranch Landscaping and Lighting District (LRLLD) contains four (4) parks, two (2) of which contain play structures. One of those parks is Lawler Ranch Park which is home to two (2) play structures lots, a tot lot (Tot Lot) and a bigger kid's lot (Big Kid's Lot). Both play structure lots have pour-in-place fall material under the play structures which periodically needs patching and/or replacing to ensure adequate fall protection for play structure users.

Hall Park, in between the Kroc Center and the Suisun Library, contains a play structure that also has pour-in-place fall material under the structure which requires periodic patching and/or replacing to ensure adequate fall protection for play structure users

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STAFF REPORT: The fall protection material under the play structure in the Big Kid's Lot in Lawler Ranch Park has reached a point where it needs to be replaced. This is a high use park. Pour-in-place rubber fall protection material is a type of solid surface fall material. In high use areas, such as the Lawler Park Big Kid's Lot, the material begins to wear more quickly due to the high volume of users at this location. Additionally, children will often start to pick apart pieces of the material. It is now appropriate to replace the fall protection material under the Big Kid's Lot play structure.

Hall Park is also a high use park and it is now necessary to replace the fall protection material under the play structure in Hall Park.

Staff obtained three quotes for this Project. The lowest overall bid was provided by Robertson Industries, Inc. dba Robertson Recreation Services and includes removing the existing fall material and replacing with new fall protection material.

Robertson Recreation Services (Low Bid) - $48,765.81
FlexGround - $52,290.20
Miracle Play Systems - Declined to bid

STAFF RECOMMENDATION: It is recommended that the City Council adopt resolution No. 2026-___: Authorizing the City Manager to Enter into an Agreement with Robertson Industries, Inc. (dba Robertson Recreational Services) for the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Protection Material Replacement Project.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026-__: Authorizing the City Manager to Enter into an Agreement with Robertson Industries, Inc. (dba Robertson Recreational Services) for the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Protection Material Replacement Project.
2. Project Locations Maps.

PREPARED BY:	Amanda Dum, Management Analyst II
REVIEWED BY:	Nouae Vue, Public Works Director & City Engineer
APPROVED BY:	Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution Agreement Robertson Industries Lawler Ranch Park.doc
2. Project Location Maps.

RESOLUTION NO. 2026 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT ROBERTSON INDUSTRIES, INC. DBA ROBERTSON RECREATIONAL SERVICES FOR THE LAWLER RANCH PARK BIG KID'S LOT AND HALL PARK FALL PROTECTION MATERIAL REPLACEMENT PROJECT

WHEREAS, the Lawler Ranch has two (2) parks that contain play structures within in its boundaries; and

WHEREAS, it is part of routine maintenance to repair and/or replace the fall material under each play structure as need to ensure the safe enjoyment of a play structure; and

WHEREAS, it is now necessary to replace the pour-in-place fall protection material under the play structure in the Big Kid's Lot Play Structure area within Lawler Ranch Park; and

WHEREAS, the City is also responsible for the maintenance and upkeep of the Hall Park play structure and the pour-in-place fall material under this play structure is also in need of repair;

WHEREAS, staff has reached out to three (3) vendors and received two (2) quotes for this Project with Robertson Industries, Inc. dba Robertson Recreational Services submitting the lowest bid overall for both location with a total bid amount of $48,765.81; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby approves the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Protection Material Replacement Project (Project), and authorizes the City Manager to execute an agreement with Robertson Recreational Services in the amount up to $53,642.39 which includes 10% contingency.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 20th day of January 2026, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

ATTACHMENT NO. 2

Project Location Maps
Lawler Ranch Park Big Kid's Lot and Hall Park Fall Protection Material Replacement Project

1. Bid Kid's Lot (Lawler Ranch Park)



2. Hall Park



AGENDA ITEM NO. 9.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-__: Approving the Purchase of an Industrial Dual Gun Power Wash Trailer System.

FISCAL IMPACT: The total purchase price for the requested industrial-style dual gun (hot water and cold water) power wash trailer system (pressure washer) is $52,995, with estimated sales tax ($4,835.79) the total purchase price is $57,830.79. Shipping costs are included in the purchase prices. Staff is asking for an authorization amount of $58,000 from Council to cover any unforeseen variance in the final total purchase cost. The cost associated with the purchase of this piece of equipment would be covered by Vehicle Acquisition Fund (F706) with funds being available within the FY2025-26 budget for this purchase. Any remaining funds after this purchase is completed would return to F706.

STRATEGIC PLAN: Ensure Public Safety, Provide Good Governance, and Enhance Environment.

BACKGROUND: Public Works Maintenance is responsible for maintaining the Promenade, Plaza areas, parks, and the City's bike and pedestrian pathways. The City is also responsible for the upkeep of public amenities and infrastructure, including benches, City-owned buildings, and masonry walls. The Public Works Maintenance Division's current power-wash trailer is outdated and no longer reliable. Despite multiple repair attempts, the equipment continues to experience frequent breakdowns and is no longer serviceable for operational needs.

STAFF REPORT: The purchase of an industrial-style dual gun hot water and cold-water power wash trailer system (pressure washer) unit provides the versatility that Public Works Maintenance needs to address pressure washing issues thorough out the City. The proliferation of unsheltered communities has resulted in a heightened demand for this specific type of maintenance work.

The purchase of this piece of industrial equipment will allow PWM to effectively respond to pressure washing requests as well as routine pressure washing needs which will improve the cleanliness and quality of life for Suisun City residents. This piece of equipment (See page two of Attachment #2) can be towed from location to location via an existing work truck.

Three quotes were obtained for this purchase with Power Line USA providing the lowest cost quote for this piece of equipment ($52,995). Quotes were also obtained from A&A Equipment, Inc ($57,495) and from First Vanguard Rentals & Sales, Inc. ($72,759).

Staff's recommendation is to approve the purchase of an industrial dual gun hot water and cold-water power wash trailer system from Power Line USA in the amount of $59,000 with any unused funds returning to the Vehicle Purchase Fund (F706).

STAFF RECOMMENDATION: It is recommended that the City Council: Adopt Resolution No. 2026-__: Approving the Purchase of an Industrial Dual Gun Power Wash Trailer System.

DOCUMENTS ATTACHED:

1. Resolution No. 2026-__: Approving the Purchase of an Industrial Dual Gun Power Wash Trailer System.
2. Power Wash Trailer Cut Sheet.

PREPARED BY:	Amanda Dum, Management Analyst II
REVIEWED BY:	Nouae Vue, Public Works Director & City Engineer
APPROVED BY:	Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution Industrial Dual Gun Power Wash System.docx
2. Power Wash Trailer Cut Sheet.

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING THE PURCHASE OF AN INDUSTRIAL DUAL GUN POWER WASH TRAILER SYSTEM

WHEREAS, there are approximately 160 miles of sidewalks and trails within City limits and the Public Works Maintenance Division (PWM) is responsible for maintaining the areas that fall within the public right-of-way; and

WHEREAS, cleaning and pressure washing the sidewalks and trails within the public right-of-way is an established and necessary need particularly in response to unhoused person issues and clean-ups and also necessary is cleaning and pressure washing of benches, building, and other City features to ensure public health, cleanliness, and aesthetics; and

WHEREAS, the acquisition of an industrial-style dual gun hot water and cold-water power wash trailer system (pressure washer) will improve the Public Works Maintenance Division's ability and efficiency to effectively maintain the public paths and trails including the Promenade and Plaza areas along with other public features such as benches, masonry walls, and City building; and

WHEREAS, staff has contacted three (3) vendors and received three (3) quotes for an industrial pressure washer with the lowest responsible bidder (Power Line USA) providing a quote of $52,995 and funds are available for this purchase in the Vehicle Acquisition Fund within the Fiscal Year 2025-26 budget; and

WHEREAS, the Suisun City Council recognizes the benefits and essential nature of acquiring this piece of equipment for the health, safety, and maintenance of the City's sidewalks, trails, and City-owned features within the public right-of-way.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby authorize the City Manager, or his designee, to execute the Purchase Agreement to acquire an industrial dual gun power wash trailer system from PowerLine USA.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 20th day of January 2026, by the following vote:

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

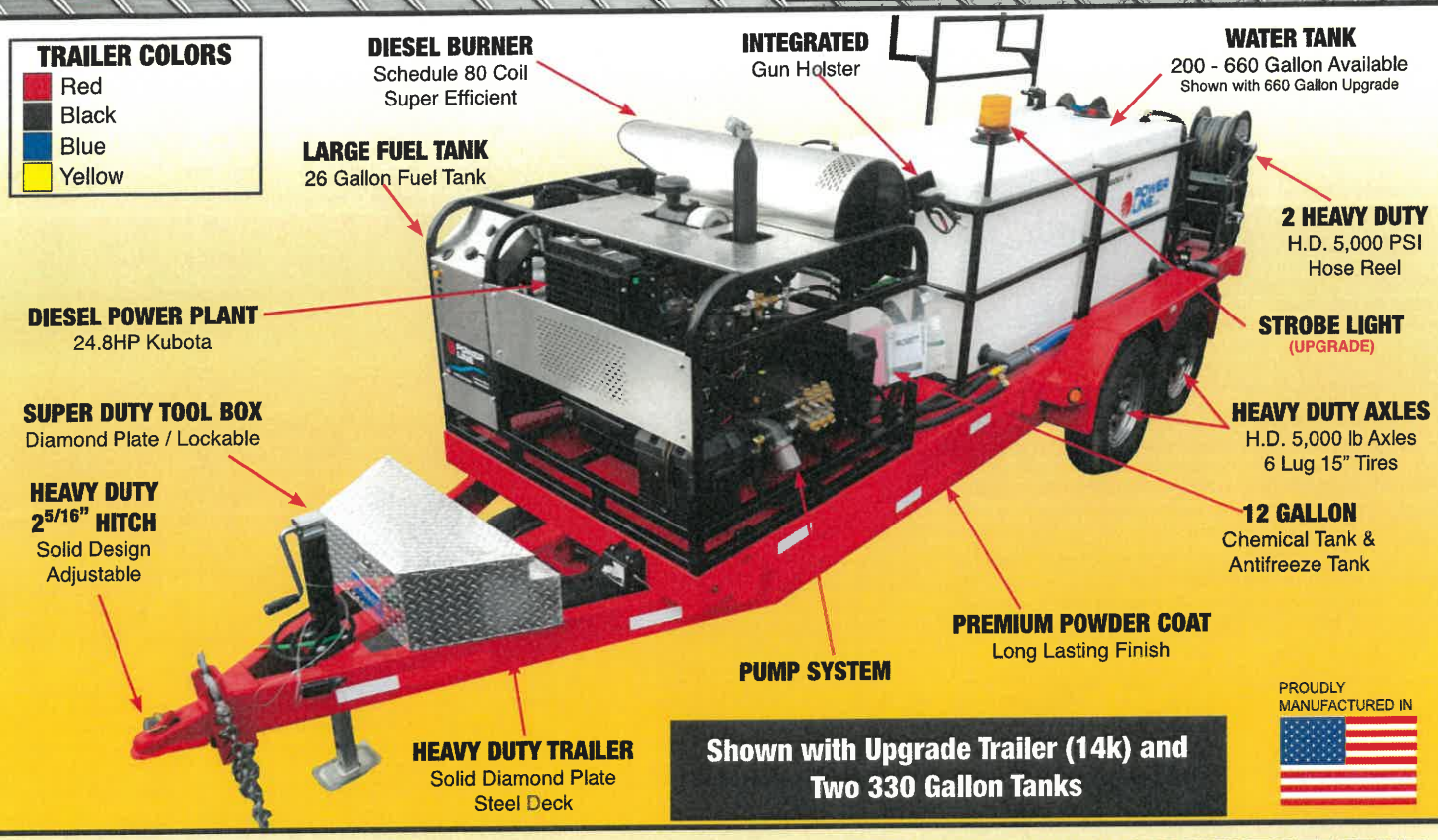
WITNESS my hand and the seal of said City this 20th day of January 2026.

_____

Anita Skinner
City Clerk

POWER LINE U.S.A.

Diesel Engine • Diesel Heated
HOT / COLD WATER PRESSURE WASHER
Diesel Series



Shown with Upgrade Trailer (14k) and Two 330 Gallon Tanks

PROUDLY MANUFACTURED IN

Premium Quality = More Years of Service = BEST RETURN ON INVESTMENT

This power wash trailer system is custom from the ground up! Featuring a 12' full diamond plate steel deck trailer with 5,000 lb axles, and power plants that can deliver up to 5,000 psi. Featuring premium belt driven pumps. Perfect for the budget minded contractor that wants to look and be super professional! Features a new tandem axle trailer design and a super efficient heater coil - saving fuel and generates exceptional cleaning power to clean nearly any job! Generates hot or cold water as well as steam, and is fully upgradeable.

INDUSTRY'S BEST WARRANTY!

MODEL	MOTOR	OUTPUT**	DETAILS
PWHWTAD-K-B-330	24.8 HP Kubota	10 GPM @ 4,000 PSI	Base Model with 330 Gallon Water Tank
PWHWTAD-K-U-330	24.8 HP Kubota	10 GPM @ 4,000 PSI	**Standard Upgrade Option:** Dual Gun, 2 Variable Guns, 2 Fixed Spray Guns, Ladder Rack, HD Surface Cleaner, Monster Accessory Package
PWHWTAD-K-UF-330	24.8 HP Kubota	10 GPM @ 4,000 PSI	**Full Upgrade Option:** Includes all options of the "U" model AND HD Tool Boxes, Side Signage, LED Rear Lighting Package, Strobe Light and Cone Holders
660 Gallon Water Tank Upgrade Available (Part Nos. PWHWTAD-K-B-660, PWHWTAD-K-U-660, PWHWTAD-K-UF-660)			

** Output is determined by elevation, pump conditions and nozzle size.

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14773 Heritage Crest Way • Riverton, UT 84065

www.powerlineindustries.com

REF. 01202025

AGENDA ITEM NO. 10.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-___: Accepting the Completed Subdivision Improvements at the Meridian West Subdivision and Authorizing the City Manager to Release the Associated Faithful Performance and Labor & Materials Bonds.

FISCAL IMPACT: Acceptance of the completed subdivision improvements for the Meridian West Subdivision has no impact on the City's General Fund. All public improvements were constructed at the developer's expense in accordance with the approved improvement plans. The release of the Faithful Performance and Labor & Materials Bonds reflects completion of these obligations and does not create additional financial commitments for the City.

STRATEGIC PLAN: Provide Good Governance and Enhance Environment.

BACKGROUND: On August 17, 2028, the City Council approved the development project for the construction of 71 new residential units on the former Crystal School property. The project site encompasses 7.44 acres and is located at the northwest corner of Cordelia Street and School Street.

Also, on November 15, 2022, the City Council approved the Final Map for the Meridian West Subdivision, accepted all associated offers of dedication, and authorized the City Manager to execute the Subdivision Improvement Agreement with the Developer. The Agreement was subsequently executed by both parties on May 1, 2023.

STAFF REPORT: Subdivision improvements, including the extension of West Street from Morgan Street to Cordelia Street, pavement resurfacing, construction of a park, the soundwall along the west perimeter of the project site and installation of bioretention facilities, have been inspected by City staff and found to be in substantial compliance with the approved civil and landscape improvement. The Developer has addressed all required corrections and repairs, which have now been completed to the City's satisfaction.

Also, the Developer has submitted a one-year Maintenance Bond and has recorded a Stormwater Operations & Maintenance (O&M) Agreement. The O&M Agreement assigns responsibility to the Homeowners' Association for the monitoring, inspection, and ongoing maintenance of the landscaping, irrigation systems, bioretention areas, and the associated stormwater infrastructure.

Staff recommends that the City Council accept the completed subdivision improvements for the Meridian West Subdivision, initiate the one-year warranty period, and authorize the release of the Developer's Faithful Performance and Labor & Materials Bonds.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2026-___: Accepting the Completed Subdivision Improvements at the Meridian West Subdivision and Authorizing the City Manager to Release the Associated Faithful Performance and Labor & Materials Bonds.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026 -__: Accepting the Completed Subdivision Improvements at the Meridian West Subdivision and Authorizing the City Manager to Release the Associated Faithful Performance and Labor & Materials Bonds.
2. Project Location Map.

PREPARED BY:	Nick Lozano, Sr. Associate Engineer
REVIEWED BY:	Nouae Vue, Public Works Director
APPROVED BY:	Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution - Acceptance of Completed Improvements at Merdian West Subdivision.doc
2. Location Map - Merdian West Subdivision.pdf

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY ACCEPTING THE COMPLETED SUBDIVISION IMPROVEMENTS AT THE MERIDIAN WEST SUBDIVISION AND AUTHORIZING THE CITY MANAGE TO RELEASE THE ASSOCIATED FAITHFUL PERFORMANCEAND LABOR & MATERIALS BONDS

WHEREAS, on August 17, 2018, the City Council approved the construction of 71 new residential units on the former Crystal School property, a 7.44-acre site located at the northwest corner of Cordelia Street and School Street; and

WHEREAS, on November 15, 2022, the City Council approved the Final Map for the Meridian West Subdivision, accepted all offers of dedication, and authorized the City Manager to execute the Subdivision Improvement Agreement with the Developer; and

WHEREAS, on May 1, 2023, the City and the Developer executed the Subdivision Improvement Agreement for the Meridian West Subdivision; and

WHEREAS, City staff has inspected the subdivision improvements, including the extension of West Street from Morgan Street to Cordelia Street, pavement resurfacing, the new park, the sound wall along the west perimeter of the project site, and the bioretention facilities, and has found them to be in substantial compliance with the approved civil and landscape improvement plans; and

WHEREAS, the Developer has submitted a one-year Maintenance Bond and has recorded a Stormwater Operations & Maintenance (O&M) Agreement, ensuring that the required landscaping, irrigation, bioretention, and stormwater facilities will be properly monitored, inspected and maintained.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby accepts the completed subdivision improvements for the Meridian West Subdivision, initiates the one-year warranty period, and authorizes the release of the Developer's Faithful Performance and Labor & Materials Bonds..

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 20th day of January 2026, by the following vote:

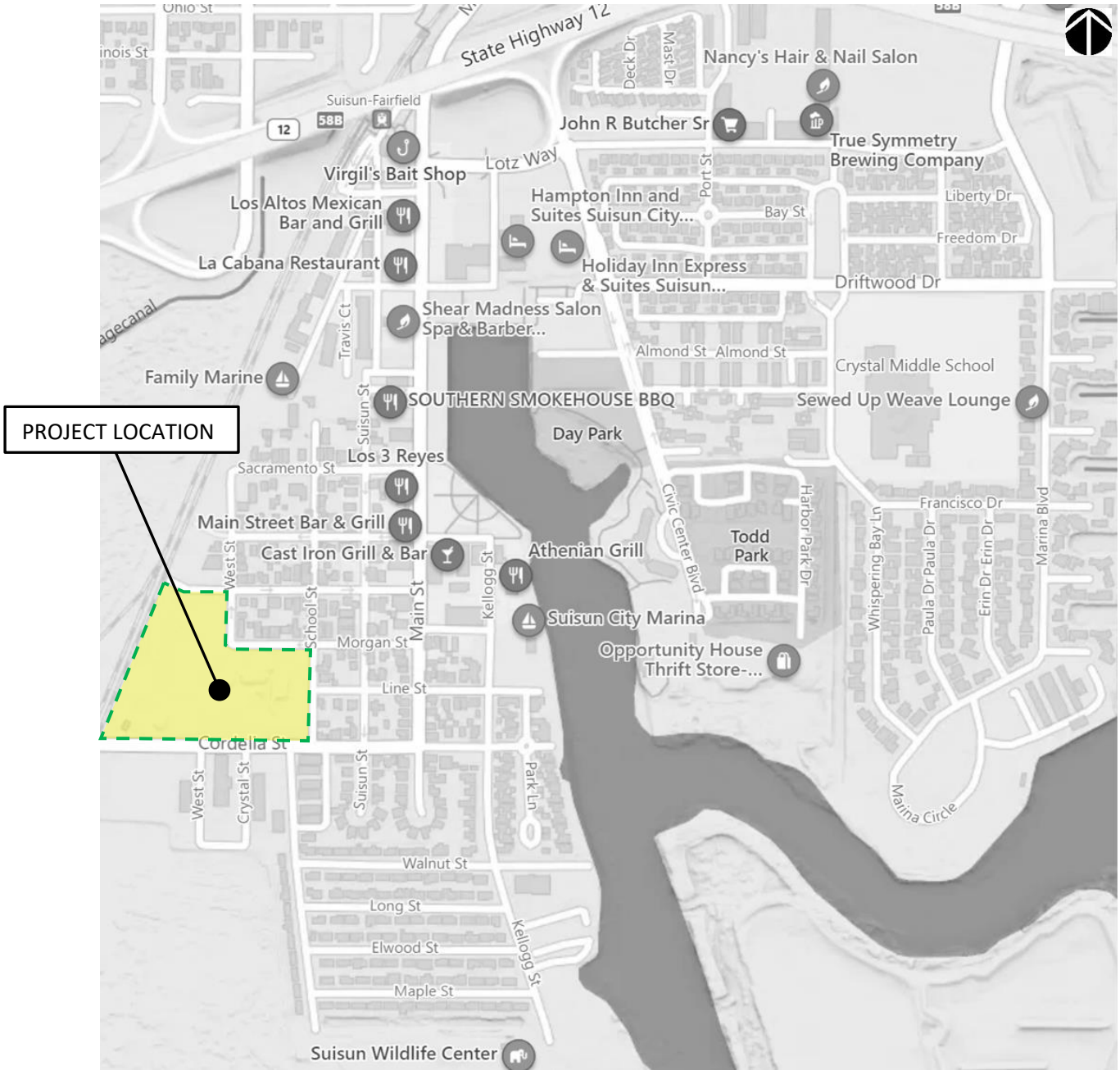
AYES:	Councilmembers:	_____
NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____
ABSTAIN:	Councilmembers:	_____

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

Location Map

Meridian West Subdivision



AGENDA ITEM NO. 11.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-___: Adopting a List of Projects for Fiscal Year 2026-27 Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017.

FISCAL IMPACT: There is no impact to the City's General Fund associated with this action. Operating costs for the Suisun City (City) Road Maintenance and Rehabilitation Act (RMRA) Program are budgeted within the Transportation Public Works Capital Improvement Projects Fund (Fund 115) and are allocated to the applicable project street segments.

The estimated annual Senate Bill 1 (SB 1) funding available to the City for pavement maintenance and rehabilitation projects is approximately $600,000.

STRATEGIC PLAN: Develop Sustainable Economy. Ensure Public Safety. Provide Good Governance. Ensure Fiscal Solvency. Enhance Environment.

BACKGROUND: The City is responsible for maintaining approximately 153 lane miles of roadway, encompassing more than 13 million square feet of pavement. The Suisun City Pavement Management Program (PMP) is designed to maintain the City's roadway network in the best possible condition within the constraints of available funding.

Each year, the City implements preventive maintenance and rehabilitation treatments on selected streets. These planned improvements are intended to extend the useful life of the pavement and reduce the need for more costly reconstruction. Road reconstruction is only pursued when preventive maintenance and rehabilitation treatments are no longer effective or economically feasible. In many cases, the cost of reconstructing a street can exceed the cost of preventive maintenance by a factor of ten.

On April 28, 2017, the Governor signed Senate Bill 1 (SB 1), also known as the Road Repair and Accountability Act of 2017. SB 1 established a reliable and ongoing source of funding for local agencies to address deferred maintenance and improve transportation infrastructure through road maintenance and rehabilitation programs.

STAFF REPORT: Pursuant to SB 1 requirements, the City must adopt an annual budget that appropriates Road Maintenance and Rehabilitation Account (RMRA) revenues and expenditures. In addition, the City is required to submit a list of projects that corresponds to the adopted budget to the California Transportation Commission (CTC) prior to July 1, 2026, in order to receive SB 1 funding for Fiscal Year 2026–27.

Suisun City remains committed to improving roadway conditions and enhancing accessibility in compliance with the Americans with Disabilities Act (ADA). Accordingly, SB 1 funds have been programmed for road maintenance, rehabilitation, and associated ADA improvements.

SB 1 funding may be used not only for the construction phase of pavement resurfacing projects, but also for the preparation of plans, specifications, and cost estimates (PS&E). PS&E development is

typically performed in-house by City staff.

Examples of pavement maintenance and rehabilitation projects completed in recent years include, but are not limited to, the following:

Asphalt rubber cape sealing on Marina Boulevard from Highway 12 to Railroad Avenue, and a 3-inch grind and overlay on Railroad Avenue East from Sunset Avenue to approximately 400 feet east.

Slurry sealing on Main Street from Highway 12 to its southerly terminus, as well as on numerous residential and collector streets, including Breakwater Circle, Catalina Drive, Catamaran Way, Harbor Park Drive, Rocky Point Cove, Pepperwood Street, Hoyt Court, Floyd Court, Anderson Drive (from Lawler Ranch Parkway to the McCoy Creek bridge), Emperor Drive, Lawler Ranch Parkway, McCoy Creek Way, and Capistrano Drive.

Asphalt rubber cape sealing on Village Drive and Whispering Bay Lane (from Josiah Circle to Francisco Drive), including upgrades to ADA-compliant curb ramps on both street segments and the addition of buffered bicycle lane striping on Village Drive.

Asphalt overlay on Civic Center Boulevard from Lotz Way to Driftwood Drive, including ADA-compliant curb ramp upgrades and replacement of damaged curbs, gutters, and sidewalk panels.

Cape sealing and slurry sealing on various residential streets, totaling approximately 27,230 square yards of cape seal and 32,617 square yards of slurry seal, along with the upgrade of 44 curb ramps to ADA-compliant standards. This SB 1-funded project was supplemented with Measure S funds and included streets such as Bottlebrush Court, Camellia Court, Hibiscus Lane, Limewood Drive, Flagstone Circle, Birchwood Court, Brookside Court, Dawn Rose Court and Way, Lemonwood Way, McCoy Creek Court, Kinsmill Court, Ricky Court, Michael Court, Jeanne Court, Westwind Court and Way, Steller Way, Crested Drive, Canary Court, Heron Drive, Swallow Court, Whippoorwill Way, Keyes Court, Hillborn Court, Marston Court, McNabe Court, Peytonia Court, Spence Court, Yuba Court, and Hacienda Way.

The 2025 Pavement Resurfacing Project includes fiberized microsurfacing on Blossom Avenue, as well as on Sunset Avenue and Walters Road. This project is currently winterized and is anticipated to resume construction in May 2026.

The proposed SB 1 Fiscal Year 2026–27 projects list includes previously proposed and adopted projects that may utilize FY 2026–27 RMRA revenues. By adopting the resolution and listing these streets, the City reaffirms to both the public and the State its intent to fund these projects using SB 1 revenues.

A detailed table of staff's recommended FY 2026–27 Local Streets and Roads Program Projects List is included as an attachment to this report.

Staff recommends that the City Council approve Resolution and authorize staff to submit the required list of SB 1-funded projects, as attached to this report, to the California Transportation Commission prior to July 1, 2026, in order to secure Fiscal Year 2026–27 SB 1 funding.

It should be noted that the list of projects and specific street segments may be modified in the future, as needed, without penalty or impact to the City's SB 1 funding eligibility.

STAFF RECOMMENDATION: Staff Recommends the City Council Adoption of Resolution No. 2026-__: Adopting a List of Projects for Fiscal Year 2026-27 Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026-__: Resolution Adopting a List of Projects for Fiscal Year 2026-27 Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017.
2. FY 2026-27 Local Streets and Roads Program Projects List.
3. Conflict of Interest Maps

PREPARED BY: Nick Lozano, Sr. Associate Engineer
REVIEWED BY: Nouae Vue, Public Works Director
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:

1. SB1 Pavement Projects List resolution.docx
2. FY 2026-27 Local Streets and Roads Program Projects List.pdf
3. Conflict of Interest Maps - Senate Bill 1 Projects List.pdf

RESOLUTION NO. 2026 - ____

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2026-27 FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of City of Suisun City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Suisun City must adopt by resolution a list of projects proposed to receive fiscal year funding each year from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City will receive an estimated $600,000 in RMRA funding in Fiscal Year 2026-27 from SB 1; and

WHEREAS, this is the ninth year the City is receiving SB 1 funding and this funding will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the projects list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 projects list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, this year,2026, the funding from SB 1 will help the City maintain and rehabilitate Emperor Drive from Pintail Drive to Longspur Drive, a collector road, by applying a combination of crack seals, digout repairs and asphalt rubber cape seal; as well as to preserve good roads and applying asphalt rubber cape seal in high volume collector and arterial roads the following years, and many similar projects into the future; and

WHEREAS, the 2021 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an "at risk" condition and this revenue will help prevent the streets and roads to falling within a "poor" condition; and

WHEREAS, the SB 1 Projects List and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive impact on our road system.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Suisun City, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following previously proposed and adopted Projects may utilize Fiscal Year 2026-27 Road Maintenance and Rehabilitation Account revenues in their delivery.

With the re-listing of the previous street segments/projects as well as the inclusion of a newly identified street segment, the City of Suisun City reaffirms to the public and the State its intent to fund these projects using Road Maintenance and Rehabilitation Account revenues. See Attachment No. 2 to the staff report for the list of streets.

PASSED AND ADOPTED by the following vote at a regular meeting of the City Council of the City of Suisun City duly held on the 20th day of January 2026:

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

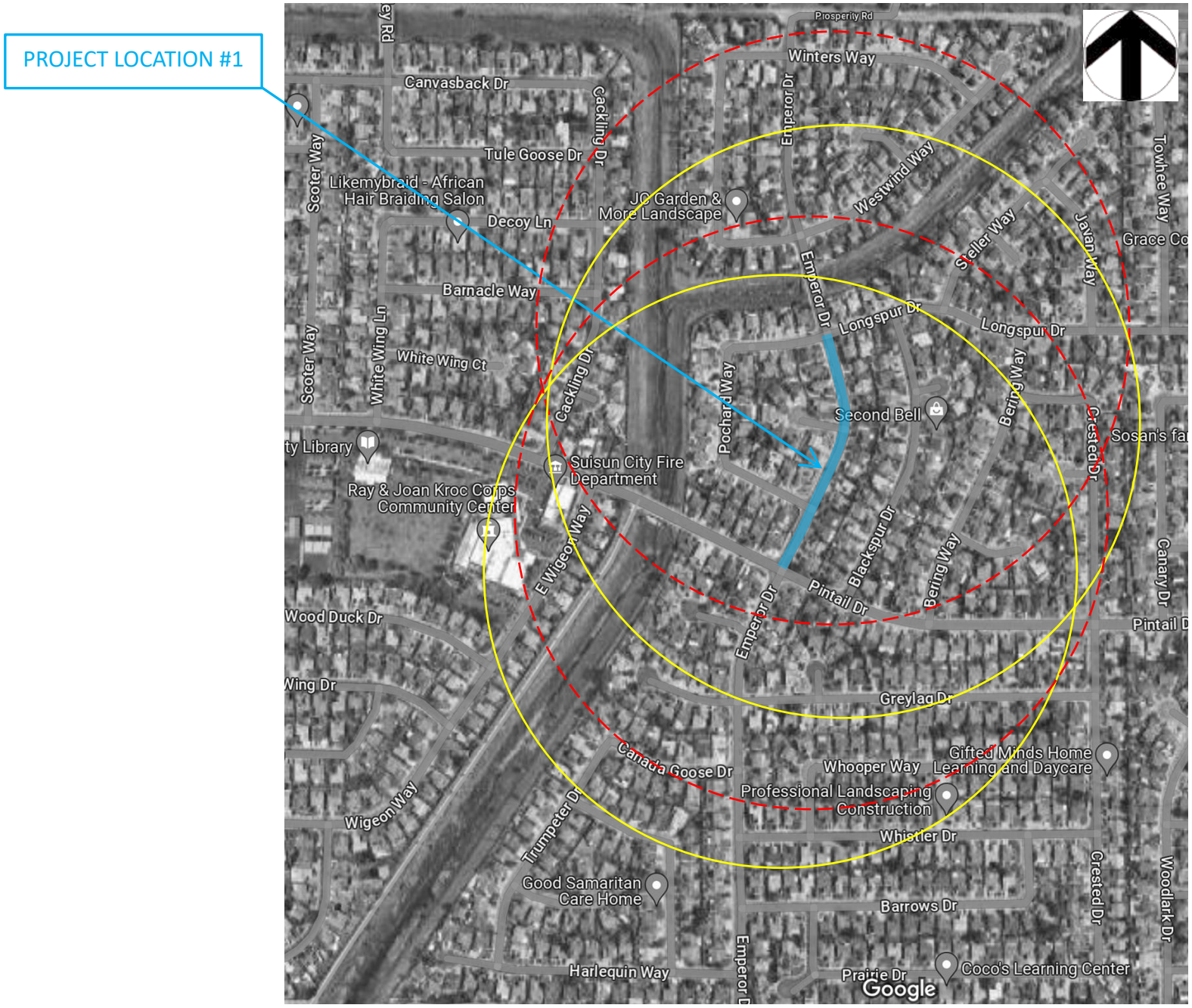
WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

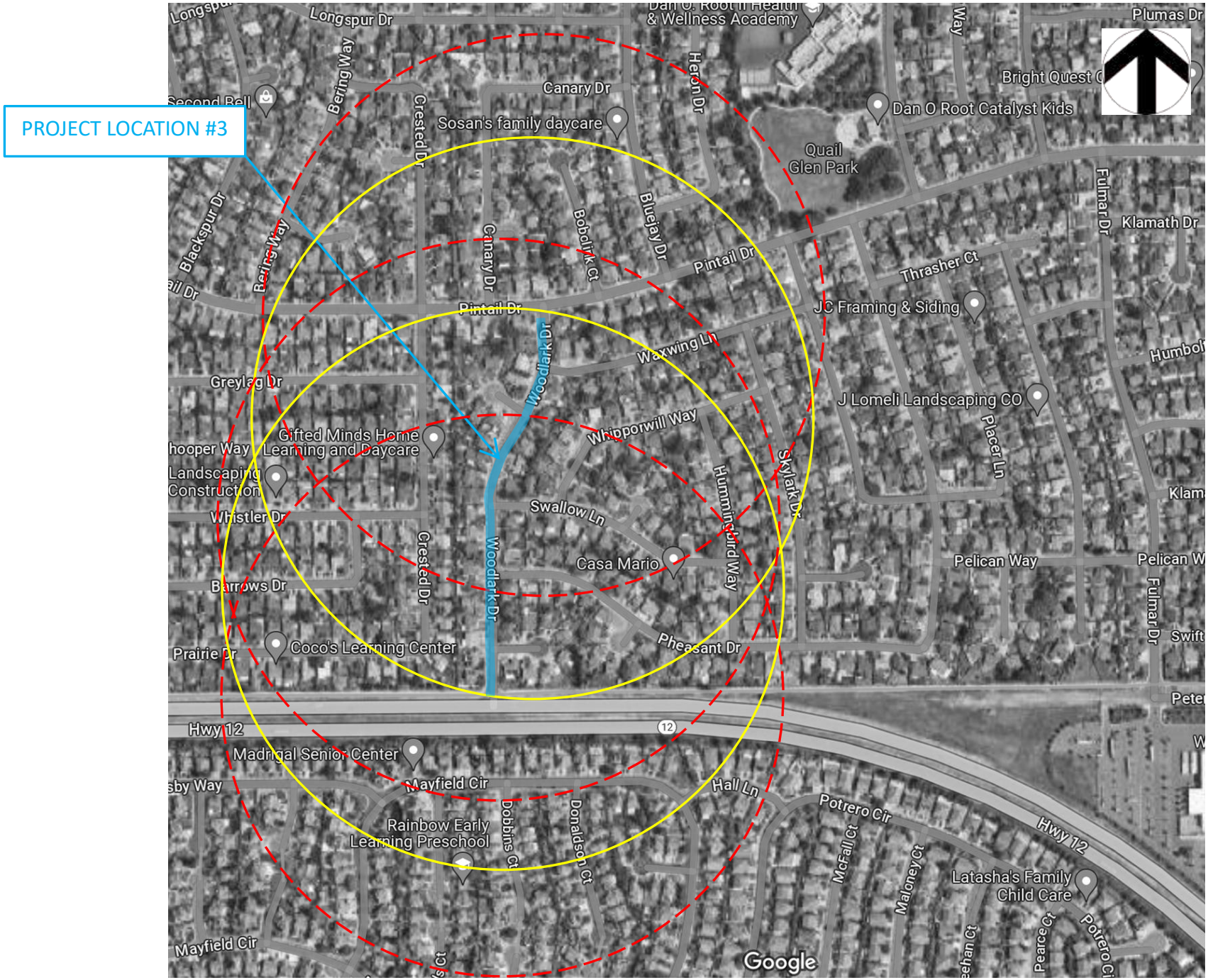
FY 2026-27 Local Streets and Roads Program Projects List

City of Suisun City - FY 2026-2027 Local Streets and Roads Program Projects List					
Pavement Treatment Description	Location	Estimated Useful Life Minimum	Estimated Useful Life Maximum	Project Started or Estimated Project Start	Revised Estimated Project End
Asphalt Rubber Cape Seal with Digouts and ADA Ramp Upgrades	Emperor Drive (Pintail Drive to Longspur Drive)	8-10	40	2026	12/1/2026
Asphalt Rubber Cape Seal with Digouts and ADA Ramp Upgrades	Montebello Drive (Walters Road to Bella Vista Drive)	8-10	40	2027	12/1/2027
Asphalt Rubber Cape Seal with Digouts and ADA Ramp Upgrades	Woodlark Drive (Highway 12 to Pintail Drive)	8-10	40	2028	12/1/2028
Asphalt Rubber Cape Seal with Digouts and ADA Ramp Upgrades	Anderson Drive (Grizzly Island Road to McCoy Creek Way)	8-10	40	2029	12/1/2029
Asphalt Rubber Cape Seal with Digouts and ADA Ramp Upgrades	Buena Vista Avenue (Rio Verde to Village Drive)	8-10	40	2030	12/1/2030
Asphalt Rubber Cape Seal with Digouts and ADA Ramp Upgrades	Wigeon Way (Pintail Drive to Merganser Drive)	8-10	40	2031	12/1/2031

Senate Bill 1 Streets List from 2026 through 2031
Conflict of Interest Map (1,000-Foot Radius from Project Site)
2026 Project Street – Emperor Drive from Pintail Drive to Longspur Drive

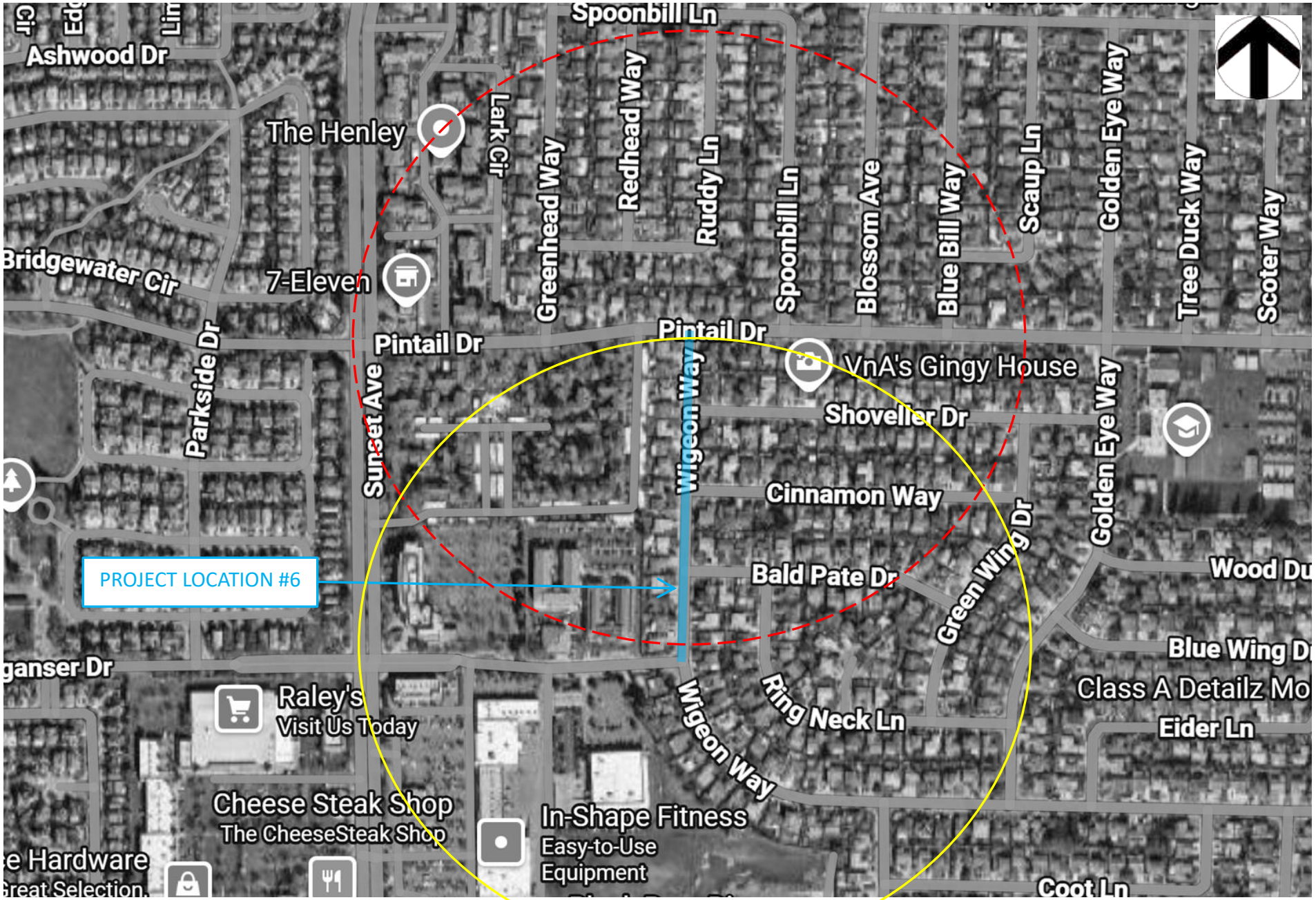



PROJECT LOCATION #2
Monitor Ave
Walters Rd
Chula Vista Way
Monte Carlo Dr
Bella Vista Dr
Madonna Dr
Paseo Flores Dr
Palermo Dr
Capistrano Dr
Theresa Way
Ventura Way
Star Computers
Plumas Dr
Langley Way
Whitney Ave
Monitor Ave
El Monte Ln
El Prado Ln
Fulmar Dr
Klamath Dr
Montebello Vista Park
SUCCIES & CO
Hacienda Ln
Humbolt Dr
Shasta St
Smarty Paws
El Mar Ct
Del Oro Ct
Fortuna Ct
Fortuna Dr
Macedonia Church of God in Christ
Pelican Way
Stoneyard Masonry
Swift Ct
Four Seasons Self Storage
Petersen Rd
Google


PROJECT LOCATION #3
Longspur Dr
Bering Way
Crested Dr
Canary Dr
Heron Dr
Plumas Dr
Bright Quest
Dan O Root Catalyst Kids
Quail Glen Park
Fulmar Dr
Klamath Dr
Blackspur Dr
Bobolink Ct
Bluejay Dr
Pintail Dr
Thrasher Ct
JC Framing & Siding
Waxwing Ln
Woodlark Dr
Greylag Dr
J Lomeli Landscaping CO
Placer Ln
Whipporwill Way
Gifted Minds Home Learning and Daycare
Landscaping Construction
Whistler Dr
Swallow Ln
Hummingbird Way
Skylark Dr
Casa Mario
Pelican Way
Barrows Dr
Coco's Learning Center
Prairie Dr
Pheasant Dr
Swift
Hwy 12
Madrigal Senior Center
Mayfield Cir
Hall Ln
Potrero Cir
Rainbow Early Learning Preschool
Dobbins Ct
Donaldson Ct
McFall Ct
Maloney Ct
Latasha's Family Child Care
Pearce Ct
Google


PROJECT LOCATION #4
Tamarisk Cir
Raley's
Sukhothai Cuisine
Thai · $
The UPS Store
United States Postal Service
Ring Neck Ln
Eider Ln
Wigeon Way
Wigeon Way
Wigeon
Sunset Ave
Sunset Center
Shopping mall
Suisun Ace Hardware
Hardware store
Black Bear Diner
American · $$
McDonald's
Fast Food · $
Coot Ln
Coot Ln
Honker Ln
Honker Ln
Village Dr
Central County Bikeway
Hwy 12
Grizzly Island Trail
Laurel Creek
Grizzly Island Rd
Panda Express
Chinese · $
Suisun Seafood Center
Anderson Dr
McCoy Creek Cir
Craven Ct
Zip Thru Express Car Wash
The Lawler Apartment Homes
McCoy Creek Way
Lee Hair Salon
Studio Serafio
Gray Hawk Ln
Crescent Elementary School
Bauman Ct
Bauman Dr
McCoy Creek Park
Google


PROJECT LOCATION #5
E Kentucky St
Empire Pl
Taft St
Railroad Ave
Leafwood Ct
Ashwood Dr
Birchwood Ct
Mosswood Dr
Newport Way
Bridgewater Cir
Ridgecrest Cir
7-Eleven
Sardy Ln
Pintail Dr
Greenhead Way
Parkside Dr
Sunset Ave
Brookside Dr
Rodondo Ave
Shannon Dr
Marina Blvd
Terry Ln
Joseph A Nelson Community Center
Buena Vista Ave
Rio Verde
Alexander Way
Starbucks
Raley's
Raley's Thanksgiving Dinner
Tamarisk Cir
ARCO
Nadel Dr
Coral Ln
Chipman Ln
Village Dr
Black Bear Diner Suisun City
Google


Spoonbill Ln
Ashwood Dr
The Henley
Lark Cir
Greenhead Way
Redhead Way
Ruddy Ln
Spoonbill Ln
Blossom Ave
Blue Bill Way
Scaup Ln
Golden Eye Way
Tree Duck Way
Scoter Way
Bridgewater Cir
7-Eleven
Pintail Dr
Pintail Dr
Parkside Dr
Sunset Ave
Wigeon Way
VnA's Gingy House
Shoveller Dr
Golden Eye Way
Cinnamon Way
Green Wing Dr
PROJECT LOCATION #6
Bald Pate Dr
Wood Du
Blue Wing Dr
Class A Detailz Mo
Eider Ln
ganser Dr
Raley's
Visit Us Today
Wigeon Way
Ring Neck Ln
Cheese Steak Shop
The CheeseSteak Shop
In-Shape Fitness
Easy-to-Use
Equipment
e Hardware
Coot Ln

AGENDA ITEM NO. 12.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-___: Accepting the Traffic Signal Improvements Project as Complete; Authorizing the City Manager to Execute and Record a Notice of Completion for the Project; and Authorizing an Amendment to the Professional Services Contract with DKS Associates.

FISCAL IMPACT: Completion of the Traffic Signal Improvements Project (Project), Project No. HSIPL-5032(032), has no fiscal impact on the City's General Fund. Construction of the Project was primarily funded through the California Department of Transportation's (Caltrans) Highway Safety Improvement Program (HSIP) Cycle 10 grant. Caltrans allocated a total of $1,360,980 for construction of the Project across all eleven signalized intersections within the city.

HSIP funding requires a 10 percent local match. Off-Site Street Improvement Program (OSSIP) funds were approved to satisfy the required local match and to cover the remaining balance of the construction contract.

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

BACKGROUND: On March 26, 2021, the City was awarded $1,515,330 in HSIP Cycle 10 grant funding to support the design and construction of the Traffic Signal Improvements Project.

On August 20, 2024, the City Council awarded the construction contract for the Project to Pacific Excavation, Inc. in the amount of $1,959,953.00, which included a 15 percent contingency of $293,993.00, for a total not-to-exceed construction contract amount of $2,253,946.00. At that time, construction funding consisted of $1,360,980 in HSIP Cycle 10 funds, and at the meeting, City Council approved $896,848 in OSSIP funds to cover the balance.

Subsequent to contract award, Caltrans approved the City's request for an additional $358,605 in HSIP funding toward construction. This increased the total HSIP construction allocation from $1,360,980 to $1,719,585, thereby reducing the City's reliance on OSSIP funds.

STAFF REPORT: The Project is a critical public safety initiative aimed at improving roadway safety and operational efficiency for motorists, pedestrians, and bicyclists. The Project provided upgrades to all eleven signalized intersections at the following locations where are all on major arterial roadways:

Main Street and Lotz Way.
Sunset Avenue at the main driveways to the Heritage Park & Sunset Shopping Centers.
Sunset Avenue and Merganser Drive.
Sunset Avenue and Pintail Drive.
Sunset Avenue and Railroad Avenue West (aka New Railroad Avenue, on west side of Sunset Avenue).
Sunset Avenue and Railroad Avenue East (aka Old Railroad Avenue, on east side of Sunset Avenue).
Walters Road at the main driveway to Walmart.

Walters Road and Petersen Road.
Walters Road and Montebello Drive/Mammoth Way.
Walters Road and Pintail Drive.
Walters Road and Bella Vista Drive.

The improvements include, but are not limited to, upgrading and standardizing hardware and devices, such as cabinets/controllers, pedestrian pushbuttons, interconnect capabilities, backup batteries, vehicle detection video cameras, in-ground detection loops where necessary, signal heads to larger heads, and back plates with reflective yellow borders; adding mast arms, new signal poles with luminaires, and street light poles; providing advanced dilemma zone detection and where necessary and protected left-turn phasing; and optimizing signal timing aimed at enhancing pedestrian safety and vehicular flow efficiency, as well as installing a Traffic Management Center (TMC) at City Hall for the Director's use to monitor the intersections remotely. City staff received training on the use of TMC software platform on January 15, 2026.

The City has received, reviewed, and approved the Contractor's final invoice for this Project. The final construction contract amount is $2,133,329.00, which is $120,617.00 under the initial construction contract budget of $2,253,946.00. After taking into account the additional grant allocation of $358,605, only $413,744.00 of the Council-approved $896,848 OSSIP contribution will be required for payment towards the final construction contract.

Contractor has completed the Project in an acceptable satisfactory manner, and it is now appropriate to file the Notice of Completion (NOC) with the County for the Project. Staff recommends accepting the Project as complete and authorizing the City Manager to file and record the NOC with the County which will then start the one-year warranty period on the completed improvements associated with this Project.

Moreover, staff will need on-call assistance with the new TMC in order to gain the experience for any signal troubleshooting necessary. Staff recommends use of the remaining OSSIP funds to cover $100,000 for a professional services contract amendment with DKS Associates for on-call traffic signal timing services. DKS Associates, to date, has provided service during design, bidding/advertisement, and construction phases by preparing the plans, specifications, and cost estimates for the project, as well as providing bid assistance, performing construction inspection and signal timing troubleshooting, and responding to technical inquiries from the contractor and equipment vendors.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2026-___: Accepting the Traffic Signal Improvements Project as Complete; Authorizing the City Manager to Execute and Record a Notice of Completion for the Project; and Authorizing an Amendment to the Professional Services Contract with DKS Associates.

DOCUMENTS ATTACHED:

1. Resolution No. 2026-__: Accepting the Traffic Signal Improvements Project as Complete; Authorizing the City Manager to Execute and Record a Notice of Completion for the Project; and Authorizing an Amendment to the Professional Services Contract with DKS Associates.
2. Project Location Map.
3. Photos.
4. Notice of Completion.

PREPARED BY: Nick Lozano, Sr. Associate Engineer

REVIEWED BY: Nouae Vue, Public Works Director

APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution - Traffic Signal Improvements Project NOC.doc
2. Project Location Map - Traffic Signal Improvements Project.pdf
3. Photos - Traffic Signal Improvements Project.pdf
4. NOC - Traffic Signal Improvements Project.pdf

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY ACCEPTING THE TRAFFIC SIGNAL IMPROVEMENTS PROJECT AS COMPLETE; AUTHORIZING THE CITY MANAGER TO EXECUTE AND RECORD A NOTICE OF COMPLETION FOR THE PROJECT; AND AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT WITH DKS ASSOCIATES

WHEREAS, the City of Suisun City (City) was awarded $1,515,330 in grant funding from the California Department of Transportation (Caltrans) through the Highway Safety Improvement Program (HSIP) Cycle 10 for the Traffic Signal Improvements Project (Project), Project No. HSIPL-5032(036), to fund the design and construction of traffic signal upgrades; and

WHEREAS, the HSIP funding allocation for the construction portion of the Project was initially $1,360,980; and

WHEREAS, the Project consists of upgrades to traffic signals at eleven signalized intersections within the City to improve safety and operational efficiency for motorists, pedestrians, and bicyclists; and

WHEREAS, on August 20, 2024, the City Council awarded a construction contract for the Project to Pacific Excavation, Inc. in an amount not to exceed $2,253,946.00, inclusive of contingencies; and

WHEREAS, key elements of the Project improvements include, but are not limited to, upgrading and standardizing hardware and devices, such as cabinets/controllers, pedestrian pushbuttons, interconnect capabilities, backup batteries, vehicle detection video cameras, in-ground detection loops where necessary, signal heads to larger heads, and back plates with reflective yellow borders; adding mast arms to improve visibility of signal heads, new signal poles with luminaires, and street light poles; providing advanced dilemma zone detection and where necessary and protected left-turn phasing; and optimizing signal timing aimed at enhancing pedestrian safety and vehicular flow efficiency, as well as installing a Traffic Management Center (TMC) at City Hall for the Director's use to monitor the intersections remotely; and

WHEREAS, subsequent to the award of the construction contract, Caltrans approved the City's request for an additional $358,605 in HSIP funding for construction, increasing the total HSIP construction allocation from $1,360,980 to $1,719,585 and thereby reducing the City's reliance on Off-Site Street Improvement Program (OSSIP) funds; and

WHEREAS, the Contractor has satisfactorily completed all work required under the construction contract, and the final construction contract amount is $2,133,329.00; and

WHEREAS, it is now appropriate to accept the Project as complete and to record a Notice of Completion to formally initiate the warranty period for the completed improvements; and

WHEREAS, City staff will require on-call professional assistance to support operation of the newly installed Traffic Management Center and to provide traffic signal timing adjustments and troubleshooting as staff gain operational experience; and

WHEREAS, DKS Associates is uniquely qualified to provide such on-call traffic signal services, having prepared the Project's construction documents and provided bid and construction phase support**.**

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby accepts the improvements completed on the Traffic Signal Improvements Project, Project No. HSIPL-5032(036), as completed and authorizes the City Manager to take such measures as necessary to execute and record the Notice of Completion, as well as authorizes an amendment to the professional services contract with DKS Associates in the not-to-exceed amount of $100,000 to provide on-call traffic signal timing and technical services in support of the new Traffic Management Center and completed traffic signal improvements.

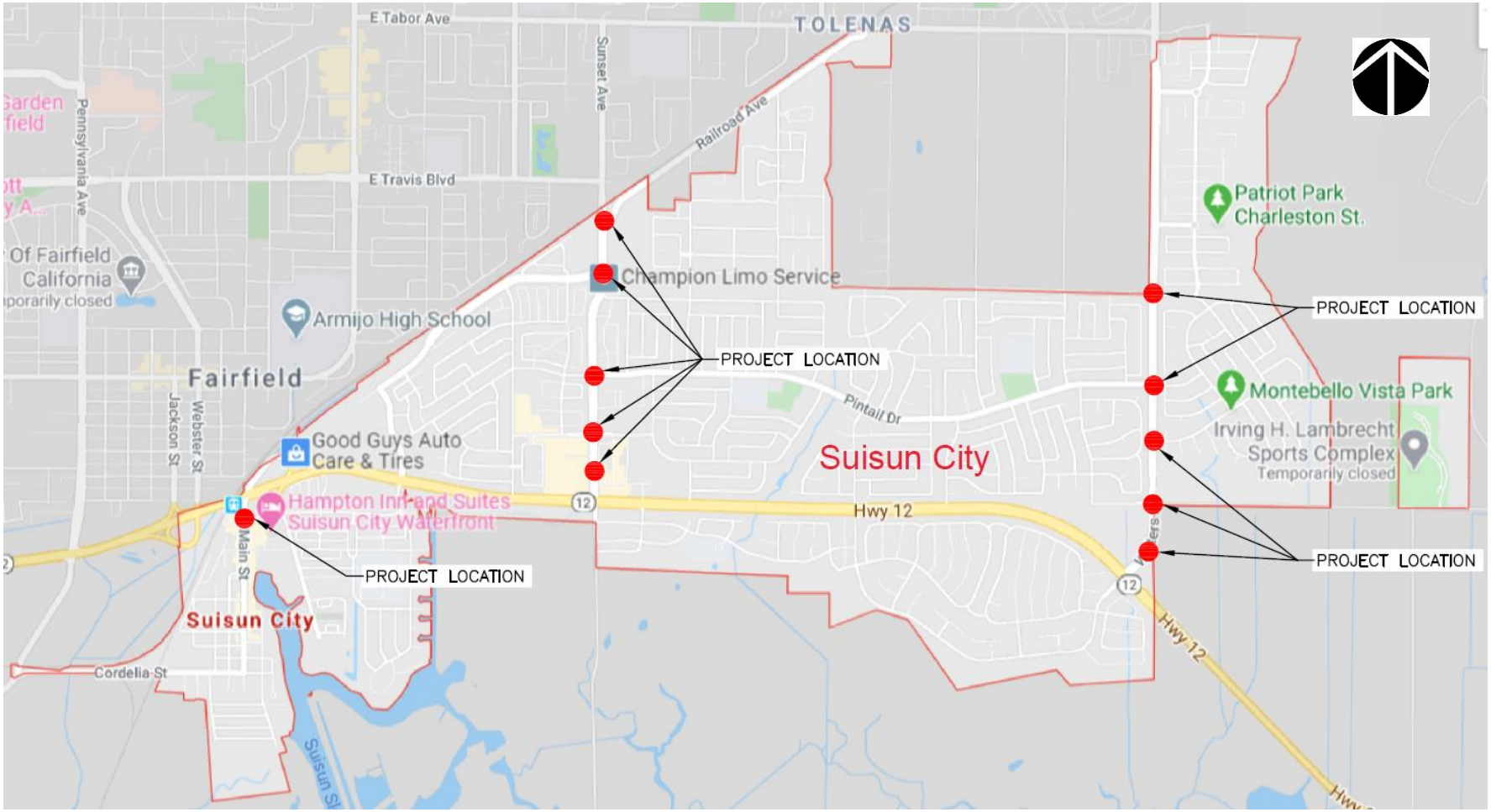
PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 20th day of January 2026, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

Project Location Map
Traffic Signal Improvements Project, Project No. HSIPL-5032(036)



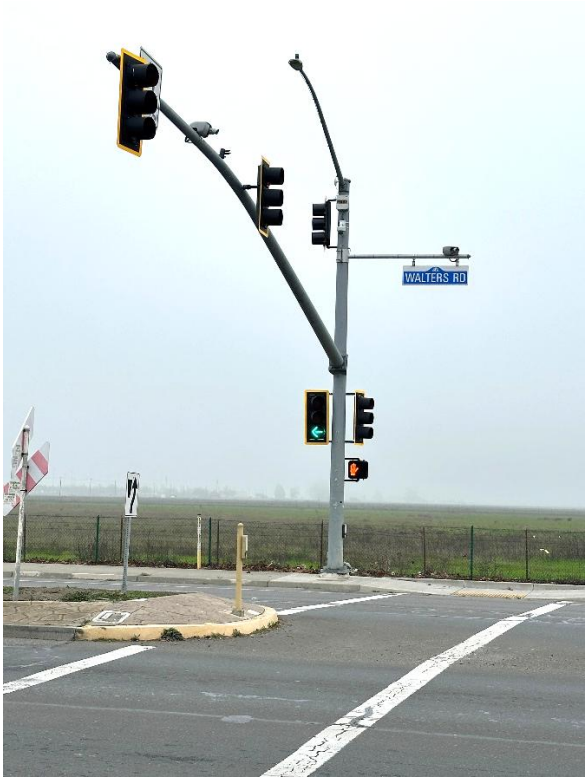
Main Street/Lotz Way Intersection:





Walters Road/Walmart Driveway Intersection:





Walters Road/Mammoth Way Intersection:



Walters Road/Pintail Drive Intersection:



Sunset Avenue/Merganser Drive Intersection:





WHEN RECORDED MAIL TO:

Name Public Works Department

Street Address CITY OF SUISUN CITY
701 CIVIC CENTER BLVD.

City & State, Zip SUISUN CITY, CA 94585

SPACE ABOVE THIS LINE FOR RECORDER'S USE

No Fee, per code 27283

NOTICE OF COMPLETION

A.P.N._____

Notice is hereby given that:

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

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

   NAMES ADDRESSES

   (If no transfer made, insert "none.")
7. A work of improvement on the property hereinafter described was completed on: January 20, 2026
8. The name of the contractor, if any, for such work of improvement was Pacific Excavation, Inc.

   (If no contractor for work of improvement as a whole, insert "none.")
9. The property on which said work of improvement was completed is in the City of Suisun City, County of Solano, State of California, and is described as follows:
   Traffic Signal Improvements Project, Project No. HSIPL-5032(036)
10. The street address of said property is Signalized intersections at: 1) Main Street and Lotz Way, 2) Sunset Avenue at the main driveways to the Heritage Park and Sunset Avenue Shopping Centers, 3) Sunset Avenue and Merganser Drive, 4) Sunset Avenue and Pintail Drive, 5) Sunset Avenue and Railroad Avenue West (aka New Railroad Avenue, on west side of Sunset Avenue, 6) Sunset Avenue and Railroad Avenue East (aka Old Railroad Avenue, on east side of Sunset Avenue), 7) Walters road at the main driveway to Walmart, 8) Walters Road and Petersen Road, 9) Walters Road and Montebello Drive/Mammoth Way, 10) Walters Road and Pintail Drive, and 11) Walters Road and Bella Vista Drive.

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

Dated: _____

Signature of owner named in paragraph 2 _____

By Bret Prebula, City Manager

AGENDA ITEM NO. 13.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-___: Authorizing the City Manager to Enter into a Construction Contract on the City's behalf with Coastal Construction Team dba Coastal Sports Flooring for the Joe Nelson Community Center Banquet Room Floor Replacement Project.

FISCAL IMPACT: This project is budgeted in Public Works Major Facilities Repair, Fund 010-3350-93140.

STRATEGIC PLAN: Provide Good Governance; Ensure Public Safety

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BACKGROUND: This project proposes to replace the Community Center Banquet Room Floor. This is the original parquet floor that was installed in 2002, and it is in very poor condition. The parquet has been refinished several times over the years, and the floor is now at the end of its useful life. Also, areas of the flooring have begun to separate and lift, creating uneven surfaces and potential tripping hazards.

City staff evaluated several new flooring replacement options and concluded that Luxury Vinyl Flooring was the best option for this facility. This flooring product provides the appearance of wood, while offering superior durability, resistance to wear, and ease of cleaning and maintenance. These qualities make it well suited for a high-use, multi-purpose banquet space.

Replacing the existing floor will restore the banquet room to a safe and functional condition, reduce ongoing maintenance needs, and extend the longevity of the facility. The new flooring will support continued use of the space for City programs, community events, and rentals for many years to come.

STAFF REPORT: The request for proposals for the Project was advertised in the Daily Republic newspaper on November 5, 2025. The Engineer's cost estimate for the Project was $80,000.

The bids were due on Wednesday, November 26, 2025, at 2:00 PM. Three companies turned in bids and Coastal Construction Team dba Costal Sports Flooring was the lowest responsive bidder with a bid of $48,750.

There are enough funds in the Public Works Facilities - Maintenance Major Facilities Repair to cover the construction costs of the Project.

Staff recommends awarding the construction contract to Coastal Construction Team dba Coastal Sports Flooring for the Joe Nelson Community Center Banquet Room Floor Replacement Project in the amount of including a 20% contingency ($9,750), for a total contract amount of $58,500.

STAFF RECOMMENDATION: Council Adoption of Resolution No. 2026___: Authorizing the City Manager to Enter into a Construction Contract on the City's behalf with Coastal Construction Team dba Coastal Sports Flooring for the Joe Nelson Community Center Banquet Room Floor Replacement Project.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026___: Authorizing the City Manager to Enter into a Construction Contract on the City's behalf with Coastal Construction Team dba Coastal Sports Flooring for the Joe Nelson Community Center Banquet Room Floor Replacement.
2. Location Map - Joe Nelson Community Center.
3. Request for Proposal – Joe Nelson Community Center Banquet Room Floor Replacement Project.

PREPARED BY:	Gemma Geluz, Administrative Technician
REVIEWED BY:	Nouae Vue, Public Works Director
APPROVED BY:	Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution Joe Nelson Community Center Banquet Room Floor Replacement with Coastal Construction Team
2. Location Map - Joe Nelson Community Center.docx
3. Request for Proposal - Joe Nelson Community Center Benquet Room Floor Replacement Project.pdf

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSTRUCTION CONTRACT ON THE CITY'S BEHALF WITH COASTAL CONSTRUCTION TEAM DBA COASTAL SPORTS FLOORING FOR THE JOE NELSON COMMUNITY CENTER BANQUET FLOOR REPLACEMENT PROJECT.

WHEREAS, the Joe Nelson Community Center Banquet Room Replacement Project proposes to replace the original banquet floor, which is worn and has reached the end of its useful life; and

WHEREAS, the banquet room floor will be replaced with Luxury Vinyl Flooring which provides a durable, attractive, and low-maintenance surface suitable for high-use facility, and

WHEREAS, this Project will be an added benefit to the Community Center by enhancing the functionality, safety, and overall condition of this facility, and

WHEREAS, the construction request for proposals for the Project was advertised on November 5, 2025, and Coastal Construction Team dba Coastal Sports Flooring was determined to be lowest responsive bidder, submitting a bid amount of $48,750.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Suisun City hereby authorizes the City Manager to enter into a construction contract on the City's behalf with Coastal Construction Team dba Coastal Sports Flooring for the Joe Nelson Community Center Banquet Room Floor Replacement Project in the amount of $48,750, including a 20% contingency of $9,750 for a total contract amount of $58,500.

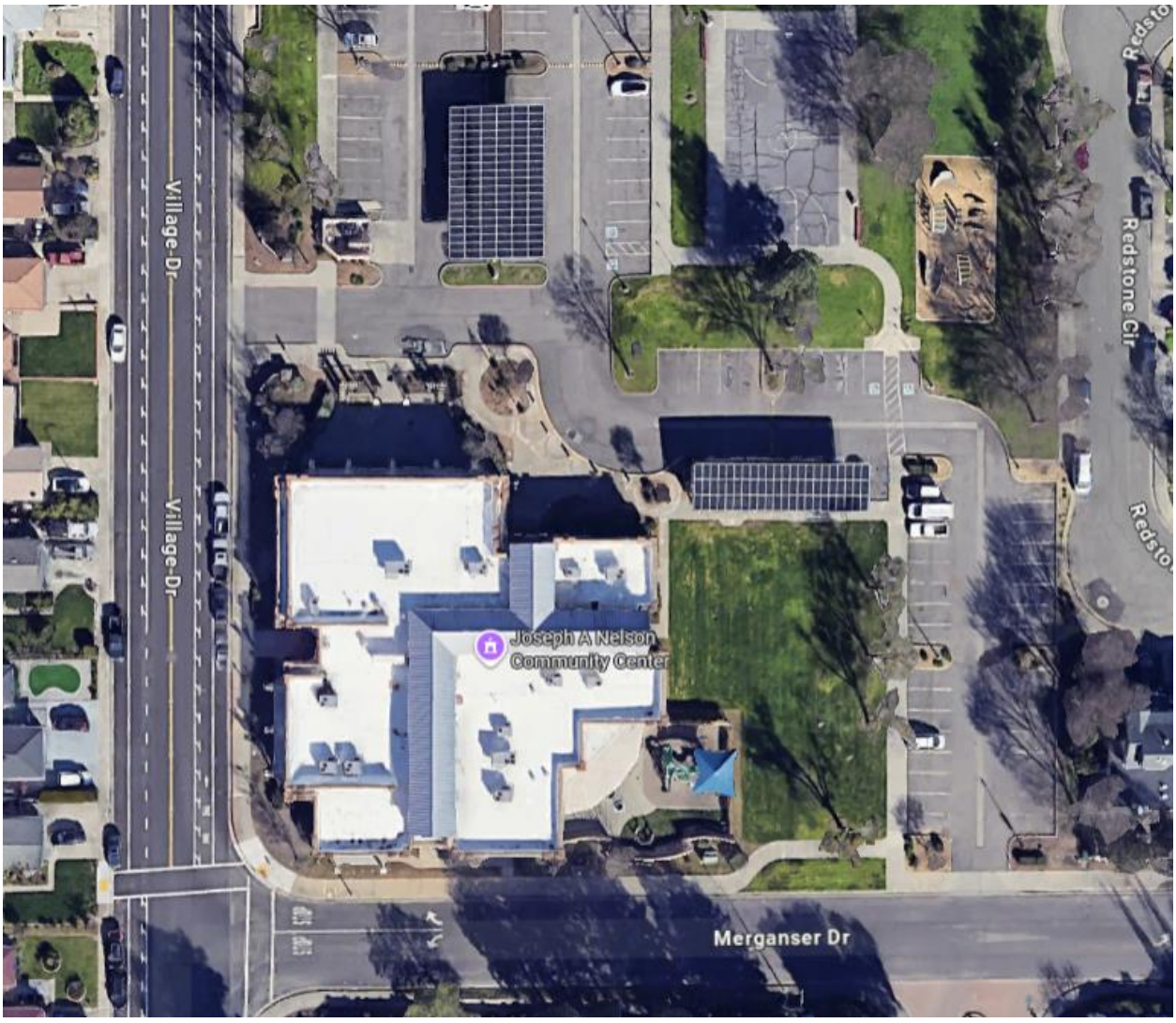
PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of January 2026, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

Location Map
Joe Nelson Community Center



CITY COUNCIL
Alma Hernandez, *Mayor*
Jenalee Dawson, *Mayor ProTem*
Amit Pal
Parise Shepherd
Princess Washington

CITY COUNCIL MEETING
First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585

Incorporated October 9, 1868

Request for Proposal (RFP)
Joe Nelson Community Center Banquet Room Floor Replacement

DATE: November 5, 2025

REQUEST FOR PROPOSALS: Joe Nelson Community Center Banquet Floor Replacement

PROPOSAL DUE DATE: Wednesday, November 26, 2025 at 4:00 PM

General: The Suisun City Public Works Department seeks proposals for new Luxury Vinyl Flooring (LVF) in the Community Center. The Community Center is located at 611 Village Drive, Suisun City, CA 94585.

Project Description: This proposal consists of removing the Community Center existing parquet flooring (approximately 1,200 square feet) and installing LVF per the manufacturer's specifications.

The RFP and attachments are available on our website for download at www.suisun.com.

Interested Parties are invited to submit sealed proposals or PDF attachment emails in accordance with the requirements of the Request for Proposal contained herein.

Sealed proposals must be submitted to the Public Works Department at 701 Civic Center Boulevard or emailed to publicworks@suisun.com, as a PDF attachment, no later than 4:00 PM on November 26, 2025. Due to the possibility of negotiations with any bidder that may be eligible for contract award, prices will not be divulged at time of opening.

A proposal **MUST** be signed by an official authorized to bind the bidder and must contain a statement to the effect that the proposal price is firm for a period of ninety days beginning November 26, 2025.

Any sealed proposals must be marked "Joe Nelson Community Center Banquet Floor Replacement".

This Solicitation does not commit Suisun City to award a contract, to pay any costs incurred in the preparation of proposals, or to procure or contract for the services solicited. The City has the right to reject any or all proposals, to waive any minor irregularities, to cancel in part or whole this solicitation if it is in the best interests of the City, and to award a contract that will be most advantageous for the City.

The City of Suisun City is an affirmative action and equal opportunity agency.

Mandatory Pre-Bid Meeting will be on November 12, 2025 at 10:00 am and will be at the Joe Nelson Community Center, 611 Village Drive.

Required work: In general, the work consists of a contractor supplying all labor, materials, tools, equipment, implements and methods of process to complete the removal of approximately 1,200 square feet of existing flooring and installation of the new LVF at the Community Center.

The City is interested in the following colors of COREtec Pro Premium flooring:

Essex maple $9.49 VV800-02035
Brookfield Mable $9.49 VV800-04039
Douglas Maple $9.49 VV800-05035

Contractors shall provide samples to staff for review and final color choice by the City.

Contractors shall ensure that the base floor and underlayment for the LVF are per manufacturer's specifications. Contractors shall submit the specifications to the City for review.

Installation would need to work around the Community Center's rental schedule. The dates that the Community Center is available are March 2-14, 2025. Any weekend work will be subject to City approval and staff availability.

The City reserves the right to change or modify the scope of the work. For City budgeting purposes please provide the annual cost for the service requested itemized by location.

The award of the contract will be based on the cost and on the qualifications of the contractor.

Contractors will need to provide a job reference list.

After the contract has been awarded the contractor will need to provide proof of current license(s), obtain a Suisun City Business License and submit insurance certificate naming Suisun City as additionally insured.

RFPs are due on Wednesday, November 26, 2024, at 4:00 PM at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA 94585.

Please direct all questions or proposals to:

Gemma Geluz
Public Works Administrative Technician
(707) 421-7340
Email: ggeluz@susun.com

1.	Advertised	November 3, 2024
2.	Mandatory Pre-Bid Meeting	Wednesday, November 12, 2025 at 10:00 AM Joe Nelson Community Center 611 Village Drive, Suisun City
3.	Deadline for Questions	Wednesday, October 19, 2025, at 4:00 PM
4.	Deadline for RFPs	Wednesday, November 26, 2025, at 4:00 PM

Send Questions To:	Gemma Geluz Public Works Department Email: publicworks@suisun.com
**Mail Proposals To:	City of Suisun City Public Works Department 701 Civic Center Blvd. Suisun City, CA 94585
Hand-Carry Proposals To:	City of Suisun City Public Works Department 701 Civic Center Blvd. Suisun City, CA 94585
Mark Envelopes:	" Joe Nelson Community Center Banquet Floor Replacement "

**Bidders mailing proposals should allow a sufficient mail delivery period to insure timely receipt of their proposals by the City.

Joe Nelson Community Center Banquet Floor Replacement
Bid Schedule

Item	Description	Quantity	Unit	Total
1	Remove and replace existing flooring in the Banquet Room located at the Joe Nelson Community Center.	1	LS	$ 48,750.00
			Total	$

Total bid written out:
FORTY EIGHT THOUSAND SEVEN HUNDRED FIFTY DOLLARS

Determination of the Low Bidder will be based upon the lowest responsive Base Bid.

The undersigned declares to have carefully examined the location of the proposed work, the contract plans and specifications.

LUMP SUM unit price shall include supplying all labor, materials, tools, equipment, implements and methods to properly remove and replace the existing flooring.

CITY COUNCIL
Alma Hernandez, *Mayor*
Princess Washington, *Mayor ProTem*
Jenalee Dawson
Marlon L. Osum
Amit Pal

CITY COUNCIL MEETING
First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585

Incorporated October 9, 1868

Issue Date: November 20, 2025

To: Plan Holders

Proposals Due: **Wednesday, November 26, 2025 at 4:00 PM**

RE: Addendum No. 1 – Joe Nelson Community Center Banquet Floor Replacement

Total Pages: 3 (including this page and attachments)

This Addendum No. 1 is hereby incorporated into the project bid documents, plans and specifications for the Joe Nelson Community Center Banquet Floor Replacement.

Bidders must complete the acknowledgement form included with this Addendum No. 1 and attach it to their proposal. Bidders who do not include the acknowledgement form with their bid may be considered non-responsive. The completed acknowledgement form is also to be emailed to Gemma Geluz at ggeluz@suisun.com or faxed to the City at (707) 429-3758.

Bidders are responsible for carefully reviewing the information contained in this addendum and incorporating into their bid.

No questions to the contents of the bid documents, plans, specifications, and addendum will be accepted from this point forward.

Thank you,

Gemma Geluz
Administrative Technician

ADDENDUM NO. 1

CITY OF SUISUN CITY
JOE NELSON COMMUNITY CENTER BANQUET FLOOR REPLACEMENT

The below changes and additions shall be made a part of the bid documents for the subject project

The City received two (2) questions regarding this project.

1. Can the flooring be changed to a similar product if the contractor cannot acquire samples of the Luxury Vinyl Flooring (LVF)?
    a. Yes, Contractors can substitute the flooring as long as it has the same specifications, durability, quality and warranty as the COREtec Pro Premium Flooring.

2. The City did not specify whether the flooring needed to be glued down.
    a. The City would like the flooring to be glued down.

(See Next Page)

ACKNOWLEDGEMENT FORM FOR

ADDENDUM NO. 1

CITY OF SUISUN CITY
JOE NELSON COMMUNITY CENTER BANQUET FLOOR NELREPLACEMENT

Please sign and email or fax this page back to confirm that you have received this Addendum No. 1.

KRISTIAN DENA
Name

COASTAL CONSTRUCTION TEAM
DBA COASTAL SPORTS FLOORING
Company

November 21, 2025
Date

Send to:

Gemma Geluz, ggeluz@suisun.com
City of Suisun City

Or fax: 707-429-3758
Attention: Gemma Geluz, Public Works Administrative Assistant

QUOTATION

DATE: 11-21-2025

Coastal Sports Flooring
Coastal Construction Team
4924 Balboa Blvd. Suite 461
Encino, CA 91316
Phone (818) 850-0695 Fax (866) 880-1610
CSLB# 903985
DIR: 1000064923

TO:
CITY OF SUISUN CITY
701 Civic Center Blvd.
Suisun City, California 94585

FOR:
Joe Nelson Community Center Banquet Floor

ITEM	DESCRIPTION	TOTAL
LABOR/MATERIALS ENDWORK **PREVAILING WAGE RATES APPLY.	BANQUET FACILITY: REMOVAL OF THE EXISTING FLOOR. SUPPLY AND INSTALLATION OF A NEW LVF FLOORING CORETEC PRO FLOORING. SUPPLY AND INSTALL BASE AND TRANSITIONS	$48,750.00
	CA SALES TAX	INCLUDED
	GRAND TOTAL	**$48,750.00**

AGENDA ITEM NO. 14.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-__: Approving the Purchase of Three (3) 60" Autonomous Turf Tracer 26 House Power Mowers with Kohler Hybrid Mulch Kits.

FISCAL IMPACT: The total purchase price for the three (3) new 60" autonomous Turf Tracer 26 House Power mowers with Kohler hybrid mulch kits (mowers) will not exceed $158,000. The funds to purchase these mowers are available in the Fiscal Year 2025-26 budget and will come from the Vehicle Acquisition Fund (F706).

The quote for these mowers is from a vendor that participates in the OMNIA Partners Pricing program. OMNIA Partners has been used to purchase other pieces of the equipment in the past. OMNIA Partners is a member of a recognized government Group Purchasing Organization (GPO)/Joint Powers Authority (JPA) with a collaborative model where public agencies pool their buying power through a shared agreement to streamline procurement and get lower prices.

STRATEGIC PLAN: Provide Good Governance and Enhance Environment.

BACKGROUND: The Public Works Maintenance Division is responsible for maintain approximately 1,900 acres of turf.

Autonomous mowers offer reduced emissions, a longer run time, less noise pollution, cause less soil compaction, and the mulching feature can help prevent weeds.

STAFF REPORT: With the new weather patterns, the area is seeing turf growing all year-around which is resulting in the need to mow all City maintained areas for a longer period than in the past. We are now seeing the need to mow even in months where we have historically seen the turf go dormant. The purchase of three (3) 60" autonomous Turf Tracer 26 Horsepower mowers with Kohler hybrid mulch kits (mowers) will be an impactful asset to the Division. This will allow multiple areas to be mowed at the same time and will also, importantly, free up the time of the Maintenance Worker that has historically had to run the mower. Turf is one of, if not, the most time-consuming, expensive, and high visibility landscaping feature to maintain. The purchase of three (3) autonomous mowers is a strategic investment that will enhance park and landscape maintenance, boost Maintenance crew efficiency, and deliverer greater value to the community.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2026-___: Approving the Purchase of Three (3) 60" Autonomous Turf Tracer 26 House Power Mowers with Kohler Hybrid Mulch Kits.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026-__: Approving the Purchase of Three (3) 60" Autonomous Turf Tracer 26 House Power Mowers with Kohler Hybrid Mulch Kits.
2. Quote for three (3) 60" Autonomous Turf Tracer 26 House Power Mowers with Kohler Hybrid

Mulch Kits.
3. Mower Specification Sheet.

PREPARED BY:	Amanda Dum, Management Analyst II
REVIEWED BY:	Nouae Vue, Public Works Director & City Engineer
APPROVED BY:	Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution Purchase of Three Autonomous Turf Tracer 26 Horse Power Mowers.docx
2. Quote for three (3) 60â€ Autonomous Turf Tracer 26 House Power Mowers with Kohler Hybrid Mulch Kits.
3. Mower Specification Sheet.

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING THE PURCHASE OF THREE (3) 60" AUTONOMOUS TURF TRACER 26 HORSEPOWER MOWERS WITH KOHLER HYBRID MULCH KITS

WHEREAS, the Public Works Maintenance Division maintains all public turf areas within the city's boundaries and this equates to approximately 1,900 acres of turf; and

WHEREAS, the Public Works Maintenance Division had Sterling May Equipment Company provide a demonstration of a 60" autonomous Turf Tracer 26 Housepower mower with a Kohler hybrid mulch kit and the City found the unit to be effective and efficient for City' needs and the Sterling May Equipment Company is part of the OMINA Partners Pricing program; and

WHEREAS, OMNIA Partners is a recognized member of a Joint Powers Authority (JPA)/ Group Purchasing Organization (GPO) and the City is a member in good standing as well which allows the City to take advantage of this public agency buying pool which streamlines the procurement process and provides the lowest price; and

WHEREAS, Autonomous mowers offer reduced emissions, a longer run time, less noise pollution, cause less soil compaction, the mulching feature can help prevent weeds and with no need for a driver can free up time on the Maintenance crew that can be focused elsewhere in the City; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby authorize the City Manager, or his designee, to execute the Purchase Agreement to acquire three (3) 60" autonomous Turf Tracer 26 Housepower mowers (mowers) with Kohler hybrid mulch kits.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 20th day of January 2026, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

Q U O T A T I O N

STERLING MAY EQUIPMENT COMPANY
209 W. MAIN STREET
PO BOX 8550
WOODLAND, CA 95695 USA
Phone #: (530)662-6637
Fax #: (530)662-1335

PHONE #: **(707)421-7349**
CELL #: **(707)580-0625**
ALT. #:
P.O.#: **AUTONOMOUS**
TERMS: **Net 10th EOM**
SALES TYPE: **Quote**

DATE: **11/4/2025**
ORDER #: **1236329**
CUSTOMER #: **125525**
CP: **Carly**
LOCATION: **1**
STATUS: **Active**

BILL TO **125525**

CITY OF SUISUN
701 CIVIC CENTER BLVD.
SUISUN CITY, CA 94585

SHIP TO

CITY OF SUISUN
701 CIVIC CENTER BLVD.
SUISUN CITY, CA 94585

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
EXM	TTA749AKC604N0	60" AUTONOMOUS TURF TRACER 26HP KOHLER HYBRID W/ MULCH KIT	3	$59,999.00	$48,284.00	$144,852.00
		OMNIA PARTNERS PRICING				
****	PD	PICKUP / DELIVERY	1	$121.50	$.00	$0.00

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL:	**$144,852.00**
TAX:	**$11,588.16**
ORDER TOTAL:	**$156,440.16**

Authorized By: _____

Turf Tracer with XiQ Autonomous Technology with 26 HP* Kohler EFI ECV749 Engine and 60" UltraCut Series 4 Deck

Starter

Electrical

Steering Control

Electric drive with twin levers, forward/reverse, left/right or zero-turn

Front Caster Tires

11 x 4.0-5, smooth tread, semi-pneumatic

Drive Tires

18 x 8.5-10, 4 ply Grass Master®

Safety Package

Fully Integrated, High Integrity

Parking Brake

Automatic

Electrical

12-volt starting system with 20-amp alternator, 48-volt ground drive system with a 5Kw generator.

Transmission Speeds

Infinitely Variable

Transmission Brand

Dana

Engine Brand

Rehlko

Engine Displacement

747

Fuel System

Electronic Fuel Injected

Engine Series

Command™ EFI

Transmission

Electric

Engine Spec

3064

Engine Speed

3,750 rpm

Drive

Electric Transmission

Air Filter

Heavy-duty canister air filtration system

Drive Description

Generator

PTO Engagement

Electromagnetic 200 ft-lbs clutch.

Fuel Type

Gas EFI

Fuel Indicator

None

Drive Wheel Release

Allows unit movement without engine running.

Deck Lift

Manual lift with hairpin from hole to hole for position adjustment. 1"- 4.5" in 1/4" increments

Carb Compliant

Yes

Deck Style Description

Full-floating UltraCut Series 4, mulch kit permanently installed

Width / Cutting Deck

60"

Deck Construction

10-gauge top that is formed and continuously seam welded, 7-gauge side skirt and 7-gauge welded spindle mounting locations for improved strength.

Blade Spindles

No maintenance, sealed and non-greasable spindles 7.75"-diameter cutter housing

Blades

3 Blades at 20.5" Length

AGENDA ITEM NO. 15.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-__: Authorizing the City Manager to Execute a Revocable License Agreement Between the City of Suisun City and A Thru Z Enterprises for Field Use at the Lambrecht Sports Complex.

FISCAL IMPACT: This agreement will have a positive financial impact on the City, providing rental income of up to $50,000 per year.

STRATEGIC PLAN: Provide Good Governance; Ensure Fiscal Solvency.

BACKGROUND: The Recreation, Parks, and Marina Department has worked to maximize use of the Lambrecht Sports Complex in support of the City's goal of fiscal solvency. Over the past five years the Lambrecht Sports Complex has hosted 92 youth/adult sports tournaments with three different organization renting the Complex. In each year of the past five years revenue generated from youth/adult sports tournaments has not exceeded $40,000 and no more than 23 tournaments a year. Over the past two years, A Thru Z Enterprises has been the only organization to use the complex for youth and adult sports tournaments.

STAFF REPORT: A Thru Z Enterprises has expressed an interest in expanding its utilization of the Lambrecht Sports Complex. This expression of interest presents an opportunity to strengthen our working relationship with A Thru Z Enterprises and enhance revenue generation at the Lambrecht Sports Complex. A revocable license agreement is a legal arrangement that grants a non-exclusive, terminable right to use specific City property for a defined purpose. Unlike a long-term lease, a revocable license agreement can be terminated by the City at any time with appropriate notice, providing flexibility while establishing clear terms of use, maintenance responsibilities, liability requirements, and financial obligations. This agreement structure is appropriate for partnerships where the City desires to maintain control over facility use while establishing a revenue-generating relationship. This agreement would create additional opportunity for youth and adult sports teams who play, or wish to play, in weekend tournaments with the opportunity to play local. This agreement would be exclusively for weekend use, allowing weekday programing to continue at the complex. This agreement will have a positive impact on the City providing rental income of up to $50,00 per year for the use of Fields 1, 3, and 4 within the City Sports Complex on Saturdays and Sundays to conduct youth and adult baseball and softball tournaments.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2026-___: Authorizing the City Manager to Execute a Revocable License Agreement Between the City of Suisun City and A Thru Z Enterprises for Field Use at the Lambrecht Sports Complex.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026-___: Authorizing the City Manager to Execute a Revocable License Agreement Between the City of Suisun City and A Thru Z Enterprises for Field Use at the Lambrecht Sports Complex.

2. Revocable License Agreement

PREPARED BY:	Jeff Downey, Recreation Manager
REVIEWED BY:	Janet Hull, Recreation, Parks and Marina Department Director
APPROVED BY:	Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution Revocable License Agreement A Thru Z Enterprises for Field USe Lambrecht Sports Complex.docx
2. License Agreement

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING THE CITY MANAGER TO EXECUTE A REVOCABLE LICENSE AGREEMENT BETWEEN THE CITY OF SUISUN CITY AND A THRU Z ENTERPRISES FOR FIELD USE AT THE LAMBRECHT SPORTS COMPLEX

WHEREAS, A Thru Z Enterprises is an organization designed for young athletes to have a safe and exciting place to compete in baseball and softball tournament play; and

WHEREAS, this action will have a positive impact on the City providing rental income of up to $50,00 per year for the; use of Fields 1, 3, and 4 within the City Sports Complex on Saturdays and Sundays to conduct youth and adult baseball and softball tournaments. **WHERAS,** the Recreation, Parks, and Marina Department is dedicated to work with various sports organizations from throughout Solano County and to provide opportunities for Suisun City youth to participate in athletics in their own community; and

WHEREAS, A Thru Z Enterprises will provide advanced level baseball and softball opportunities at the Lambrecht Sports Complex; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council further authorizes the City Manager to execute a Revocable License Agreement with A Thru Z Enterprises, and further authorizes the City Manager to take all actions necessary to implement the Lease.

PASSED AND ADOPTED at a Regular Meeting of said City Council held on Tuesday, the 20th day of January 2026 by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

REVOCABLE LICENSE AGREEMENT TO FIELDS 1, 3, AND 4 OF THE LAMBRECHT SPORTS COMPLEX BETWEEN THE CITY OF SUISUN CITY AND A **THRU Z ENTERPRISES**

This Revocable License Agreement (the **"License"** or **"Agreement")** is entered into as of the __ of _____, 2026 (**"Effective Date"**) by and between the City of Suisun City, a general law city and municipal corporation (**"City"** or **"Licensor"**) and A Thru Z Enterprises (**"A Thru Z Enterprises "** or **"Licensee"**) with regard to the use of certain baseball fields located at a City-owned sports complex known as **"Lambrecht Sports Complex"** (Exhibit 1).

R E C I T A L S

A. The City owns certain property located at 445 Lambrecht Drive, Suisun City, California, otherwise known as the "Lambrecht Sports Complex,"(the "**Property**") .

B. The Lambrecht Sports Complex contains four baseball fields ("**Fields 1, 2, 3, and 4**," respectively).

C. The City desires to grant A Thru Z Enterprises access to and use of Fields 1, 3, and 4 within the City Sports Complex on Saturdays and Sundays to conduct youth and adult baseball and softball tournaments only (the **"License Activities"**). The specific areas where A Thru Z Enterprises wishes to conduct the License Activities are more particularly depicted in Exhibit 2 (the **"License Area"**).

D. City is willing to permit A Thru Z Enterprises to access the License Areas and engage in the License Activities upon the terms and conditions stated in this License.

A G R E E M E N T

NOW THEREFORE, in consideration of the above recitals (which are incorporated herein by this reference), City and Licensee agree as follows:

1. **License.** Licensor hereby grants to Licensee an exclusive temporary license to use the License Areas for the License Activities for the term stated in Section 10 herein and subject to the terms and conditions set forth herein. Licensee shall cooperate with Licensor and shall require the same of all other parties using the License Area during License Activities (**"Other Users"**).

2. **Use.** The rights of Licensee hereunder in the License Areas shall be for the term of the License and only for the purpose of conducting the License Activities and shall be subject to the provisions of this License. Licensee shall not permit any waste or damage to the License Areas. Licensee is responsible for obtaining all permits, licenses, or agreements, and any other governmental authorizations required for the License Activities. Licensee must obtain prior approval from Licensor to make any improvements to the License Areas, and agrees to accept full responsibility and risk for any improvements made to the License Areas, any of which shall be made at Licensee's sole cost. Any such costs and improvements shall not be recoverable from the Licensor.

3. **License Activities.**

3.1. **Weekend Access to Fields 1, 3, and 4 for Youth and Adult Baseball and Softball Tournaments.**

3.1.1. Youth and Adult Baseball and Softball Tournaments

3.1.1.1. Licensee is in the business of conducting youth and adult baseball and softball tournaments. Licensee is entering the License to conduct youth and adult baseball and softball tournaments on Fields 1, 3, and 4 on weekends and federal or state holidays scheduled on a Monday during the term of the Agreement.

3.1.1.2. Licensee shall not, under any circumstances, exclude the public from the Lambrecht Sports Complex and any other area that is open to the public for passive recreation during operating hours of the Lambrecht Sports Complex.

3.1.1.3. The License granted herein for the use of Fields 1, 3, and 4 is expressly limited to weekends Saturdays beginning at 6:00 a.m. through Sunday at 11:59 p.m. or Monday at 11:59 p.m. if the Monday is a federal or state holiday. Licensee shall only have the right to engage in the License Activities on the Property on Saturdays and Sundays at the times specified above and any federal or state holiday falling on a Monday. The specific dates in which the License is granted are specified in Exhibit 3 attached hereto.

3.1.1.4. Licensee shall not be permitted to conduct any License Activities on weekdays (Monday through Friday) without the express written consent of City, except on Mondays that are holidays as described above and listed in Exhibit 3. If Licensee desires to utilize the baseball fields on a date not listed in Exhibit 3, Licensee shall submit a written request to City, and City's approval, if granted, shall be documented in writing. City retains the right to grant or deny permission for use at its sole discretion. Any use of Fields 1, 3, and 4 by Licensee on a date without prior written consent shall be deemed a material breach of this License.

3.1.2. Personnel

3.1.2.1. Licensee shall provide its own staffing and volunteers for the License Activities.

3.1.3. Public Programming

3.1.3.1. Public programming is an important part of the Lambrecht Sports Complex and will be developed by City with Licensee input. Any interpretive, fundraising, or public events, including the programmatic content of such events/activities, require City review and approval.

3.1.3.2. Any public facing message, media message, signage, press release, etc. mentioning or related to the Lambrecht Sports Complex, requires City review and approval, including content thereof prior to posting or publishing.

4. License Payment. In consideration of the License granted herein, Licensee agrees to pay Fifty Thousand Dollars ($50,000) ("**License Payment**") to City. Licensee shall pay the License Payment to the City in monthly installments of $4,166.66 (Four Thousand One Hundred Sixty Six Dollars and Sixty Six Cents). The monthly installment payment shall be due and payable on the first day of each month throughout the term of this License.

4.1. If the term of this License is extended as described in Section 10 herein, the License Payment shall be subject to adjustment based on changes in the Consumer Price Index for All Urban Consumers (CPI-U) for Solano County, California, or its successor index, as published by the Bureau of Labor Statistics of the United States Department of Labor (or any other comparable successor index if the specified CPI-U is no longer published), for the twelve-month period ending on the last day of the month immediately preceding the commencement of each renewal term. The adjustment, if any, shall be calculated by comparing the CPI-U (or its successor index) for the aforementioned twelve-month period with the CPI-U for the twelve-month period immediately preceding the previous renewal term. The monthly installment payments of the adjusted License Payment shall be determined by multiplying the initial monthly fee by the percentage increase, if any, in the CPI-U.

4.2. The adjusted License Payment shall become effective at the commencement of each renewal term and shall be payable in monthly installment payments as described in this Section. In no event shall the annual License Payment be decreased as a result of this provision, and any adjustment shall be rounded to the nearest whole dollar.

4.3. Failure to remit the monthly installment payment of the License Payment by the specified due date shall constitute a material breach of this License, and City reserves the right to take appropriate legal action or terminate the License granted herein.

5. **Access and Parking**. Licensee shall have non-exclusive access to the parking lot at Lambrecht Sports Complex. The public shall have access to the Property and passive recreational use of the Lambrecht Sports Complex at all times. City public parks are customarily open to public visitation, regardless of the presence or absence of Licensee staff.

6. **Clubhouse and Restrooms**. When conducting the License Activities, Licensee shall have access to the clubhouse and restrooms adjacent to Fields 1, 3, and 4 for the duration of the License Activities. This access shall be limited to the Licensee's participants, coaches, staff, and attendees directly involved or engaged in the Licensed Activities. City reserves the right to establish reasonable rules and guidelines for the use of the clubhouse and restroom facilities. The Licensee shall ensure that all individuals utilizing these facilities comply with the established rules and guidelines.

7. **Snack Bar**. City shall be solely responsible for operating the snack bar located adjacent to Fields 1, 3, and 4 at the Lambrecht Sports Complex ("**Snack Bar**") in connection with the License Activities conducted by Licensee. This responsibility encompasses all aspects of the Snack Bar, including but not limited to procurement, staffing, inventory management, sales, and financial transactions.

7.1. The revenues generated from the Snack Bar, including all sales proceeds, shall belong exclusively to City. Licensee shall not be entitled to any share of the profits or revenues derived from the operation of the Snack Bar.

7.2. Licensee agrees that during the License Activities, it shall refrain from operating any competing snack bar or selling snacks within the Property.

8. **Field Closure; Fee Adjustment**

8.1. City reserves the right, in its sole discretion, to close the Property at any time due to weather conditions, construction, maintenance, unsafe conditions, emergency operations, or for any other reason deemed necessary by City.

8.2. Licensee shall not use the Property for License Activities on the date(s) the City has determined the Property to be closed.

8.3. If the City closes the Property on a date listed in Exhibit 3, the Licensee shall receive a $500 credit for each date the Property is closed pursuant to this Section, up to $2,500 per term. Any credit received pursuant to this Section shall be applied to the amount due under this License.

9. **Non-discrimination**. City and Licensee agree to comply with all federal and state laws relating to nondiscrimination in connection with any use, operation, program, or activity on or related to the Property, including, but not limited to:

All requirements imposed by or pursuant to the non-discrimination regulations of the U.S. Department of the Interior (43 C.F.R. Part 17);

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d-1), which prohibits discrimination on the basis of race, color, or national origin;

The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age;

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicap;

The Architectural Barriers Act of 1968, as amended (42 U.S.C. 4151), which requires facilities located on the property to be accessible to the physically handicapped; and

The Americans with Disabilities Act of 1990 (42 U.S.C. 12181), which requires that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from the participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

10. **Term.** The term of this License shall be for one (1) year from the date of execution of this License. City and Licensee may, by mutual agreement, extend the term of this License in one year increments. This License may be terminated by the City upon 30 days' written notice to Licensee, with or without cause.

11. **Good Faith Cooperation**. The parties shall cooperate in good faith to effect the provisions of this License.

12. **Damage or Loss**. Licensee, as a material part of the consideration to Licensor, hereby assumes all risk of damage to the License Areas as well as its own property, as well as for any injury whatsoever to persons in or upon the License Areas during its use of the License Areas, or on behalf of, or at the direction of Licensee. Licensee hereby releases and relieves Licensor, and waive their entire right of recovery against Licensor, for any loss or damage arising out of or incident to the Licensee's activity on the License Areas, whether due to the negligence of the Licensor or Licensee or its agents, employees and/or contractors, except for any loss or damage arising out of the sole negligence or willful misconduct of the Licensor. The release contained in this Section 12 shall survive the termination of this License.

13. Insurance.

13.1. **General Liability Insurance**. During the term of this License, Licensee shall provide and maintain, at its own expense, commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount of $1,000,000 per occurrence, $8,000,000 general aggregate, for bodily injury (including death), property damage, contractual liability, personal injury and advertising injury. The policy must include contractual liability that has not been amended to restrict coverage. Any endorsement restricting standard ISO "insured contract" language will not be accepted. All liability insurance carried by Licensee hereunder will name City, its officers, officials, employees and volunteers as additional insureds, and be primary insurance with respect to such additional insureds.

13.2. **Proof of insurance**. Licensee shall provide certificates of insurance to City as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be provided to City's Risk Manager prior to use of the Property for Licensed Activities. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement.

13.3. **Duration of coverage**. Licensee shall carry and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the License Activities hereunder by Licensee, its agents, representatives, employees or subconsultants.

13.4. **Primary and noncontributing**. The required commercial general liability policy carried by Licensee shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

13.5. **City's rights of enforcement**. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance required herein on Licensee's behalf, and any premium paid by City will be promptly reimbursed by Licensee or City will withhold amounts sufficient to pay premium from Licensee payments. In the alternative, City may cancel this Agreement.

13.6. **Broader coverage/Higher limits**. If Licensee maintains broader coverage and/or higher limits than the minimums required above, City requires and shall be entitled to the broader coverage and/or the higher limits maintained by Licensee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

13.7. **Acceptable insurers**. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or that is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category

Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

13.8. **Waiver of subrogation**. All insurance coverage maintained or carried pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Licensee or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Licensee hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

13.9. **Enforcement of contract provisions (non-estoppel)**. Licensee acknowledges and agrees that any actual or alleged failure on the part of the City to inform Licensee of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

13.10. **Indemnity requirements not limiting**. Procurement of insurance by Licensee shall not be construed as a limitation of Licensee's liability or as full performance of Licensee's duty to indemnify City under Section 19 of this Agreement.

13.11. **Notice of cancellation**. Licensee agrees to provide to City, and to oblige its insurance agent, broker and insurers to provide to City, a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage that is not replaced.

14. Environmental Impairment.

14.1. Licensee shall not use, generate, manufacture, store, transport or dispose of, on or over the License Areas any flammable liquids, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances (collectively referred to as **"Hazardous Materials"**) as those terms are defined by federal and state law. Should any discharge, leakage, spillage, emission, or pollution of any type occur upon or from the License Areas as a result of Licensee's use and occupancy thereof, Licensee shall provide notice as required by law, and Licensee, at its sole cost and expense, promptly shall undertake all appropriate remediation on all the property affected thereby, whether owned or controlled by Licensor, to the extent required by applicable law and by any governmental body having jurisdiction thereof.

14.2. Should any discharge, leakage, spillage, emission, or pollution of any type occur upon or from the License Areas (collectively referred to as **"Discharge"**) as a result of Licensee's use, Licensee shall indemnify, hold harmless and defend Licensor and City against any and all liability arising from any injuries to any person or damage to property, including without limitation, employees and property of Licensee and City, and all related expenses, investigators' fees, and litigation expenses, resulting in whole or in part from any such Discharge, regardless of whether such liability, cost or expense arises during or after the License term. The remediation and indemnification obligations contained in this Section 14 shall survive the termination of this License.

15. Surrender. Upon the expiration or termination of this License, all right, title, and interest of Licensee in and to this License shall be surrendered peaceably to the Licensor. Licensee shall remove any personal property at its sole cost.

16. **Security Measures.** Licensee hereby acknowledges that Licensor is not obligated to provide any security measures, and Licensor shall not be liable for any defects or negligence in the implementation of any security measures that Licensor may provide. Licensee assumes all responsibility for the protection of any equipment, materials, and vehicles that are the subject of Licensee's bailment, or are otherwise the property of Licensee, its agents, employees, construction workers or invitees, and their property, from the acts of third parties.

17. **Waiver.** The waiver by Licensor of any breach by Licensee hereunder, or the failure on the part of Licensor to enforce any right it may have hereunder, shall not constitute a waiver of any other or subsequent, similar, or different breaches, or a waiver of Licensor's power to enforce such rights.

18. **Assignment.** This License is personal to Licensee. Licensee agrees not to assign, sell, transfer, encumber, pledge, or otherwise hypothecate any part of the License or City Property, including the License Areas, or Licensee's interest herein to any entity without the prior written consent of Licensor, which consent may be withheld in Licensor's sole and absolute discretion. Any purported assignment by Licensee of this License shall be void *ab initio* and a basis for immediate termination of this License. In the event that Licensor provides its prior written consent to an assignment by Licensee, any such assignment shall not relieve Licensee of its obligations under this License.

19. **Indemnity and Duty to Defend.** To the full extent permitted by law, Licensee agrees to indemnify, defend, and hold harmless the City, its elected and appointed officials, officers, employees, volunteers and agents (collectively, the "Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all claims, allegations or actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs and expenses (including all attorneys' fees and costs, including expert fees and expenses), penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any third-party arising out of or in any way related to or in connection with the acts, omissions, work, operations or activities provided herein of Licensee, its officers, employees, agents, contractors, subcontractors, invitees, or any individual or entity for which Licensee is legally liable (collectively, "indemnitors"), except claims or liabilities occurring as a result of the Indemnified Parties' sole negligence or willful misconduct. Licensee further agrees to defend Licensor in any action stated herein with attorneys approved by Licensor, which approval shall not be unreasonably withheld. The indemnity obligation shall be binding on successors and assigns of Licensee and shall survive termination or expiration of this Agreement.

20. **Attorney Fees.** In the event of any litigation or other legal proceeding including, but not limited to, arbitration or mediation between the parties arising from this License, the prevailing party shall be entitled to recover, in addition to any other relief awarded or granted, its reasonable costs and expenses (including attorney's fees) incurred in the proceeding.

21. **Notices.** All notices, consents, requests, demands, approvals, waivers, and other communications desired or required to be given hereunder (referred to collectively as "notices") shall be in writing and signed by the party so giving the notice, and shall be effectively given or served: (i) on the date of personal service upon the person to whom it is directed; or (ii) on the date the notice is received or rejected provided it is sent U.S. first class registered or certified mail, postage prepaid, return receipt requested; or (iii) on the date the

notice is delivered by a nationally recognized courier service to the address of the person to whom it is directed provided it is sent postage prepaid to the address of the person to whom it is directed. The addresses of the parties are:

To City:	City of Suisun City 701 Civic Center Blvd. Suisun City, CA 94585 Attn: City Manager
With a copy to:	Richards, Watson & Gershon 2300 N Street, Suite 3 Sacramento, CA 95816 Attn: Patrick Enright
To Licensee:	A Thru Z Enterprises 1079 Sunrise Ave, Suite B 330 Roseville, CA 95661 Attn: Jay Zetz

Either party may, from time to time, change its address by giving written notice thereof in the manner outlined above.

22. Governing Law; Venue. This License shall be interpreted, enforced and governed by the laws of the State of California. The venue for any legal proceedings to enforce this License shall be in Solano County.

23. Amendments. No provisions of this License may be amended or modified except by an agreement in writing executed by both parties hereto.

24. Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provision of any such document, the provisions of this Agreement shall prevail.

25. Severability. In the event that any one or more of the provisions contained in this License shall for any reason be held by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and the remainder of the provisions of this License shall continue in full force and effect without impairment.

26. Sole Agreement. This License constitutes the sole agreement between Licensor and Licensee with respect to Licensee's use of the License Areas.

27. No Recording. This License or a memorandum of license shall not be recorded in the Official Records of Solano County.

28. Inspection of License Areas. The City Manager or their designee may access the License Areas at any and all times to observe, ensure compliance herewith, inspect and for any lawful purpose.

29. **Consents of Parties**. Any requirements under this License that Licensee obtains consents or approvals of Licensor are in addition to and not in lieu of any requirements of law that Licensee obtains approvals or permits.

30. **Authority**. The person executing this Agreement on behalf of City and Licensee, respectively, represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of said Party, in accordance with the formation and organizational documents of said Party, and that this Agreement is binding upon said Party.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, each of the parties has caused its authorized representative to execute duplicate original counterparts of this License.

CITY:

CITY OF SUISUN CITY, a municipal corporation

By: _____
Bret Prebula, City Manager

Date: _____, 2026

ATTEST:

By: _____
Anita Skinner, City Clerk

APPROVED AS TO FORM:

By: _____
Patrick Enright, City Attorney

LICENSEE:

A Thru Z Enterprises

By: _____
Name: _____
Title: _____

Date: _____, 2026

EXHIBIT 1 – MAP OF LAMBRECHT SPORTS COMPLEX

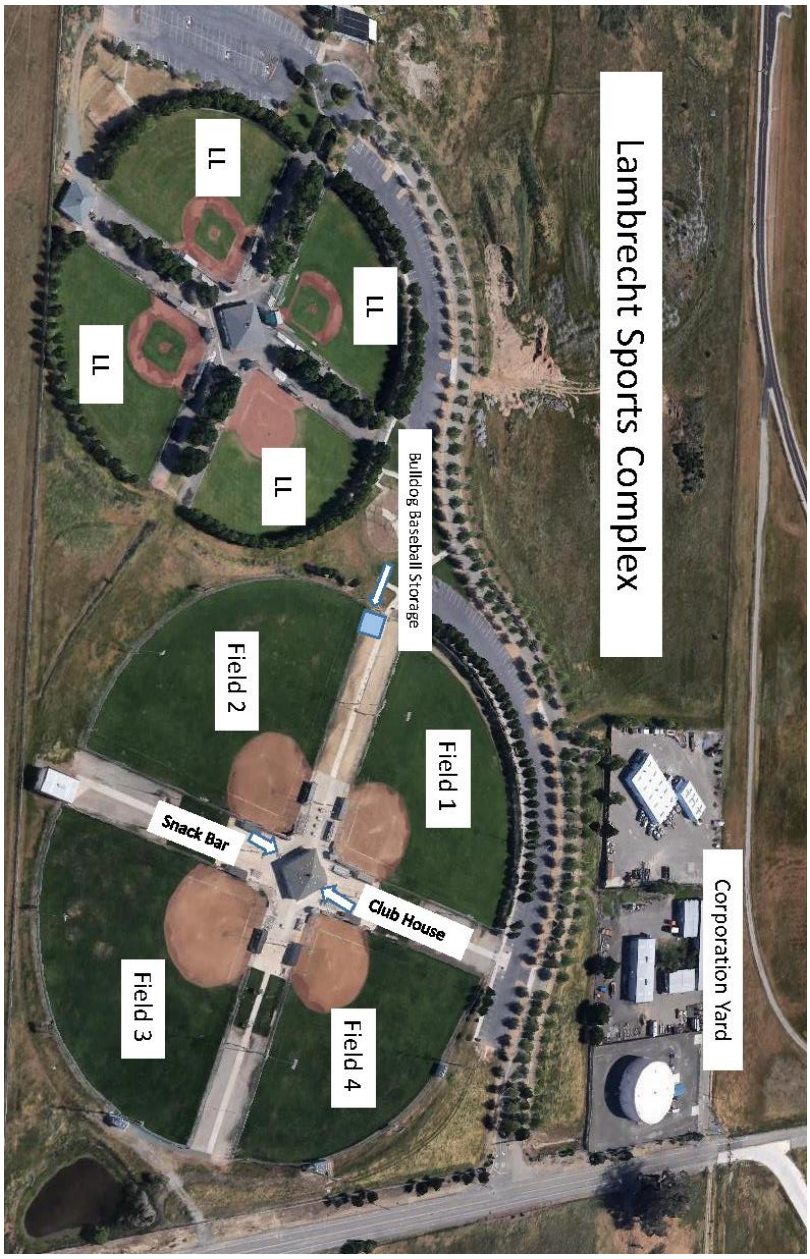


EXHIBIT 2– MAP OF FIELDS 1, 3, AND 4/LICENSE AREA

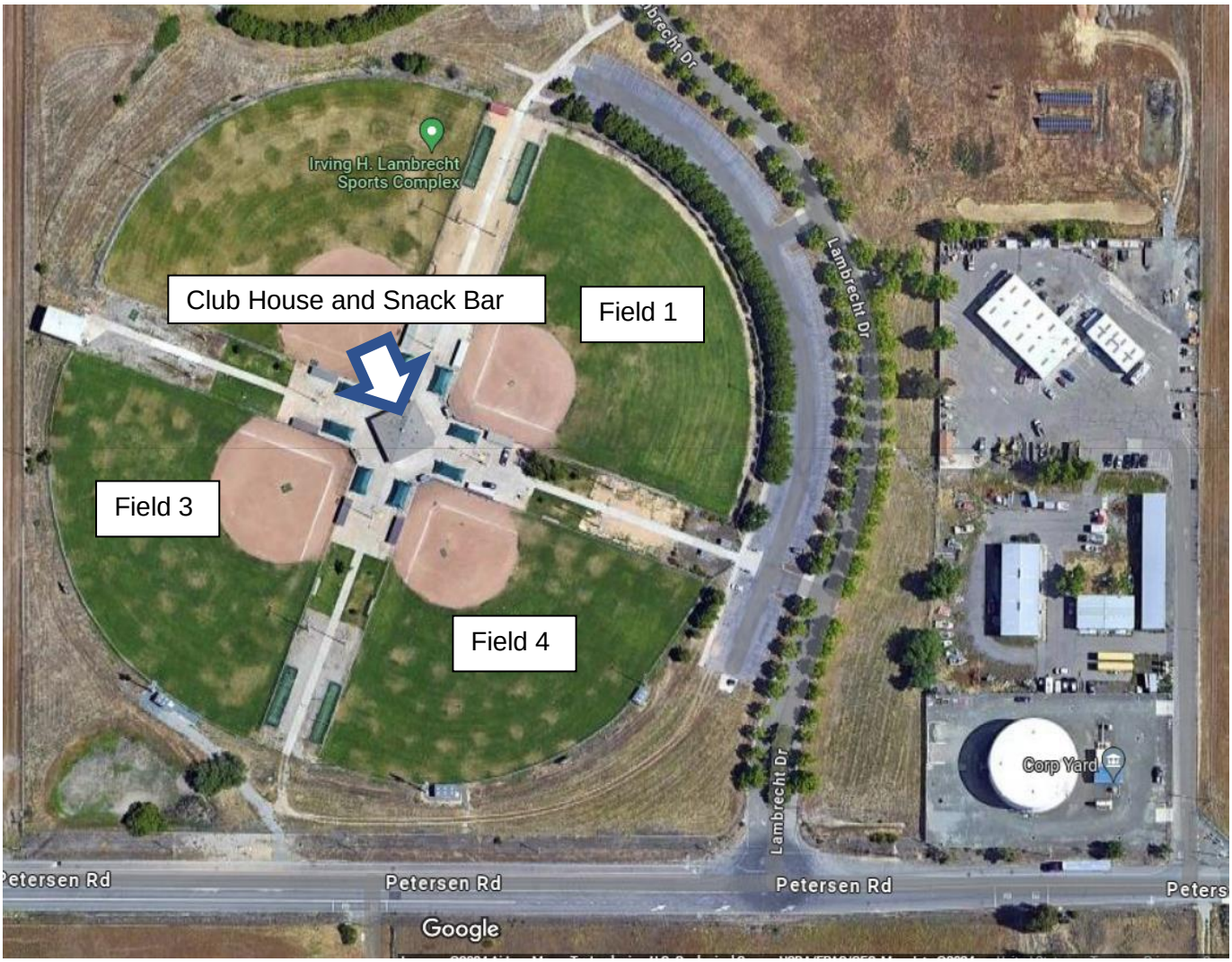


EXHIBIT 3 – LIST OF DATES FOR LICENSED ACTIVITIES/TOURNAMENTS

The License Activities may occur on the following dates:

2/14-15-16
2/21-22
2/28-3/1
3/7-8
3/14-15
3/21-22
3/28-29
4/11-12
4/18-19
4/25-26
5/2-3
5/16-17
5/23-24-25
5/30-31
6/6-7
6/13-14
6/20-21
6/27-28
7/11-12
7/25-26
8/1-2
8/8-9
8/15-16
8/22-23
8/29-30
9/12-13
9/19-20
9/26-27
10/3-4
10/10-11
10/17-18
10/24-25
10/31-11-1
11/7-8
11/14-15
11/21-22

AGENDA ITEM NO. 16.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-___: Authorizing the City Manager, or his Designee, to Execute Sole Source Agreement with TRYG Inc. up to an Amount of $45,450.

FISCAL IMPACT: City currently has $200,000 budgeted in CIP Project Funding FY25-26 for radio upgrades and repairs.

STRATEGIC PLAN: Goal A -Public Safety

BACKGROUND:

The Suisun City Police Department relies on the City of Fairfield and the Solano County countywide radio system for daily operations, including emergency and routine communications for both Police and Fire services. The existing radio tower behind the Police Department is outdated and has become increasingly ineffective due to the construction of nearby multi-story buildings. These structures block the radio waves needed to reach the Solano County Communications Center, resulting in intermittent, unreliable connectivity.

Historically, the radio tower and its associated microwave transmission system served as the primary communication link, providing a dependable tower-to-tower connection across the region. However, due to the degraded performance caused by physical obstructions and aging equipment, Suisun City has been forced to rely on its backup communication pathway—fiber optic lines—to connect with Solano County. As a result, the City's redundancy system is currently functioning as its primary communication method.

Should the dispatch center lose its fiber optic connection, SCPD and Fire personnel would be unable to transmit or receive radio communications. This would significantly compromise community and responder safety, delay emergency response times, and hinder coordination with regional partners during day-to-day incidents and critical events.

To restore a reliable primary communication system and ensure long-term operational resiliency, Suisun City must engage an experienced radio infrastructure consultant to evaluate, upgrade, and modernize the existing system.

TRYG Inc. has previously supported Solano County in the development and maintenance of the countywide radio infrastructure. Their exclusive knowledge of the system's architecture, interoperability requirements, and agency-specific configurations makes them uniquely qualified to perform the work. No other vendor possesses the system-level familiarity necessary to complete the upgrade without risking compatibility issues or degraded performance. For this reason, staff is seeking authorization to designate TRYG Inc. as a sole-source vendor for this project.

STAFF REPORT:

To create an efficient, reliable, and properly safeguarded radio communications system, Suisun City must replace the existing Police Dispatch radio tower. The current tower's signal path is obstructed by recent construction, resulting in "spotty" and unreliable connectivity with Solano County. In addition to these line-of-sight issues, the tower equipment is outdated, and there is concern that the structure is already at or near its maximum load rating. If additional equipment were added, the tower could be at risk of structural failure due to increased weight or during a significant wind event.

The proposed replacement tower will be installed at a location and at a height that restores full line-of-sight communication and will meet all modern structural and load-rating standards. This will significantly improve radio reliability for patrol operations, dispatch functions, and interagency coordination. Upgrading the tower is essential to maintaining uninterrupted public safety communications, protecting city staff and community safety, and enhancing system redundancy and failover capability. Engaging TRYG Inc. as the consulting and implementation partner will also ensure this proposed tower's full compatibility with upcoming countywide radio system enhancements.

Cities may sole-source equipment updates when certain conditions are met, such as the availability of only one source for the required materials, equipment, or services, the presence of unique expertise or products, or when competitive bidding would not be feasible or in the public interest.

TRYG Inc. is the only vendor highly qualified to complete this project due to its:

- Direct experience working on the Solano County countywide radio system;
- Detailed knowledge of how each public safety agency within the county is integrated into the network;
- Ability to ensure the new tower and equipment remain fully compatible with county architecture and future system upgrades;
- Proven performance on similar regional radio communication infrastructure projects.

Because no other contractor possesses this level of system-specific expertise or access to the proprietary configurations required for seamless integration, a competitive bid process would not produce comparably qualified alternatives. Pursuant to Suisun City's purchasing procedures, TRYG Inc. meets the criteria for sole source procurement.

STAFF RECOMMENDATION: It is recommended that City Council adopt: Council Adoption of Resolution No. 2026-___: Authorizing the City Manager, or his Designee, to Execute Sole Source Agreement with TRYG Inc. up to an Amount of $45,450.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026-___: Authorizing the City Manager, or his Designee, to Execute Sole Source Agreement with TRYG Inc. up to an Amount of $45,450.
2. Scope of work from TRYG

PREPARED BY: Aaron Roth, Police Chief
REVIEWED BY: Bret Prebula, City Manager
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:
1. Resolution Tryg.doc

2. Suisun City Site Improvements TRYG Inc.pdf

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RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE, TO EXECUTE A SOLE SOURCE AGREEMENT WITH TRYG INC. FOR RADIO TOWER CONSULTING AND UPGRADE SERVICES IN AN AMOUNT NOT TO EXCEED $45,450

WHEREAS, the Suisun City Police Department and Fire services rely on the Solano County countywide radio system for both emergency and routine communications; and

WHEREAS, the existing radio tower behind the Police Department is outdated and increasingly blocked by nearby multi-story construction, resulting in intermittent and unreliable radio connectivity with the Solano County Communications Center; and

WHEREAS, the degraded performance of the tower and its microwave transmission system has forced the City to rely on its secondary communication pathway—fiber optic lines—as the primary means of connectivity, leaving no active redundancy during critical operations; and

WHEREAS, a failure or interruption of the City's fiber optic connection would prevent Police and Fire personnel from transmitting or receiving essential radio communications, significantly compromising community safety, delaying emergency response, and impairing interagency coordination; and

WHEREAS, replacing the existing radio tower with a modern, properly sited, and structurally rated tower is necessary to restore line-of-sight communication, ensure reliable daily operations, and enhance long-term resiliency and failover capability; and

WHEREAS, TRYG Inc. possesses unique expertise and exclusive system-level knowledge of the Solano County countywide radio infrastructure, including its architecture, interoperability requirements, and agency-specific configurations; and

WHEREAS, TRYG Inc. has previously supported Solano County in the development and maintenance of the regional radio system and is the only vendor with the specialized qualifications required to ensure full compatibility with current and future system enhancements; and

WHEREAS, pursuant to Suisun City's purchasing procedures, sole source procurement is permissible when only one vendor can provide the necessary materials, equipment, or services, or when competitive bidding would not be feasible or in the public interest; and

WHEREAS, staff has determined that TRYG Inc. meets the criteria for sole source procurement due to its unmatched knowledge of the countywide system and its ability to ensure seamless integration of the upgraded tower infrastructure.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Suisun City hereby authorizes the City Manager, or his designee, to execute a Sole Source Agreement with TRYG Inc. for consulting, system design, and radio tower upgrade support services in an amount not to exceed $45,450.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 20th day of January 2026 by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Annita Skinner
City Clerk

TRYG, INC.
TELECOMMUNICATIONS ENGINEERING AND CONSULTING

1511 ELIGIO LANE
DAVIS, CA 95618
(530) 746-2454 OFFICE
(530) 574-9977 CELL

December 1, 2025

Amber Kent
Police Support Services Manager
Suisun City Police Department
701 Civic Center Blvd .
Suisun City, CA 94585

Amber,

I am pleased to propose my services to assist with your project to plan and construct site improvements at the Suisun City Police Department.

Based on our recent discussions, I am now proposing a Fixed Firm Contract broken into six deliverables. Upon completion of each deliverable, an invoice will be sent to the City for the associated milestone payment. This approach shifts the risk of my time estimates to my company and away from the City. If the City would prefer a Time and Expenses contract, I am open to that as well.

Note that for any formal RFPs, the City would need to provide all boilerplate sections to accompany the technical requirements section I would provide.

This proposal assumes that other disciplines needed (e.g. environmental, civil engineering, land surveying, geotechnical engineering, underground surveying) will be provided by the City. If the City wishes for me to subcontract any of those services, I will do so with a 15% administration fee. My anticipation is to support any Conditional Use Permit efforts if needed, but that the City would drive those efforts.

I look forward to working with you and Dan again. Let me know if you have any questions.

Best regards,

Craig Trygstad, P.E.
Principal Engineer
TRYG, Inc.

Project Plan and Deliverable Schedule

Task #	Description	Deliverable	Cost
1A	Collaborate with the City to locate the new tower and potential shelter on city property.	#1: Final Site Plan	$5,850
1B	Provide conceptual site plan and work with City personnel to finalize the plan. The City would provide civil engineering services, surveying (if needed), and geotechnical engineering.		
2A	Identify a suitable microwave link to Suisun, create initial path design. Request proposal from microwave vendor for quote. Liaison with Solano County for creating an interface to County network.	#2: Recommended Tower Bid	$6,800
2B	Inventory current and future antennas and create a tower elevation plan for the antennas. Solicit proposal(s) for the tower from tower manufacturer(s)		
3A	Inventory equipment in current shelter. Create floor plan and initial shelter layout to solicit proposal(s) from shelter manufacturers.	#3: Recommended Shelter Bid	$4,400
4A	Determine power requirements for site. Work with City to determine if a new service is required and/or determine how the existing service will support the shelter.	#4: RFP/Site Construction Plans	$18,400
4B	Develop electrical and grounding plans		
4C	Work with city engineers and public works to solicit bids for construction of the site. Create RFP if required.		
5	Create a scope of work for the equipment and antenna installation. Work with City to solicit proposals either via proposal(s) or RFP	#5: Recommended Installation Bid	$4,200
6	Provide implementation oversight; advocate on behalf of the City, perform installation inspections as required.	#6: Completed Project	$8,800
Total Milestone Payments			$45,450

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AGENDA ITEM NO. 17.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Authorization the City Manager enter into a Professional Service Agreement Westnet LLC:

a. Council Adoption of Resolution No. 2026-__: Authorizing the City Manager to Execute a Professional Services Agreement with Westnet, LLC for the Procurement and Installation of Fire Station Alerting Equipment.
b. Council Adoption of Resolution No. 2026-__: Adopting the 5th Amendment to the Annual Appropriation Resolution No. __: to Allocate Budget Grant Funds from Yocha Dehe Wintun Nation Doyuti T'uhkama.

FISCAL IMPACT: Estimated total cost (with contingency built in): $267,474.03; Grant Award: $209,712.00; City Match $57,762.03.

STRATEGIC PLAN: Public Safety

BACKGROUND: The Suisun City Fire Department (SCFD) operates from a single, outdated 5,000-square-foot fire station constructed in 1981. The facility was originally designed to support an all-volunteer department operating on limited hours and is no longer adequate to meet the operational and staffing demands of a modern, full-time fire department. Today, SCFD employs 17 full-time personnel, including 15 assigned to suppression operations, staffing two Advanced Life Support engine companies on a 48/96 shift schedule. While the station has been incrementally adapted to include five dorm rooms and six offices to accommodate 24-hour staffing, it lacks the infrastructure and modern technology necessary to support efficient emergency response and firefighter health and wellness.

SCFD firefighters respond to nearly 3,600 calls for service annually, an average of 9.8 calls per day, with crews frequently responding to two to three incidents during nighttime hours each shift. Currently, firefighters rely on portable pagers and a single mobile radio for call notifications. As a result, both engine companies are awakened for every dispatch, regardless of whether they are assigned to the response. The absence of a modern fire station alerting system leads to frequent and unnecessary sleep interruptions, contributing to cumulative sleep deprivation, elevated stress levels, and potentially slower response times. These conditions negatively impact firefighter well-being and may compromise the quality and effectiveness of emergency services provided to the community.

The need for modernization is underscored by a 2019 Fitch & Associates Needs Assessment Study, which highlighted critical deficiencies, including a lack of adequate technology to enhance firefighter health and improve response times. The implementation of a modern fire station alerting system is urgently needed to streamline dispatch protocols, ensure appropriate and targeted responses, and mitigate the adverse effects of current notification practices. This investment would significantly enhance operational efficiency while directly supporting firefighter safety, health, and overall resilience.

In 2025, the Suisun City Fire Department finalized a formal Strategic Plan outlining department

priorities and long-term goals. Goal 2.1 specifically emphasizes investing in health and wellness to ensure the longevity and well-being of department employees. The installation of a modern fire station alerting system directly supports this objective. Contemporary alerting systems are designed to reduce unnecessary sleep disruption, minimize acute stress responses, and promote safer movement during emergency responses. Targeted alerting, graduated tones, and voice-based notifications help reduce the sudden "startle" effect commonly associated with traditional station-wide tones, decreasing stress hormone spikes and allowing personnel to return to sleep more easily following nighttime calls.

Improved sleep quality directly supports cognitive performance, reaction time, emotional regulation, and long-term cardiovascular health. Zoned audio and visual alerts, along with integrated pathway lighting, further reduce excessive noise exposure and help prevent slips, trips, and falls during rapid turnouts, particularly during nighttime responses. Additionally, clearer and faster delivery of call information improves coordination in the apparatus bay and may reduce unnecessary apparatus idling and diesel exhaust exposure. Collectively, these features contribute to reduced fatigue, lower injury risk, and improved overall firefighter health, safety, and operational effectiveness.

STAFF REPORT: Fire Station Alerting System Research and Vendor Evaluation

Staff conducted research on modern fire station alerting system manufacturers and evaluated systems currently in use throughout the region. Based on this review, Westnet was identified as the predominant provider utilized by modern fire stations in Solano County.

Westnet Public Safety was founded in 1975 in Orange County, California, and is headquartered in Huntington Beach, California. The company is a global leader in emergency alerting and dispatch systems, with solutions widely deployed in civilian and military fire stations, police departments, and airport emergency services nationwide. Westnet is well recognized for its long-standing innovation and leadership in public safety communications technology and is a regional cooperative purchasing organization for local governments.

Fire station alerting systems must integrate seamlessly with emergency communications dispatch centers and dispatch consoles; therefore, interoperability is a critical consideration. Implementation of a Westnet system would enhance regional interoperability and alignment with neighboring agencies, supporting more efficient, reliable, and coordinated emergency response operations.

Grant Funding Award

In December 2024, staff submitted a grant application to the Yocha Dehe Wintun Nation Community Fund to support the procurement and installation of a Fire Station Alerting System. On November 24, 2025, the Yocha Dehe Wintun Nation Community Fund Board notified the City that the application was approved for funding in the amount of $209,712.00. This grant funding will represent a significant investment in modernizing the Suisun City Fire Department's station infrastructure and will substantially enhance firefighter health and wellness while improving emergency response efficiency and reliability.

Project Cost Breakdown

Description	**Cost**
Suisun Fire Department First-In Alerting Smart Station System	$ 127,084.33
Suisun Fire Department First-In Alerting Platform System	$ 116,073.88
10% Contingency	$ 24,315.82

Total Projected Project Cost **$ 267,474.03**

STAFF RECOMMENDATION: Authorize the City Manager to execute a Professional Services Agreement with Westnet LLC for the purchase and installation of station alerting and adopt XXth amendment to the Annual Appropriation Resolution to allocate the grant funds awarded by the Yocha Dehe Wintun Nation.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026-__: Authorizing the City Manager to Execute a Professional Services Agreement with Westnet, LLC for the Procurement and Installation of Fire Station Alerting Equipment.
2. Council Adoption of Resolution No. 2026-__: Adopting the 5th Amendment to the Annual Appropriation Resolution No. __: to Allocate Budget Grant Funds from Yocha Dehe Wintun Nation Doyuti T'uhkama.
3. Westnet - Professional Services Agreement
4. City of Suisun City/Westnet Sourcewell AVD Sole Source

PREPARED BY: Brad Lopez, Fire Chief
REVIEWED BY: Brad Lopez, Fire Chief
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution Professional Services Agreement Westnet LLC for the Installation of Fire Station Alerting Equipment.docx
2. Resolution AAR 5th - Fund 161 - Yocha Dehe Grant.pdf
3. Westnet Professional Services Agreement Suisun Fire Department - FINAL
4. City of Suisun City/Westnet Sourcewell AVD Sole Source

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RESOLUTION NO. 2026-

AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH WESTNET LLC FOR THE PROCUREMENT AND INSTALLATION OF FIRE STATION ALERTING EQUIPMENT.

WHEREAS, Station alerting is a vital component to firefighters health and wellness; and

WHEREAS, targeted alerting allows for sleeping quarters to be alerted by the responding unit; and

WHEREAS, fewer alerts will improve sleep amongst the firefighters reducing fatigue and stress; and

WHEREAS, Westnet LLC was established in 1975 and is recognized for its long-standing innovation and leadership in public safety communications technology; and

WHEREAS, Westnet LLC is a regional cooperative purchasing organization for local governments and sole source; and

WHEREAS, the projected cost of the project is $267,474.03; and

WHEREAS, the fire department applied and was awarded a grant for the Yocha Dehe Wintun Nation Doyuti T'uhkama Grant in the amount of $209,712.00; and

WHEREAS, the city's match for the grant is $57,762.03 including a 10% contingency,

NOW, THEREFORE, be it here resolved by the City Council of Suisun City the authorizing the city manager to execute a professional services agreement with Westnet, LLC, for the purchase and installation of fire station alerting equipment.

PASSED AND ADOPTED at a regular meeting of said City Council held on Tuesday, the 20th day of January 2026 by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Anita Skinner,

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY ADOPTING THE 5TH AMENDMENT TO THE ANNUAL APPROPRIATION RESOLUTION NO. 2026-64 TO ALLOCATE BUDGET GRANT FUNDS FROM YOCHA DEHE WINTU NATION DOYOTI T'UKHAMA GRANT.

WHEREAS, On June 24, 2025, the City Council adopted the Annual Appropriation Resolution No. 2025-64 to appropriate from each of the several funds of the City to each Department of the City in the amounts set forth in the Annual Budget Business and Financial Plan for Fiscal Year 2025-26.

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

THAT the annual appropriation for the **Fire Assitance Grant** is hereby amended as follows:

		Increase/ (Decrease)
TO:	**Fire Assistance Grant Fund**	$ 267,474
	Total	$ 267,474

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

		Sources	**Uses**
Revenue:			
A/C No. 161-2623-76950	Fire Assitance Grant-Doyuti T'uhkama	$ 209,712	
A/C No. 161-2623-81161	Fire Assitance Grant-Doyuti T'uhkama-Transfer In from Fire Facility Impact Fee Fund	$ 57,762	
Appropriation:			
A/C No. 161-2623-96415	Fire Assitance Grant-Doyuti T'uhkama-Equipment		$ 267,474
	Total Fund 300	$ 267,474	$ 267,474

THAT the purpose is to appropriate funds into the budget to allocate grant funds from Yocha Dehe Wintun Nation Doyuti T'uhkama Grant and the corresponding City Match requirement.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 20th day of January 2026, by the following vote:

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

WITNESS my hand and seal of the said City this 20th day of January 2026.

Anita Skinner
City Clerk

PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF SUISUN CITY AND
WESTNET, LLC

THIS SERVICES AGREEMENT (herein "Agreement") is made and entered into this ____ day of January 2026, by and between the City of Suisun City, a municipal corporation, (hereinafter referred to as "Suisun FD"), and Westnet, LLC, a California limited liability company, ("Westnet"). Suisun FD and Westnet are sometimes individually referred to as "Party" or collectively as "Parties".

RECITALS

A. Suisun FD has sought, by a Cooperative Agreement through Sourcewell Contract #020625-WNT, the performance of professional services related to installation of First-In Alerting Smart Station Systems and Additional Workstations for Suisun FD, including technical support, as defined and described particularly in Article 1 of this Agreement.

B. Following the submission of a proposal for the performance of the services defined and described particularly in Article 1 of this Agreement, Westnet was selected by Suisun FD to perform those services.

C. The Parties desire to formalize the selection of Westnet for the performance of those services defined and described particularly in Article 1 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1. SERVICES OF WESTNET

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, Westnet shall provide those professional services associated with the installation of First-In Alerting Smart Station Systems for the Suisun FD, including technical support, and as specified in the "Scope of Services" attached hereto in the Statement of Work, Exhibit "A" and incorporated herein by this reference, which services may be referred to herein as the "services" or "work" hereunder. As a material inducement for Suisun FD to enter into this Agreement, Westnet represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, it meets all local, state, and federal requirements in performing the services, and it is experienced in performing the work and services contemplated herein. Westnet shall at all times faithfully, competently, and to the best of its ability, experience, and talent, perform all services described herein. Westnet covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be of good quality, fit for the purpose intended. For purposes of this Agreement, the phrase "highest professional standards" shall mean those standards of practice recognized by one or more professional firms performing similar work under similar circumstances.

1.2 Agreement Documents.

The Agreement between the Parties shall consist of the following: (1) this Agreement; (2) the Statement of Work (Exhibit A); and (3) the Sourcewell Contract #020625-WNT; (collectively referred to as the "Contract Documents"). The Contract Documents shall be incorporated herein by this reference as though fully set forth herein.

In the event of any inconsistency between the Statement of Work and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law.

Westnet shall keep itself informed concerning, and shall render all services hereunder in accordance with, all ordinances, resolutions, statutes, rules, and regulations of the Suisun FD and any federal, state, or local governmental entity having jurisdiction in effect at the time service is rendered.

1.4 Licenses, Permits, Fees, and Assessments.

Westnet shall obtain, at its sole cost and expense, such licenses, permits, and approvals as may be required by law for the performance of the services required by this Agreement. Westnet shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Westnet's performance of the services required by this Agreement, and shall indemnify, defend, and hold harmless Suisun FD, its officers, employees or agents of Suisun FD, against any such fees, assessments, taxes penalties, or interest levied, assessed, or imposed against Suisun FD hereunder.

1.5 Familiarity with Work.

By executing this Agreement, Westnet warrants that Westnet (i) has thoroughly investigated and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Westnet warrants that Westnet has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. If Westnet discovers any latent or unknown conditions that will materially affect the performance of the services hereunder, then Westnet shall immediately inform Suisun FD of such fact and shall not proceed except at Suisun FD's risk until written instructions are received from the Contract Officer.

1.6 Care of Work.

Westnet shall adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies, and/or other components thereof, to prevent losses or damages, and shall be responsible for all such damages to persons or property, until acceptance of the work by Suisun FD, except such losses or damages as may be caused by Suisun FD's own negligence.

1.7 Intentionally Left Blank.

1.8 Further Responsibilities of Parties.

Both Parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both Parties agree to act in good faith to execute all instruments, prepare all documents, and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless specified in this Agreement, neither Party shall be responsible for the service of the other.

1.9 Additional Services.

Suisun FD shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to, or deducting from said work. No such extra work or change may be undertaken unless a written order is first given by the Contract Officer to Westnet, describing in detail the extra work or change and the reason(s) therefor and incorporating therein any adjustment in (i) the Contract Sum for the actual cost of the extra work or change, and/or

(ii) the time to perform this Agreement, which said adjustments shall be reflected in an amendment to the Agreement subject to the written approval of the Parties. Any amendment to this Agreement shall be reviewed and approved by an authorized representative of the Suisun FD.

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT

2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, Suisun FD agrees to pay Westnet the amounts specified in Exhibit C, "Contract Price and Deliverables" in the attached Statement of Work.

2.2 Invoices.

By submitting an invoice for payment under this Agreement, Westnet is certifying compliance with all provisions of the Agreement. Suisun FD may independently review each invoice submitted by Westnet to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Suisun FD will use its best efforts to cause Westnet to be paid within thirty (30) days of receipt of Westnet's correct and undisputed invoice.

2.3 No Waiver.

Review and payment by Suisun FD to Westnet of any invoice for work performed by Westnet pursuant to this Agreement shall not be deemed a waiver of any defects in work performed by Westnet or of any rights or remedies provided herein or any applicable law.

ARTICLE 3. PERFORMANCE SCHEDULE

3.1 Time of Essence.

Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance.

Westnet shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the Statement of Work or as agreed to by the Parties (the "Schedule of Performance"). When requested by Westnet, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer.

3.3 Force Majeure.

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Westnet, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the Suisun FD, if Westnet shall, within ten (10) days of the commencement of such delay, notify the Contract Officer in writing of the causes of the delay.

3.4 Term.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect through completion of the services related to installation of First-In Alerting Smart Station System, including technical support, (the "Project"), and as identified in the Statement of Work, attached as **Exhibit "A"**.

ARTICLE 4. COORDINATION OF WORK

4.1 Representatives and Personnel of Westnet.

The following principals of Westnet ("Principals") are hereby designated as being the principals and representatives of Westnet authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

Name	Role – Westnet Project Manager
Name	Role – Installation Subcontractor Representative

It is expressly understood that the experience, knowledge, capability, and reputation of the foregoing Principals were a substantial inducement for Suisun FD to enter into this Agreement. Therefore, the Principals shall be responsible during the term of this Agreement for directing all activities of Westnet and devoting sufficient time to personally supervise the services hereunder. All personnel of Westnet, and any authorized subcontractors, shall at all times be under the exclusive direction and control of the Principals. For purposes of this Agreement, the Principals may not be replaced nor may their responsibilities be substantially reduced by Westnet without the express written approval of Suisun FD. Additionally, Westnet shall utilize only competent personnel to perform services pursuant to this Agreement. Westnet shall make every reasonable effort to maintain the stability and continuity of Westnet's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Westnet shall notify Suisun FD of any changes in Westnet's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance. In the event that Suisun FD, in its sole discretion, at any time during the term of this Agreement, desires to reassign any staff or subcontractor of Westnet, Westnet shall, immediately upon a notice from Suisun FD of such desire of Suisun FD, reassign such persons or persons.

4.2 Status of Westnet.

Westnet shall have no authority to bind Suisun FD in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against Suisun FD, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by Suisun FD. Westnet shall not at any time or in any manner represent that Westnet or any of Westnet's officers, employees, or agents are in any manner officials, officers, employees or agents of Suisun FD. Neither Westnet, nor any of Westnet's officers, employees or agents, shall obtain any rights to retirement, health care, or any other benefits which may otherwise accrue to Suisun FD's employees. Westnet expressly waives any claim Westnet may have to any such rights.

4.3 Contract Officer.

The Contract Officer shall be the Suisun FD Fire Chief or other such person designated by the Suisun FD Fire Chief. It shall be Westnet's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and Westnet shall refer any decisions which must be made by Suisun FD to the Contract Officer. Unless otherwise specified herein, any approval of Suisun FD required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority, if specified in writing by the Suisun FD Fire Chief, to sign all documents on behalf of the Suisun FD required hereunder to carry out the terms of this Agreement.

4.4 Independent Contractor.

Neither Suisun FD nor any of its employees shall have any control over the manner, mode, or means by which Westnet, its agents or employees, perform the services required herein, except as otherwise set forth herein. Suisun FD shall have no voice in the selection, discharge, supervision or control of Westnet's employees, servants, representatives, or agents, or in fixing their number, compensation, or hours of service. Westnet shall perform all services required herein as an independent contractor of Suisun FD and shall remain at all times as to Suisun FD a wholly independent contractor with only such obligations as are consistent with that role. Westnet shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of Suisun FD. Suisun FD shall not in any way or for any purpose become or be deemed to be a partner of Westnet in its business or otherwise or a joint venturer or a member of any joint enterprise with Westnet.

ARTICLE 5. INSURANCE, INDEMNIFICATION AND LIMITATION OF LIABILITY

5.1 Insurance Coverages.

Westnet shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to Suisun FD, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Comprehensive General Liability Insurance (Occurrence Form CG0001 or equivalent). $1,000,000 Combined single limit for Bodily Injury & Property Damage.

(b) Worker's Compensation Insurance. In accordance with the laws of the country or state in which the work is being performed and having an Employers' Liability limit of at least $1,000,000.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence for bodily injury and property damage in an amount not less than $1,000,000. Said policy shall include coverage for owned, non-owned, leased, and hired cars.

(f) Subcontractors. Westnet shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

5.2 General Insurance Requirements.

Prior to the commencement of work hereunder, Westnet shall furnish the Customer a certificate of the above-required insurance. The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interest of the Customer's in such insurance shall not be effective for such period as may be prescribed by the laws of the State in which this Agreement is to be performed and in no event less than thirty (30) days after written notice thereof to the Customer.In the event Westnet subcontracts any portion of the work, the contract between Westnet and such subcontractor shall require the subcontractor to maintain the same policies of insurance that Westnet is required to maintain pursuant to Section 5.1, and such certificates and endorsements shall be provided to Suisun FD.

5.3 Limitation of Liability

EXCEPT WITH RESPECT TO A PARTY'S INDEMNIFICATION OBLIGATIONS OR A PARTY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE OR SPECIAL DAMAGES (INCLUDING DAMAGES FOR LOST REVENUE, LOST PROFITS OR OTHER ECONOMIC LOSSES) ARISING OUT OF, RELATING TO, OR CONNECTED WITH THIS AGREEMENT, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT WITH RESPECT TO A PARTY'S INDEMNIFICATION OBLIGATIONS OR A PARTY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY, OR THAT OF ITS OFFICERS.

5.4 Indemnification for Third Party Claims.

Westnet shall indemnify, defend, and hold harmless the Suisun FD from and against all damages, losses, and expenses (including reasonable attorney's fees) incurred in connection with any third party claim arising out of or resulting from (a) any personal injury, loss, damage or death to any person or persons and any property damage arising out of the acts or omissions of Westnet, its agents, employees or subcontractors in the performance of the services outlined and set forth in ARTICLE 1, Scope of Work in pursuant to this Agreement, (b) the violation of any applicable law or regulation by Westnet, its agents, employees or subcontractors in the performance of the services outlined and set forth in ARTICLE 1, Scope of Work in pursuant to this Agreement.

ARTICLE 6. NONDISCLOSURE

During the performance of work under individual Purchase Order(s) issued pursuant to this Contract, it may be necessary to share and/or exchange information and data which may be considered confidential, proprietary and/or competition sensitive. Further, during performance of work under this Contract, the parties recognize that the presence of Westnet's personnel in the Customer's facilities may subject Westnet's personnel to information and/or data that is considered by Westnet and/or the Customer to be confidential, proprietary and/or competition sensitive. Therefore, the Parties agrees to the following:

(a) The terms of this Contract, including all exhibits and attachments thereto and specifically Westnet's rates, are considered confidential and shall not be disclosed except as required by applicable law or regulation, including but not limited to the California Public Records Act. Suisun FD will provide Westnet with reasonable notice of any public records request seeking confidential information to allow Westnet to seek protective orders or other legal remedies, but Suisun FD shall have no obligation to withhold records if required to disclose them under applicable law. Any confidential, proprietary and/or competition sensitive information, other than the terms of this Contract, exchanged by the parties and entitled to protection hereunder shall be identified by the furnishing Party as confidential, proprietary and/or competition sensitive by (i) appropriate stamp or marking on the documents exchanged, or (ii) written notice of any disclosures made under assertion of confidentiality, sent to the receiving Party no later than two (2) weeks after disclosure, with listings of all proprietary material and appropriately stamped or marked summaries of such other disclosures.

(b) Verbal communications which are considered confidential, proprietary and/or competition sensitive may also be conducted as part of the normal discussion activities. Prior to these verbal communications, an announcement will be made that the conversation to follow is to be considered confidential, proprietary and/or competition sensitive, and at the conclusion of that part of the conversation that is considered confidential, proprietary and/or competition sensitive, an ending comment will be made so as to bracket the information which is considered to be confidential. Both parties agree to hold such verbal information in confidence in accordance with this Contract.

(c) The receiving Party will hold such confidential, proprietary and/or competition sensitive information in confidence for a period of three 3) years from the date of termination of this Contract, and during such period will use such information only for evaluation purposes and will make such information available only to its employees having a "need to know" in order to carry out their functions in connection with the purpose of this Contract. Unless authorized in writing by the Party originally transmitting such confidential, proprietary and/or competition sensitive information hereunder, the receiving Party will not otherwise use or disclose such confidential, proprietary and/or competition sensitive information during the above-mentioned three (3) year period.

Information shall not be afforded the protection of this Contract if, on the effective date hereof, such information has been or from the time thereafter such information is:

(1) lawfully developed by the receiving Party independently of the information received from furnishing Party;

(2) rightfully obtained without restriction by the receiving Party from a third party;

(3) publicly available other than through the fault or negligence of the receiving Party; or,

(4) released without restriction by the furnishing Party to any third party.

(d) Should the receiving Party be faced with legal action regarding disclosure of information under this Contract, the receiving Party shall forthwith notify the furnishing Party, and, upon the request and at the expense of the latter, shall cooperate with the furnishing Party in contesting such a disclosure. Except in connection with failure to discharge responsibilities set forth in the preceding sentence, neither Party shall be liable in damages for any disclosures pursuant to judicial actions or for inadvertent disclosure where the proper degree of care has been exercised; provided, that upon discovery of such inadvertent disclosure, it shall have endeavored to prevent any further inadvertent disclosure and to correct the effects of any such inadvertent disclosure.

(e) All proprietary information furnished hereunder shall remain the property of the furnishing Party and shall be returned to it or destroyed promptly at its request together with all copies made thereof by the receiving Party hereunder. The Parties shall employ the same standard of care they use to protect their own proprietary information, but in any event, no less than reasonable care.

(f) No license under any patents or any other proprietary right is granted or conveyed by one Party's transmitting proprietary information or other information to the other Party hereunder, nor shall such a transmission constitute any representation, warranty, assurance, guaranty of inducement by the transmitting Party to the other Party with respect to infringement of patent or any other proprietary right of others.

(g) The receiving Party shall not disclose or deliver, directly or indirectly, any technical data or any product utilizing any such data to any person to whom such disclosure or delivery is prohibited by the U.S. Government, nor export, directly or indirectly, any technical data acquired pursuant to this Contract or any product utilizing any such data to any country for which the U.S. Government or any agency thereof at the time of export requires an export license or other Government approval without first obtaining such license or approval.

(h) The receiving Party acknowledges that the disclosing Party may not have an adequate remedy in the event the receiving Party breaches this provision and that the disclosing Party may suffer irreparable damage and injury. In such an event the receiving Party agrees that the disclosing Party, in addition to any other available rights and remedies, may be entitled to seek an injunction restricting the receiving Party from committing or continuing any violation of this provision.

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 Compliance with Laws.

Both parties shall comply with all applicable laws, regulations, ordinances and other rules of all governments and governmental agencies having jurisdiction over any portion of performance under this Agreement. his Agreement shall be deemed to be a contract made under the laws of the State of California and for all purposes it, plus any related or supplemental documents and notices, shall be construed in accordance with and governed by the laws of the State of California, conflict of law rules notwithstanding.

7.2 Disputes; Default.

In the event that Westnet is in default under the terms of this Agreement, the Suisun FD shall not have any obligation or duty to continue compensating Westnet for any work performed after the date of default. Instead, the Suisun FD may give notice to Westnet of the default and the reasons for the default. The notice shall include the timeframe in which Westnet may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant. During the period of time that Westnet is in default, the Suisun FD shall hold all invoices and shall proceed with payment on the invoices only when the default is cured. In

the alternative, the Suisun FD may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Westnet does not cure the default, the Suisun FD may take necessary steps to terminate this Agreement under this Article. Any failure on the part of the Suisun FD to give notice of Westnet's default shall not be deemed to result in a waiver of the Suisun FD's legal rights or any rights arising out of any provision of this Agreement.

7.3 Waiver.

Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Suisun FD of any work or services by Westnet shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.4 Rights and Remedies are Cumulative.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

7.5 Legal Action.

In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct, or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

7.6 Termination Prior to Expiration of Term.

This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. Suisun FD reserves the right to terminate this Contract at any time, with or without cause, upon thirty (30) days' written notice to Westnet, except that where termination is due to the fault of Westnet, the period of notice may be such shorter time as may be determined by the Contract Officer. Upon receipt of any notice of termination, Westnet shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Westnet shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer. In the event of termination without cause pursuant to this Section, Suisun FD need not provide Westnet with the opportunity to cure pursuant to Section 7.2.

7.7 Termination for Default of Westnet.

If termination is due to the failure of Westnet to fulfill its obligations under this Agreement, Suisun FD may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and Westnet shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the Suisun FD shall use reasonable efforts to mitigate such damages), and Suisun FD may withhold any payments to Westnet for the purpose of set-off or partial payment of the amounts owed the Suisun FD as previously stated.

ARTICLE 8. INTELLECTUAL PROPERTY

8.1 Use of Trademarks and Names.

Except as expressly agreed to in writing, neither Party may use the other Party's name, logo, or trademarks, or any abbreviation of the other Party's name, in any advertising, marketing campaigns, press releases, or communication with the press, without the specific prior consent of the other Party. In the event written permission is granted for such use, each Party must strictly follow the other Party's instructions concerning the use of the other Party's trademarks.

8.2 Reservation of Rights

Westnet reserves all right, title, and interest in and to the Intellectual Property Rights in and to the Westnet System and all equipment, documentation, software (in both object code and source form) and Confidential Information (collectively "Westnet IP") made available to the Suisun FD for purposes of performing the Services pursuant to this Agreement. The term "Intellectual Property Rights" shall mean all worldwide rights in and to the Westnet IP, including, without limitation rights to inventions, trade secrets, know-how, technology, research tools, data, software, improvements and rights of authorship and attribution, whether or not protected by patents or copyrights, and including, without limitation, patent applications, patents, trade secret rights, copyrights, trademarks, and other exclusive or non-exclusive rights pertaining to intellectual property owned or controlled by a Party. Nothing in this Agreement is intended to grant any Intellectual Property Right in and to the Westnet IP. This Agreement does not grant Suisun FD the right to manufacture any of Westnet's software or equipment.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Facilities and Equipment.

Except as otherwise provided, Westnet shall, at its own cost and expense, provide all facilities and equipment necessary to perform the services required by this Agreement. Suisun FD shall make available to Westnet only physical facilities such as desks, filing cabinets, and conference space ("Suisun FD Facilities"), as may be reasonably necessary for Westnet's use while consulting with Suisun FD employees and reviewing records and the information in possession of Suisun FD. The location, quality, and time of furnishing of Suisun FD Facilities shall be in the sole discretion of Suisun FD. In no event shall Suisun FD be required to furnish any facilities that may involve incurring any direct expense, including but not limited to computer, long distance telephone, network data, internet, or other communication charges, vehicles, and reproduction facilities.

9.2 Notices.

All notices under this Agreement shall be in writing and shall be sent by United States Postal Service, Certified Mail, Return Receipt Requested (or any other delivery service such as Federal Express or UPS) postage prepaid and/or by electronic mail addressed as follows:

If to Suisun FD:

Name:_____

Address:_____

Tel: _____

Fax:_____

Email: _____

If to Westnet: Westnet, LLC
15542 Chemical Lane
Huntington Beach, CA 92649
Contracts:
Steve Anderson, CFO
Tel: (714) 548-3500
Fax: (714) 901-5610
Steve.anderson@westnetpublicsafety.com

Either Party may change its address by notifying the other Party of the change of address in writing.

9.3 Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.4 Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall together constitute one and the same instrument.

9.5 Integration; Amendment.

This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the Parties. It is understood that there are no oral agreements between the Parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the Parties, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Westnet and by Suisun FD. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

9.6 Severability.

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the Parties hereunder unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Agreement meaningless.

9.7 Corporate Authority.

The persons executing this Agreement on behalf of the Parties hereto warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Parties.

9.8 Conflicting Terms

Except as otherwise stated herein, if the terms of this Agreement conflict with the terms of any Exhibit hereto, or with the terms of any document incorporated by reference into this Agreement, the terms of this Agreement shall control.

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Agreement on the date first written above.

WESTNET, LLC	**CITY OF SUISUN CITY**
BY:_____	**BY:**_____
NAME: Steven Anderson____	**NAME: Bret Prebula**_____
TITLE: Chief Financial Officer	**TITLE: City Manager**_____
DATE:_____	**DATE:**_____

EXHIBIT A

Statement Of Work For First-In Alerting System Installation and Additional Workstations at the Suisun Fire Department

Westnet, LLC.
Huntington Beach, CA 92649
(800) 807-1700
www.FirstInAlerting.com

PROJECT OVERVIEW:

The purpose of this project is for the providing and installing of Westnet First-In® Fire Station Alerting System (System) and additional Workstations. The parties to this project are: Westnet LLC. (Westnet or "Contractor") as the provider, installer, and implementer of the system and the Suisun FD, as the "Customer."

Upon receipt of a properly formatted alert from the Customer's CAD, the System will utilize the Customer's network and radio system to activate the Westnet Systems in the Customer Fire Stations. Depending upon Station relays and interfaces, the various First-In Smart Station Units (Units) and/or other non-Smart Station units, if implemented (i.e., Customer's public address system, traffic lights, stove, etc.) will emit an audible and/or visual indication of an incoming alert from Dispatch.

EXHIBITS:

The Exhibits listed below are incorporated into and made a part of the Contract. In interpreting these Exhibits any inconsistency between the Exhibits will be resolved in the order in which they are listed.

Exhibit A	Delivery and Installation Verification Forms
Exhibit B	Warranty
Exhibit C	Contract Price and Deliverables
Exhibit D	Payment Schedule
Exhibit E	Acceptance Test Plan
Exhibit F	Final System Acceptance Certificate
Exhibit G	Maintenance and Support Statement of Work

PROJECT SCHEDULE:

The estimated project timeline starts upon Westnet's acceptance of the Customer's purchase order which includes by reference this Statement of Work. The timeline for completion is ninety (90) days from the later of the accepted Purchase Order or Westnet's receipt of all programming information necessary to deliver the System. Factors that may expedite or delay this schedule include: each party completing their respective tasks, the technical assistance or items provided by Customer third parties (i.e., CAD vendor) and successful completion of a project milestone.

Customer acknowledges that the system to be provided is highly customized and the result of significant resources in the design, manufacturing, programming, and shipping processes. Should Customer, after authorizing Westnet to proceed with this project, decide to cancel the project, the Customer will remain liable for all special engineering services, project coordination charges, licensed software, computers, and the cost of any Smart Station equipment already designed or programmed as of the time of the cancellation, without regard to whether that equipment was already shipped or delivered.

CHANGE ORDERS:

No changes to this SOW that result in additional charges will be implemented without an approved written Change Order executed by both parties.

WESTNET TO PROVIDE:

1. The Deliverables as listed in Exhibit C.
2. Installation of the Deliverables, which includes installation and testing of the new station cabling.
3. Participation in on-site acceptance testing as listed in Exhibit E.

4. A Westnet Representative at the conclusion of the installation to certify the installation and provide operator training. Operating training will take place during a single mobilization at the conclusion of station installation and consist of one (1) class per fire station.

5. Project management and coordination with Customer technical staff on system configuration.

6. A one (1) year warranty per Exhibit B. The warranty and technical support period commence upon completion of the Acceptance Testing Plan.

7. As-built drawings depicting the Westnet equipment in the fire station(s).

CUSTOMER TO PROVIDE:

1. Bonding information for the complete project, as well as financial information.

2. Complete and return to Westnet all RFI documents and provide written approval of a completed Voice Track Configuration Sheet thirty (30) days prior to scheduled equipment shipment. Project completion is dependent upon the timely receipt of completed ZIRDs (Zone, Incident, Response, and District level announcements) and Pre-Alert Tones.

3. Prior to Westnet mobilization, a Westnet-approved VPN or IP connection for remote system adjustments, maintenance, troubleshooting and updates shall be verified at each station where installation is to be completed. Additional IP addresses will be required for the following:
    - It is estimated that the System will need one (1) additional IP address for maintenance purposes.
    - One additional IP address will be required for each station's Master Control Unit (MCU).
    - Additional IP addresses will be required if the station has Alerting and/or Mapping Endpoints.

4. The Customer's IT Dispatch personnel will need to work with Westnet to identify the ports that need to be opened to communicate with the MCU.

5. This quote provides a redundant and synchronized server, as well as redundant RIC configuration, for a seamless transfer of dispatch alerting operations in the event any portion of the primary dispatch system is down or unavailable. Our servers come with the express version of SQL and if the customer wants to have the synchronized server database Customer will need to provide the SQL license (https://www.microsoft.com/en-us/sql-server/sql-server-2022-pricing.)

6. Removal or disposal of any existing equipment.

7. Rough-in of boxes and any conduit required by the electrical code or Customer.

8. Confirmation that all rough-in is complete prior to scheduling installation of the System.

9. Existing amplifier or speaker troubleshooting, repair or replacement.

10. Any interfaces in Dispatch (i.e., CAD or radio console) or licenses to other dispatcher centers.

11. Locked storage for the equipment. The Customer will bear the risk of loss on the equipment once it has been delivered to the Customer or has been permanently affixed to the fire station. The Customer's Project Manager will inspect the equipment as each Station's equipment is delivered and will execute the Delivery Verification Form in Exhibit A-1.

12. All antivirus and operating system updates for any Dispatch or station computers supplied for or used in this project. The Customer will need to schedule the updates with Westnet in order to minimize system interruption.

13. Provide a minimum of five (5) business day notice to the Westnet Project Manager or Westnet's Installation Company should the Customer need to postpone the scheduled installation or any project-related visits. Remobilization charges may apply if the Customer has not provided all items listed in this Statement of Work prior to the scheduled installation and if Westnet is unable to reasonably continue work at another Customer location.

14. One (1) unused electrical wall outlet for each UPS, Appliance and Systems Interface Unit, flat panel display, Server, and Messenger. Westnet highly recommends using wall outlets that are part of the generator back-up supplied power system.

15. All wiring to and from the Control Remote. Westnet installation does not include any wiring for devices connected to the Control Remote.

16. Adequate space to install the System. If the Customer desires the System to be installed in a rack, a First-In Rack Mount Kit and other accessories will be required. The Master Control Unit (MCU), Power Module and UPS must not be more than six (6) feet from the fire station radio(s), the network switch and a 110-volt outlet.

17. Provide the radio equipment necessary for integration. The installed radio equipment includes, but is not limited to, a properly operating radio, installed outside antenna and feedline, and a lightning arrestor with a five-ohm earth ground circuit connected to the radio antenna lightning suppressing circuit. The radio must produce an acceptable level of signaling, as well as an acceptable level of Dispatch voice audio. An acceptable level of signaling shall be a fixed line level output of 500 millivolts peak-to-peak of Dispatch audio and alerting data (e.g., DTMF, P25, Digital, 2-tone sequential, etc.).

18. Access for Westnet to install, at its discretion, a Westnet-owned Performance Monitoring Computer in Dispatch. The computer is used to administer technical support and maintenance services. The computer will be returned to Westnet at the conclusion of the warranty and/or maintenance period.

19. If permits are required, the Customer will provide electronic drawings of the station. These drawings must be capable of being edited and used for the permit process. Unless otherwise listed as a Deliverable, a separate fee will be assessed for permit fees and related time and expenses.

20. The supply or install of any conduit work, power receptacles, shunt trip circuit breakers, coils for the kitchen appliances, gas solenoid, power contactors, any wiring in excess of 24-volts, bond fees, or any other work and/or materials not specifically included or listed herein.

21. A Customer provided analog paging port to the station's phone switch which will interface with the Telephone Interface Module to provide in-house/intercom paging over the newly installed System speakers. If the station has VoIP telephone system, the Customer shall provide an analog telephone adapter (ATA) that will include Caller Party Control and assign an extension for in-house paging.

22. The Appliance and Systems Interface Unit (SS-SAIU-10), if applicable, will only control a gas solenoid valve rated at 120 volts. Westnet tested and accepted natural gas valve is the ASCO Red Hat Normally Closed gas valve.

    Normally closed means that the valve will flow gas when the 120-volt power is applied to the gas valve control coil. When the fire station is in an alerted mode, the SS-SAIU-10 removes the 120-volt power from the gas control coil and the gas valve closes shutting off the flow of natural gas to the appliances. This is accomplished using a 24V to 120v relay that is provided and installed by Westnet. The SS-SAIU-10 requires a 120V dedicated circuit located in accessible area and is to be installed by a licensed electrician. The Westnet tested ASCO Red Hat valve is part number 8214G030, used on a ¾" pipe, and must be furnished and installed by others. They are not to be mounted outside as they are not rated as weatherproof. The solenoid must be installed in a ventilated area and by a licensed plumber.

Each additional electrical appliance(s) and/or fixture(s), to be controlled by the SS-SAIU-10, requires a customer provided, 50 Amp (Minimum), 600V, 24VAC Coil, continuous-duty contactor to be installed by a licensed electrician. The SS-SAIU-10 must be installed on a dedicated circuit (supplied and installed by others).

Appliances utilizing the SS-SAIU-10 must utilize an electric pilot ignitor. If the stove has an automatic ignitor, Westnet will need to have this connection in place at the relay location described above. This will also connect to the relay on a second input using the same relay.

23. Provide Westnet with any other support to ensure successful installation and integration of the alerting Systems.

DEPENDENCIES AND ASSUMPTIONS:

1. The Customer will obtain any required installation approval of the Historical Society or other agencies having jurisdiction over installing/relocating equipment in the Fire Stations. The Customer agrees to pay the permit fees if any.

2. The number of contact closures in a Control Remote will not exceed eight (8). Stations requiring more zones or contact closures will require an additional Control Remote. There is no physical limit to the number of Control Remotes that can be installed in a station. Westnet will not do any high-voltage wiring. Customer

3. Alerting Equipment Tone, Voice or Programming Changes: Any changes in the wording or tones of the voice announcements or reprogramming to any units once the Customer has signed the System Configuration Form may be billable to the Customer.

4. If during the installation process, Westnet suspects or encounters asbestos or other hazards, Westnet will inform the Customer. Westnet will use its best efforts to utilize alternate installation methods but will not drill any holes or disturb the asbestos in the related area. Westnet shall have no liability to the Customer, its employees or to any other persons for any asbestos-related claims, including, without limitation, removal or cleanup costs, loss of use, lost profits or personal injury or property damage.

5. Westnet will use their best efforts to conceal all wiring. However, due to station construction or other installation limitations (i.e., the possibility of asbestos, inaccessibility), certain cables and raceways may need to be surface-mounted or devices relocated to a more practical location. Westnet understands that the term “optimal” is subjective. Although Westnet will attempt to place the equipment in the Customer’s desired locations, Westnet reserves the right to place the equipment in the safest and most beneficial location for system performance.

6. Any issue affecting the installation such as corrections or repairs, discrepancies among Customer personnel regarding the placement, mounting methods or other installation matters, must be resolved within twenty-four (24) hours while Westnet personnel is on-site. If such resolution does not occur, Westnet may bill the Customer and Customer agrees to pay for any standby time until such discrepancy is resolved.

EXCLUSIONS:

Unless specifically stated otherwise, the following items are excluded from the goods and services to be provided by Westnet:

1. Any equipment not listed in the Contract Deliverables Schedule (Exhibit C), including, but not limited to, access doors and hatches.

2. Spare/loaner equipment unless an on-site warranty is purchased.

3. Westnet does not warranty equipment provided under this Statement of Work should a party other than Westnet or Westnet's installation subcontractor or Westnet trained installer install or integrate any non-Westnet equipment into the alerting or dispatch systems. An exception to this is the CAD interface and Customer's radio system.

4. Westnet and/or any Westnet-supplied equipment will not make a recommendation as to which apparatus or personnel assigned to an emergency call. Rather, Dispatch personnel, the CAD and/or any other Customer mechanism are responsible for equipment and personnel assignment.

5. The Customer will be notified of any non-functioning Customer equipment. Westnet's proposal does not include repair or replacement of any Customer-owned systems. If a station's public address, lighting, or any other existing systems to be tied into the alerting system are not functioning properly, the Customer will need to repair those items.

6. Westnet's pricing does not include any new circuits, breakers or upgrades to the electrical system or wiring to the emergency panel or generator.

7. Aesthetic restoration of installation areas (e.g., color/texture matching), of ceilings, walls, or conduit runs, beyond what Westnet determines is commercially viable.

8. Taxes and Permit Fees: Unless specifically included in Exhibit C, the Contract Price excludes federal, state, or local sales, use, or other taxes (other than federal, state, and local taxes based on Westnet's income or net worth), all of which will be paid by Customer except as exempt by law. Any increases in any tax rate as listed in the Contract shall be reimbursed by the Customer.

9. The Customer agrees to pay or reimburse Westnet plus overhead for all permit fees, fees by others, time expended in drafting and submittal of permits, and related expenses unless specifically listed and at the amount in Exhibit C. If permits are required, Customer agrees to pay for permit fees (plus overhead or carrying costs), permitting costs, permit expediting fees, as well as additional project management fees.

EXHIBIT A-1

DELIVERY VERIFICATION FORM*

First-In Fire Station Alerting Equipment

The signature below serves as verification that the boxes with equipment listed for Station _____ in Exhibit C were delivered with no apparent damage.

_____ _____
Customer Representative Date

_____
Printed Name & Title

(For partial deliveries, the following form shall be used.)

The signature below serves as verification that the following boxes with equipment listed for Station _____ in Exhibit C were delivered with apparent damage:

1. _____ 3. _____

2. _____ 4. _____

_____ _____
Customer Representative Date

_____
Printed Name & Title

*** Print and execute one copy of this form for each station**.

EXHIBIT A-2

INSTALLATION VERIFICATION FORM*

The signature below serves as verification that the Fire Station Alerting Equipment enumerated in Exhibit C, plus or minus the following mutually agreed upon changes, has been installed in a commercially reasonable manner and functions properly in the **System Test Mode**. Any punch-list items will be resolved prior to final System Acceptance.

☐ A check in this box means that no equipment changes were made, and that the only equipment installed at the Fire Station is that which is listed in Exhibit C.

☐ A check in this box means the following mutually agreed upon changes have been installed.

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

_____ _____

Customer Representative Date

_____

Printed Name & Title

***Print and execute one copy of this form for each station.**

EXHIBIT B

WESTNET, LLC.
STANDARD LIMITED WARRANTY

Westnet, LLC. ("Westnet') is providing its Standard Limited Warranty ("Limited Warranty") covering the First-In™ products, parts, components, software and systems purchased by Customer (collectively, the "Product"). If Westnet, or an authorized Westnet subcontractor performs the installation, such installation service will be deemed to be part of the Product for the purposes of this Limited Warranty.

Warranty Commencement Date: When Westnet, or an authorized Westnet subcontractor, installs the Product, this Warranty shall commence upon the (1) first beneficial use of the Product by Customer, or (2) when installation is complete, whichever occurs first. In all other instances, this warranty commences upon delivery. This Limited Warranty is not extended if Westnet repairs or replaces the Product.

Scope of Warranty: Westnet warrants exclusively to the Customer that the Product will be free from defects in material and workmanship for a period of one (1) year from the Warranty Commencement Date. Westnet will perform all warranty work at its service location only, unless Westnet agrees, in its sole discretion, to perform at Customer's location. Customer's exclusive remedy for any breach of this Limited Warranty will be either (1) the repair or replacement, at Westnet's option, of the non-conforming Product, or (2) at Westnet's sole discretion, reimburse Customer the purchase price paid by Customer for the Product, provided Customer has returned the Product to Westnet. Repairs may be made with either new or reconditioned components and will be shipped to the Customer at the expense of Westnet. Any replaced Product becomes the property of Westnet.

Limitations/Exclusions: This Limited Warranty applies only if Westnet confirms that the alleged defect or non-conformance exists and was not caused by Customer's or any third person's misuse, negligence, improper installation or testing, or unauthorized attempts to open, repair or modify the Product, or by accident, fire, water, lightning, power cuts or outages, power or telephone line transients, viruses, other hazards, or acts of God, or by any other cause beyond the range of intended use in accordance with the Product's normal usage and Westnet's published instructions. ***This Limited Warranty does <u>not</u> cover the following:*** (1) Any parts and cabling used in the installation of a Product unless Westnet or an authorized Westnet subcontractor (and not Customer or a third party installation company) performs the complete installation, (2) Physical damage to the surface of the Product after its delivery to Customer, including cracks or scratches on the LCD or outside casing, (3) When the malfunction results from the use of this Product in conjunction with other products, or ancillary or peripheral equipment, and Westnet determines there is no fault with the Product itself, (4) Any defect or malfunction of the Product due to any communications software or device Customer may use with the Product, (5) Any damages to or defects in the delivered Products that are observable in a reasonable visual inspection ***unless*** a Claim is made in writing to Westnet within thirty (30) days after the date of delivery. This Limited Warranty does not cover loss or damage of any kind resulting from any delay in delivery.

EXCEPT FOR THIS EXPRESS LIMITED WARRANTY AND WESTNET'S STATUTORY WARRANTY OF GOOD TITLE, WESTNET MAKES NO WARRANTIES OR REPRESENTATIONS, EITHER EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, REGARDING THE PRODUCT COVERED HEREBY, AND EXPRESSLY DISCLAIMS THE **IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, CORRESPONDENCE WITH DESCRIPTION**, **OR (SUBJECT TO THE INFRINGEMENT PARAGRAPH SET FORTH HEREIN) NONINFRINGEMENT OF PATENTS OR OTHER PROPRIETARY RIGHTS.** NO EMPLOYEE, AGENT OR REPRESENTATIVE OF WESTNET IS AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY ON BEHALF OF WESTNET RELATING TO THE PRODUCTS EXCEPT TO THE EXTENT SPECIFICALLY STATED HEREIN. WESTNET NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY OTHER LIABILITY IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE OR USE OF THE PRODUCTS.

Warranty Claims: In order to make a Claim under this Limited Warranty, the Customer must first notify Westnet in writing not more than one (1) year after the Warranty Commencement Date. Notice must be sent

to: **Westnet, Attention Warranty Department, 15542 Chemical Lane, Huntington Beach, California 92649**

or can be faxed to **(714) 901-5610**. Inquiries regarding this Limited Warranty can also be directed by phone to **(714) 548-3500.**

Upon receipt of written notice, Westnet will first, at its option and expense, inspect the Product in its installed location. Unless otherwise waived by Westnet in writing, Customer must return the alleged non-conforming Product to Westnet's designated service center. Customer shall be responsible for all expenses associated with the transportation to/from Westnet's designated service center. Westnet shall not be liable for any damage incurred in the transportation of the Product to/from Westnet's designated service center.

LIMITATION OF LIABILITY: IN NO EVENT SHALL WESTNET, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS OR SUBCONTRACTORS, BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY INCIDENTAL, SPECIAL, INDIRECT, EXEMPLARY, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING DAMAGES FOR LOST PROFITS, LOSS OF USE, LOSS OF DATA OR LOSS OF GOODWILL) COST OF CAPITOL OR COST OF COVER ARISING OUT OF OR RELATING TO CUSTOMER'S SELECTION, ORDERING, DELIVERY, PURCHASE, USE, RESALE OR DISTRIBUTION OF THE PRODUCT, EVEN IF WESTNET HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

AGGREGATE LIABILITY: TO THE EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL THE TOTAL AGGREGATE LIABILITY OF WESTNET, ITS OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES, AGENTS, OR SUBCONTRACTORS, ARISING FROM, RELATING TO, OR CONNECTED WITH THE PRODUCT, EXCEED **THE PURCHASE PRICE OF THE PRODUCT.** IT IS INTENDED THAT THIS LIMITATION WILL APPLY TO ANY AND ALL LIABILITY OR CAUSE OF ACTION, EXCEPT FOR THAT PROVIDED FOR IN THE INFRINGEMENT PARAGRAPH SET FORTH HEREIN**,** HOWEVER ALLEGED OR ARISING.

INFRINGEMENT. Westnet agrees to defend Customer and to pay (1) any damages award issued by a court of competent jurisdiction against Customer, and (2) direct expenses, including reasonable attorneys' fees (but excluding any lost revenues, lost profits or other consequential economic damages of Customer) as a result of any action brought against Customer, if and to the extent the action is based on a valid claim that any Product purchased by Customer under this Agreement infringes another person's U.S. patent, copyright, trade secret or trademark. Westnet will not have liability for, and Customer will defend Westnet against, and pay any damages awarded against Westnet and direct expenses, including reasonable attorneys' fees (but excluding any lost revenues, lost profits or other consequential economic damages of Westnet) to the extent the claimed infringement is based on or results in any material part from (a) any use of the Product other than in accordance with Westnet's published instructions, (b) any unauthorized modification or alteration of the Product, (c) any combination or use of the Product with any other product or system or technologies not supplied by Westnet; (d) Westnet's compliance with Customer's design or specifications, or (d) any refusal to accept or use suitable modified or replacement Products provided by Westnet to avoid infringement. Westnet's obligations under this paragraph will be conditioned upon Customer promptly notifying Westnet in writing of the existence of any such claim, giving Westnet full authority to conduct the defense and settlement of the claim, at Westnet's expense and with counsel of Westnet's selection, and cooperating fully with Westnet and such counsel.

This Limited Warranty will be governed by the laws of the State of California, U.S.A., excluding their conflicts of laws principles. The United Nations Convention of Contracts for the International Sale of Goods is hereby excluded in its entirety from application to this Limited Warranty.

EXHIBIT C

CONTRACT PRICE AND DELIVERABLES

Quote ID	Name	Price
Q-08342-Q3Z0 Revision: 5	**Quote: Suisun Fire Department First-In Alerting Smart Station System Revised 5**	$127,084.33
Q-10900-L1C1 Revision: 1	**Quote: Suisun Fire Department First-In Alerting Platform System Additional Workstations Revised**	$116,073.88

EXHIBIT D

Payment Schedule

Description	Total Project
Quote: Suisun Fire Department First-In Alerting Smart Station System Revised 5	$127,084.33
Quote: Suisun Fire Department First-In Alerting Platform System Additional Workstations Revised	$116,073.88

Quote ID	Name	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Price
Q-08342-Q3Z0 Rev: 5	Fire Station #1	*30%*	*30%*	*30%*	*10%*	$127,084.33
Q-10900-L1C1 Rev: 1	Fire Station #2	*30%*	*30%*	*30%*	*10%*	$116,073.88
					Total	$ 243,158.21

Note: Project milestones above are defined as follows with the percentage shown being the percent of the Price that is invoiced at each milestone.

Milestone #	Project Milestone	Reference Exhibit
1	Contract Signature	n/a
2	Due Upon Delivery	Exhibit A-1
3	Due Upon Installation	Exhibit A-2
4	Due Upon Final Acceptance	Exhibit F

If payment is not received within thirty (30) days from the date of invoice, an interest charge of one and a half percent (1.5%) per month of the unpaid balance will be charged (18% per annum), which the Parties agree represents the cost of extending credit for late payments.

EXHIBIT E

ACCEPTANCE TEST PLAN

OBJECTIVE: The purpose of completing this Acceptance Test Plan is to achieve "System Acceptance" by demonstrating to the Customer that the installed fire station alerting system ("System") equipment is operational and properly performs the function specified herein. Upon successful execution of this ATP, the System will have achieved "System Acceptance." Minor omissions or variances in the System that do not materially impair the operation of the System as a whole will not postpone System Acceptance but will be corrected according to a mutually agreed upon schedule. In the event that a part of the System does not pass the ATP, the System will be re-tested when Westnet determines that a corrective action has been taken to ensure proper operation. Final System Acceptance will occur after System Acceptance and when all deliverables and other work have been completed. When Final System Acceptance occurs, the parties will promptly memorialize this final event by so indicating on the Final System Acceptance Certificate.

SCOPE: The scope of this ATP is limited to the System supplied by Westnet, LLC. It does not include any other equipment or systems upon which the alerting system, once in use, relies for proper activation and function (i.e., the Customer's CAD, radio, network and/or electrical systems). The failure or unavailability of these other systems during the ATP shall not affect the outcome of this ATP, nor shall it affect the System Acceptance and subsequent Final System Acceptance of the System.

TEST SCHEDULE: Westnet and the Customer will conduct the ATP at a mutually agreed-upon time and date once Westnet informs the Customer that the System is ready for acceptance testing.

FIRE STATION METHODOLOGY: The ATP will test devices that, operationally, are activated by Dispatch, as well as devices that are not activated by Dispatch, but rather the fire station crew.

1. Data / Network Activation Operation - This section tests/simulates a test of a network-based alert of the station from Dispatch. Data sequences assigned to the fire station zones shall be applied to the Ethernet port of the Master Control Unit using the Alerting Platform or a computer equipped with the First-In API. The alerting response from the alerting system shall announce the specific unit(s) associated with the alerted and audio distribution shall activate all areas associated with the zone alerted. Once the zone is activated, the pre-announcement will announce the units alerted, nature of the call, and other preannouncement information detailed in the ZIR signoff sheet. After the preannouncement is complete, the dispatch audio will be heard throughout the station speakers.

☐ Pass ☐ N/A ☐ Fail	Notes:

2. Radio Activation Operation – This section tests a radio-activated alert of the station from Dispatch, more specifically the Radio Interface Controller (RIC)'s activation of a station's Master Control Unit (MCU). This test will utilize First-In RIC's alert signaling on the Customer's radio system.

   A. Test of All-Call. This test will activate the "All-Call" zone in every station. Successful performance of this test requires All-Call activation from the Alerting Platform User Application, as well as All-Call activation from the manual RIC keypad. Once the zone is activated, the pre-announcement will announce the All-Call message and the dispatch audio is heard throughout the station speakers **.**

☐ Pass ☐ N/A ☐ Fail	Notes:

B. Test of Specific Zones in a Designated Station. This test will activate a specific zone (i.e., Engine) in a Designated Station. Step 1 of this test requires the proper station to be activated both from the Alerting Platform User Application, as well as the manual RIC keypad. Step 2 of this test requires that the specific zone selected be activated. Once the zone is activated, the pre-announcement will announce unit(s) assigned to the call and the dispatch audio is heard throughout the station speakers.

☐ Pass
☐ N/A
☐ Fail

Notes:

3. Turnout Timer Operation - This section tests the activation of the Turnout Timer(s). Upon activation of the Master Control Unit, the Timer(s) will begin to count up on a per-second basis. The Timer(s) will continue to count up and will automatically shut down when the Master Control Unit sends the shutdown command to the station.

☐ Pass
☐ N/A
☐ Fail

Notes:

4. Automatic Backup Alerting - This section tests the automatic failover from the IP system to the RIC for a radio-based alert. The RIC shall automatically be activated from the First-In Alerting Platform (FiAP) as soon as the FiAP detects that the primary alert was not successful. Without any action required on the part of the dispatcher, the RIC will send the alert to the proper station and units assigned to the call.

☐ Pass
☐ N/A
☐ Fail

Notes:

5. Manual Backup Alerting - Using the manual keypad of the RIC, the Customer selects the station and units to activate in the selected fire station. The station MCU activates the appropriate station and unit(s).

☐ Pass
☐ N/A
☐ Fail

Notes:

_____ _____
Customer Representative Date

_____
Printed Name & Title

EXHIBIT F

FINAL SYSTEM ACCEPTANCE CERTIFICATE

The signature below serves as verification that the System has passed the Acceptance Test Plan and that all deliverables and work have been completed.

_____ _____

Customer Representative Date

_____

Printed Name & Title

EXHIBIT G

MAINTENANCE AND SUPPORT
STATEMENT OF WORK

1. SCOPE OF SERVICES

Westnet will provide comprehensive turnkey maintenance and support services for the installed First-In Fire Station Alerting System, ensuring all components are operating at peak performance in accordance with factory specifications in effect at the time the equipment was purchased. The Services to be provided under this agreement include the following:

- One year, 24/7 toll-free technical support
- Repair and/or replacement of malfunctioning units (except UPS)
- Spare equipment delivered the next business day (and Saturdays where available)
- Remote diagnostic analysis and uploads, standard release software upgrades

2. RESPONSE TIMES

Response times shall be determined in accordance with the Priority Level and Descriptions set forth in the following table where applicable. The response time shall commence from the time the Customer requests service or notifies Westnet of problems with the System by contacting Westnet's Call Center ("Notification"). Issue resolution may include phone support, VPN remote access, or on-site service (for issues not resolved via phone support or remote access). On-site times are calculated by after remote attempts to correct the issue are deemed unsuccessful or unavailable by Westnet. Lack of or unavailability of a Customer-supplied VPN connection to any station or the dispatch center shall be considered the Customer's waiver of any response time obligation for that particular issue.

Westnet Technical Support: (800) 807-1700
Office Hours: 8:00 – 5:00 PST, Monday – Friday

Priority Levels	Hours / Days	Description
1	24/7/365 Including Holidays 3-6 Hour Response	This priority level represents a significant issue that results in the inability to use the dispatching and/or alerting systems. • Any reported trouble with Westnet-supplied Dispatch (System) Project Equipment. • Station reports that it is not receiving any form of an alert or there is no audio in any areas of the fire station. • Other failures that render the fire station MCU and more than five audio transmitting devices unusable.
2	8:00 – 5:00 PST, Monday – Friday 2-Business-Day Response	This priority level represents a moderate issue that restricts normal use of the dispatching and/or alerting systems. • Any non-essential Dispatch Project or Fire Station device reported inoperable. • Reports on receiving other stations or companies' alerts. • Requests to increase fire station volume levels within fire department-approved parameters.

3	8:00 – 5:00 PST, Monday – Friday 3-Business-Day Response	This priority level represents minor or non-emergency issues that do not restrict normal use of the dispatching and/or station alerting systems. • Requests to decrease volume levels within fire department-approved Parameters. • Add additional equipment, request programming, or voice-chip changes. • Requests for additional training. • Other non-mission-critical matters in the dispatch centers or fire stations.

3. **WESTNET'S RESPONSIBILITIES**

Westnet shall:

A. Provide Westnet-owned spare equipment while a System component is returned to Westnet for repair or replacement.

1. Any Westnet-owned spare equipment parts provided under this Agreement are the property of Westnet. Any damage to Westnet's spare equipment parts is not covered under this Scope of Services and the Customer shall pay for the repair or replacement of the spare equipment parts.

2. Westnet may service replaceable parts, by way of new or remanufactured replacement parts to Customer on an exchange basis. Upon receipt by the Customer of the replacement part, the original part becomes the property of Westnet, and shall be returned by the Customer to Westnet. The Customer shall pay Westnet the full retail value of the replacement part if Westnet provides notice to the Customer to return the original part and Westnet does not receive the original part within thirty (30) days after replacement part installation.

B. Upon request, Westnet shall provide a written quote for additional work not specifically identified in this Agreement. Such work could include, but is not limited to, additions and installation of new equipment, relocation of existing equipment, upgrades (not part of Westnet standard releases) and enhancements, and other system related goods and services. If the Customer decides to proceed with the work, a new purchase order will be issued exclusively for the work to be ordered.

4. CUSTOMER'S RESPONSIBILITIES

The Customer shall at all times or upon request:

A. Make no modifications to the System without obtaining approval from Westnet in writing.

B. Notify Westnet of any problems with the System by calling the Westnet Systems Group at 1-800-807-1700 (Westnet's call center).

C. Provide and maintain an operating 24/7 VPN with IP access to the stations for the duration of the Agreement. The VPN shall allow Westnet to connect to all fire stations that are equipped with the First-In Fire Station Alerting (First-In) equipment. The VPN must be operating and the Customer must allow Westnet to test the VPN prior to the commencement of this Agreement.

D. Ensure that the Westnet monitor computer in the Dispatch Center (if provided) has 24/7 access to the VPN and to all Customer fire stations. The Customer will return the Westnet monitor computer to Westnet at the conclusion of this Agreement and any additional extensions.

E. Provide the make and model number of the fire station radio the System is connected to for the source of dispatch audio. If there are any connections to this radio other than the outside antenna and the power source, the Customer will provide a diagram showing the method of connection, connector pins used, signals obtained from the radio and signals sent to the radio by the fire station equipment.

F. Provide the name, 24-hour telephone number and position of the responsible party that can be contacted about each station's radio communication, public address, CAD, and network equipment.

G. Provide Westnet with either code-access to the stations or an escort that is available 24/7 and within one (1) hour of notice of an on-site visit. If training, badges or background checks are required any time during the term, Customer agrees to pay for such costs.

H. If applicable, provide the make and model number of fire station amplifier, type of connectors used by fire alerting input, input impedance and the necessary audio level to drive station amplifier.

I. Provide a description of station control circuits (e.g., lighting, door openers, gas shut-off) and the number of circuits to be controlled by the Control Remote.

J. Ensure that the MCU at each station is at all times plugged into the Westnet supplied on-line full-time UPS.

K. Ensure that the MCU at each station is at all times plugged into the First-In Radio Isolation Unit. Westnet will exclude from this Agreement the repair of any equipment not properly connected to the Radio Isolation Unit.

L. Ensure that the radio antenna and lightning arrestor is installed, is installed per current engineering standards and that all lightning protection equipment is connected to a 5-ohm earth ground by a #6 or larger cable not exceeding eight (8) feet in length between the 5-ohm earth ground and the protected equipment.

M. Notify Westnet prior to making any change in any equipment connected to the fire station System.

12 January 2025

Greg Renucci
City of Suisun City
Suisun City Fire Department
621 Pintail Dr
Suisun City, CA 94585

Re. Westnet First-In Automated Voice Dispatch Sole Source Information

Chief Ranucci:

Westnet, LLC is the inventor, manufacturer, and sole provider of First-In Automated Voice Dispatch (AVD) and Alerting Systems. The First-In Alerting AVD integrates only with the First-In Alerting Platform (FiAP), which will be installed at City of Suisun City Fire Department's primary dispatch location. The FiAP is not compatible with any other voice dispatch technology other than the First-In Alerting AVD.

The FiAP and AVD use a proprietary IP protocol to send text-to-speech alerts to the First-In Fire Station Alerting Systems (FSAS). The First-In AVD also comes with the AVD Editor, which is unique in the market and proprietary in its design to allow users to adjust the speed, pronunciation, and format of the speech transmitted by the AVD.

Westnet has been awarded **Sourcewell contract #020625-WNT**, which allows your agency to purchase without issuing a separate RFP, as the competitive solicitation has already been completed by Sourcewell.

Westnet maintains exclusive ownership of the First-In Systems equipment designs and does not license any third parties to manufacture, alter or make additions to them. Westnet does not have any distributors or dealers in California and Westnet sells directly to the end users. All Westnet products are made in the USA and are TAA Compliant.

Due to the proprietary nature of Westnet's First-In product line, Westnet is the only company capable of and authorized to service and maintain the First-In Alerting Systems for City of Suisun City Fire Department.

Please let me know if you have any questions or if I can further assist.

Thank You,

Coty Sandberg

Contracts Administrator
Westnet, LLC
15542 Chemical Lane
Huntington Beach, CA 92649
Email: contracts@westnetpublicsafety.com

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AGENDA ITEM NO. 18.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-__: Approving the Memorandum of Understanding Between the City of Suisun City and the Suisun City Employees' Association (SCEA) for the Period of July 1, 2025, through June 30, 2027.

FISCAL IMPACT: The estimated fiscal impact of the SCEA agreement is $46000 in FY 2025-26 and an additional $77,000 in FY 2026-27. The City will make budget adjustments at midyear for FY 2025-26 to cover the cost of the agreement in Year 1.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: The Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Employees' Association (SCEA) expired on June 30, 2025. Negotiations for a successor agreement began in March 2025 with all four of the City's bargaining units: Suisun City Police Officers' Association (SCPOA), Suisun City Management and Professional Employees' Association (SCMPEA), Suisun City Professional Firefighters' Association (SCPFA) and SCEA/SEIU.

Following a series of negotiation sessions, the City and SCEA reached a Tentative Agreement (TA) on key terms and conditions of employment. The SCEA membership ratified the TA deal points on December 22, 2025, and ratified the full redline MOU on December 23, 2025.

The successor MOU has a term of July 1, 2025, through June 30, 2027. While the agreement covers the period beginning July 1, 2025, all negotiated compensation and benefit changes take effect the first full pay period following ratification, unless otherwise stated in the MOU.

STAFF REPORT: Key provisions of the successor MOU include the following:

- Market Wage Adjustments: Wage adjustments to bring member classifications that fall below 90 percent of the market median up to 90 percent of the median, effective January 2, 2026.
- Cost of Living Adjustments (COLA):
  - 2.5 percent COLA effective January 2026
  - 2.5 percent COLA effective July 2026
- EPMC Cost Share Swap: Implementation of a cost-sharing adjustment aligning employer-paid member contributions (EPMC) with employee cost-share responsibilities.
- Eligible Paid Leave Cash-Out: Modification of annual paid leave cash-out provisions to align with IRS constructive receipt rules.
- Incentive Pay: Addition of $50 per month incentive pay for employees who possess a Qualified Applicator License.
- Longevity Pay Eligibility Credit: Provides longevity pay eligibility credit to current employees represented by SCEA who earned CalPERS service credit while serving the City in temporary or part-time unbenefited positions.

The successor MOU reflects a negotiated agreement reached in good faith between the City and SCEA and formalizes the terms ratified by the SCEA membership. The agreement supports continuity and

stability in labor relations while demonstrating the City's commitment to competitive compensation and benefits, fiscal responsibility, caution in maintaining its long-term ability to pay, and alignment across bargaining units.

STAFF RECOMMENDATION: Staff recommends that the City Council adopt Resolution No. 2026-__ approving the Memorandum of Understanding (MOU) between the City of Suisun City and the Suisun City Employees' Association (SCEA) for the period of July 1, 2025, through June 30, 2027.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026-__: A Resolution of the City Council of the City of Suisun City Approving the Memorandum of Understanding Between the City of Suisun City and the Suisun City Employees' Association (SCEA) for the Period of July 1, 2025, through June 30, 2027.
   a. SCEA MOU 2025-27
2. Tentative Agreement Between the City of Suisun City and the SCEA
3. SCEA MOU 2025-27 Redline MOU

PREPARED BY: Christina Penland, Human Resources Administrator
REVIEWED BY: Lakhwinder Deol, Finance Director
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:

1. SCEA Resolution.docx
1a. SCEA MOU 2025-27 signed.pdf
2. SCEA TA MOU 2025 27 signed.pdf
3. SCEA MOU 2025 27 redline.pdf

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY EMPLOYEES' ASSOCIATION (SCEA) FOR THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2027

WHEREAS, the Memorandum of Understanding (MOU) between the City of Suisun City ("City") and the Suisun City Employees' Association ("SCEA") expired on June 30, 2025; and

WHEREAS, the City and the SCEA entered into negotiations for a successor agreement beginning in March 2025 and, in accordance with the Meyers-Milias-Brown Act, met and conferred in good faith and reached agreement on wages, hours, and other terms and conditions of employment; and

WHEREAS, following negotiations, the City and SCEA reached a Tentative Agreement on key terms and conditions of employment; and

WHEREAS, the SCEA membership ratified the Tentative Agreement deal points on December 22, 2025, and ratified the full redline MOU on December 23, 2025; and

WHEREAS, the successor MOU has a term of July 1, 2025 through June 30, 2027, with negotiated compensation and benefit changes effective the first full pay period following ratification unless otherwise stated; and

WHEREAS, approval of the successor MOU supports stable labor relations and provides clarity regarding wages, benefits, and working conditions for employees represented by SCEA; and

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

1. The successor MOU between the City of Suisun City and the Suisun City Employees' Association for the term July 1, 2025 through June 30, 2027 is approved; and
2. The City Manager is authorized to execute the MOU on behalf of the City and to take any administrative actions necessary to implement its terms.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of January 2026, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

Attachment:

a) SCEA MOU 2025-27

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF SUISUN CITY
AND
THE SUISUN CITY EMPLOYEES' ASSOCIATION
SEIU LOCAL 1021 AFL-CIO CLC

July 1, 2025
through
June 30, 2027

Tentative Agreement Approved December 22, 2025
MOU Approved by City Council January 20, 2026

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MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND
THE SUISUN CITY EMPLOYEES ASSOCIATION
SEIU LOCAL 1021 AFL-CIO CLC

INTRODUCTION

This Memorandum of Understanding is made and entered into between the CITY OF SUISUN CITY, (hereinafter "City"), and SUISUN CITY EMPLOYEES' ASSOCIATION, Service Employees International Union Local 1021, (hereinafter "SCEA"), a formally recognized employee organization pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code Section 3500 *et seq.*).

The Parties agree that this Memorandum of Understanding (hereinafter "Agreement") shall be submitted to the City Council of the City of Suisun City with the joint recommendation of the designated representatives of the Parties that the City Council approve the Agreement and take any additional action as may be necessary to implement its provisions.

The City agrees to give reasonable written notice to SCEA of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation and shall give SCEA the opportunity to meet and confer with respect thereto.

The Parties have met and conferred in good faith through their designated representatives concerning those matters set forth in Government Code Section 3504 and have reached agreement thereon as set forth below. The City agrees that there shall be no other negotiations for represented workers beyond this Agreement.

The Parties agree as follows:

ARTICLE 1 RECOGNITION

1. Job Classes Represented.

The City recognizes SCEA as the exclusive representative for the general employees bargaining unit consisting of the following Permanent, Non-Sworn, non-Professional/Technical, non-Management, non-Confidential job classes which should properly be assigned to this bargaining unit by the City, such exclusive representation being subject to and qualified by Employee rights under applicable local, state, and federal law to be represented by the Recognized Employee Organization of their choice:

Represented Job Classes

Account Clerk I
Account Clerk II
Account Clerk III
Accounting Technician
Administrative Assistant I

Administrative Assistant II
Administrative Technician
Building Maintenance Worker I
Building Maintenance Worker II
Building Inspector I
Building Inspector II
Code Enforcement Officer I
Code Enforcement Officer II
Community Services Officer I
Community Services Officer II
Computer Technician
Housing Specialist I
Housing Specialist II
Maintenance Worker I
Maintenance Worker II
Office Assistant
Permit Technician I
Permit Technician II
Police Evidence and Property Technician I
Police Evidence and Property Technician II
Police Records Clerk I
Police Records Clerk II
Public Works Inspector
Recreation Program Administrative Coordinator
Recreation Coordinator
Senior Maintenance Worker
Youth Services Specialist

2. Future Additional Job Class Determination.
In addition, future additional job classes determined under applicable City Resolutions to be of a Regular, Permanent, Non-Sworn, non-Professional/Technical, non-Management and/or non-Confidential nature shall be represented by SCEA.

3. Temporary/Limited-Service Positions.
It is agreed that Temporary Employees, Part-Time Employees, Emergency Employees, Volunteer Employees, and contractors are not governed by this Agreement and are not represented by SCEA. Employees who work less than full time are not represented by SCEA. If an Employee who had occupied a Temporary, Provisional, or grant-funded Position is subsequently hired into the same job class as a Regular Employee, he/she shall be placed in the step level nearest to but not lower than his/her last Pay Rate as a Temporary, Provisional, or grant-funded Employee.

ARTICLE 2 CITY RIGHTS

1. Except as limited by the specific and express terms of this Agreement, the City hereby retains and reserves unto itself all rights, powers, authority, duty and responsibilities confirmed on and vested in it by the laws and the Constitution of the State of California, the Suisun City Code, and/or the laws and Constitution of the United States of America.

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

A. The right to hire and fire.

B. The right to determine the mission of its constituent departments, divisions, commissions, and boards.

C. The right to set standards of service and municipal fees and charges.

D. The right to determine the procedures and standards of selection for employment, assignment, transfer, and promotion of applicants and Employees, provided in the case of Employees that the exercise of such right shall not infringe on any rights that Employees have under this Agreement.

E. The right to direct its Employees.

F. The right to discharge or suspend Employees for just cause and take other disciplinary actions against its Employees as set forth herein.

G. The right to relieve its Employees from duty because of lack of work or other legitimate reasons.

H. The right to maintain the efficiency of governmental operations.

I. The right to determine the methods, means, and staffing to conduct governmental operations.

J. The right to determine and re-determine job content and job classifications.

K. The right to contract out any work which is now being performed by Employees of the City or which shall be performed in the future by Employees of the City, provided this only occurs in those situations where the tasks cannot be accomplished by current SCEA members as efficiently, economically, and expediently as can be achieved by such contracting out, provided that the City shall make every reasonable effort to place Employees displaced by such contracting out in other City service requiring similar skills as the work performed by

the Employee when displaced by the contracting out and which requires minimal training to afford the Employee opportunity to adequately perform the new position.

L. The right to take all necessary actions to carry out the mission of the City, its constituent departments, divisions, or commissions and boards in cases of emergencies.

M. The right to exercise complete control and discretion over its organization and the technology of performing its work.

ARTICLE 3 EMPLOYEE RIGHTS

Subject to the provisions of Resolution No. 74-33, Employees of the City shall have the right to form, join, and participate in the activities of a Recognized Employee Organization of their own choosing for the purpose of representation on matters of employer-employee relations, including but not limited to, wages, hours, and other terms and conditions of employment. Employees of the City also shall have the right to refuse to join or participate in the activities of Recognized Employee Organizations.

ARTICLE 4 PERSONNEL RULES AND REGULATIONS

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

ARTICLE 5 NO DISCRIMINATION

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

ARTICLE 6 ASSOCIATION ACCESS

1. SCEA Business.

All SCEA business will be conducted by Employees and SCEA representatives outside of established working hours. Nothing herein shall be construed to prevent a SCEA representative or an Employee from contacting the City Manager or other management representatives regarding personnel-related matters during working hours.

2. Work Locations.

The authorized SCEA Business Agent, if any, shall be given access to work locations during working hours, provided that prior to visiting any work location the SCEA representative notifies the City.

3. Shop Stewards.

In addition to the president, two stewards shall be appointed by the SCEA as alternate representatives to assist in resolving workplace issues and other representational duties including but not limited to Grievances.

A. Pursuant to Government Code section 3505.3, the City shall allow the employee Stewards a reasonable time off without loss of compensation or other benefits when they are participating in any one of the following activities:

1) Formally meeting and conferring with representatives of the City on matters within the scope of representation;

2) Testifying or appearing as the designated representative of Union in conferences, hearings, or other proceedings before the Public Employment Relations Board, or an agent thereof, in matters relating to a charge filed by the Union against the City or by the City against the Union; and

3) Testifying or appearing as the designated representative of the Union in matters before a personnel or merit commission.

B. Pursuant to Government Code section 3558.8, the City shall grant to employee Stewards, upon written request of SCEA, reasonable leaves of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards or representatives or officers of the exclusive representative, or of any statewide or national employee organization with which SCEA is affiliated.

1) SCEA shall reimburse the City for all compensation paid to the employee on leave. Reimbursement by SCEA shall be made on or before thirty (30) days after receipt of the City's certification of payment of compensation to the employee.

2) At the conclusion or termination of leave granted under this section, the employee shall have a right of reinstatement to the same position and work location held prior to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.

3) SCEA has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason. The City reserves the right to recall any employee on leave pursuant to these sections due to an emergency.

C. Compensation for release time under this provision shall not exceed the employee Stewards' standard schedule of hours per day and shall not include compensation for overtime. Compensation shall include retirement fund contributions required of the City as an employer. The employee shall earn full-service credit during the leave of absence and shall pay his or her member contributions. The leave of absence without loss of compensation or other benefits provided for by this section is in addition to the release time without loss of compensation or other benefits granted to representatives of SCEA under applicable laws or this MOU.

D. Pursuant to Government Code sections 3505.3 and 3558.5, for leave requests for three consecutive days or less, SCEA shall submit a written request to the employee Steward's Department Head at least seven (7) days in advance of the requested leave of absence. For leave requests of greater than three consecutive days, SCEA shall submit their written request at least thirty (30) calendar days in advance of the requested leave of absence. The written request shall include the purpose, dates, and duration of the requested leave.

E. A request for leave of absence may be granted on a full-time, part-time, periodic, or intermittent basis and will be approved if it does not substantially interfere with the performance of City services and operations. If leave is denied, the Department Head shall provide SCEA with written notification of the reasons why the requested leave is denied. If granting the requested leave would create an operational hardship for the City, the parties agree to meet and confer regarding the requested leave in order to identify mutually acceptable alternative dates or amount of leave.

F. SCEA or the employee shall be required to execute any payroll forms, certifications of time, or other documents as required by the City to ensure that the time reporting is accurate and that the employee is performing the duties of a steward or officer or representative of SCEA during all reported working hours.

G. The City shall not be liable for an act or omission of, or an injury suffered by, an employee of the City if that act, omission, or injury occurs during the course and scope of the employee's leave under this section to work for SCEA. If the City is held liable for such an act, omission, or injury, SCEA shall indemnify and hold harmless the City.

4. Release Time.

The City may grant a total of sixteen (16) hours of paid time for the president and two stewards to attend training scheduled during the Employee's normal working hours. Those hours may be split among the three SCEA officials at SCEA's discretion. The SCEA will be responsible for overseeing the time used and calculating the time remaining. The SCEA must notify the Department Head and Human Resources with each approved time off request. The SCEA president shall submit written requests for release time to the Employee's immediate supervisor. The supervisor's decision to approve will be based on the operational needs of the City. The Employee and SCEA president will certify the Employee's attendance. Unused training hours may accrue to a maximum of thirty-two (32) hours.

5. Labor/Management Committee.

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

6. Employee Orientation & Contact Information.

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

A. The City will provide SCEA Chapter President and SEIU Field Representative notice of a pending New Employee Orientation within one (1) business day of the execution of an employment offer letter.

B. One (1) SCEA representative, officer, steward, or member will be provided an opportunity for a 15-minute private session with the new Employee during the New Employee Orientation. SCEA may provide written information to be included with the orientation materials, in lieu of such a private session. Two (2) business days prior to the New Employee Orientation, SCEA will provide Human Resources the name and the contact information of its participating representative. The City and SCEA will mutually agree to a suitable time during the New Employee Orientation for SCEA's private meeting with the new Employee. Such private meeting will occur at the same location as the New Employee Orientation.

C. Within 30 days of hire, and annually thereafter, the City will provide SCEA with Employee contact information, including name, job title, department, work location, work, home and personal cellular telephone numbers, personal email addresses on file with the City, and home address, in electronic format as required by State law for all represented Employees.

D. The City also agrees to provide SCEA with a list of the foregoing information for all bargaining unit employees at least once every one hundred and twenty (120) days unless otherwise agreed to in writing.

E. Notwithstanding the foregoing, the City will not make any disclosures prohibited under Government Code sections 6254.3(a)(3) and 6254.3(c) pertaining to police employees and

employee privacy requests (except, with respect to personal email addresses, as may be necessary to comply with the California Public Records Act).

7. Dues Deduction.

SCEA, as the recognized majority and/or exclusive employee organization requests that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by SCEA, from the wages and salaries of SCEA members. SCEA hereby certifies that SCEA has and shall maintain all such deduction authorizations signed by the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. Accordingly, SCEA membership dues shall be deducted over 26 pay periods in accordance with the City procedures and provisions of applicable law from the salary of each employee whose name is provided by SCEA. Such deduction shall be made only when the SCEA member's earnings for the subject pay period are sufficient after other legally required deductions are made.

A. Remittance of the aggregate amount of all such monies shall be made by the City to SCEA at the conclusion of each payroll period in which said dues were deducted. Any changes in SCEA dues must be given to the City a minimum of thirty (30) days prior to the change to accommodate changes to payroll.

B. SCEA shall have a duty to defend and shall indemnify and hold harmless the City against any liability arising from a claim, demand, or other action relating to any SCEA requested deduction, or any provision or obligation set forth in this Article. The City reserves the right to select its own counsel for its defense hereunder at the SCEA's expense.

ARTICLE 7 COMPENSATION

1. Salaries.

A. Effective the first full pay period following ratification of the SCEA MOU 2025-27, the City shall adjust base wage rates listed in the City-wide Salary Schedule for certain classifications described here. Benchmark classifications with a base wage rate less than 89% of the market median shall be increased to 90% of the market median and the affected classifications internally aligned to the those benchmark classifications shall be adjusted as follows:

Job Classification	Base Wage Adjustment
Building Inspector I	8.7%
Building Inspector II	8.7%
Recreation Coordinator	4.9%
Public Works Inspector	5.7%

B. Effective the first full pay period of January 2026, the base wage rates for classifications and incumbent employees represented by the bargaining unit shall be increased by a two-point five (2.5%) percent Cost of Living Adjustment (COLA).

C. Effective the first full pay period of July 2026, the base wage rates for classifications and incumbent employees represented by the bargaining unit shall be increased by a two-point five (2.5%) percent Cost of Living Adjustment (COLA).

2. Incentive Pay.

Upon recommendation of the Department Head and the approval of the City Manager or designee, the City will provide training incentives for special education and certification not already required as part of the Employee's job classification and obtained outside the Employee's working hours. Employees receiving Incentive Pay must maintain certification consistent with the rules of the issuing authority. Failure to do so will result in a suspension of this benefit for a period not to exceed six months. During this suspension period, the Employee must cure the reason for loss of certification, or the suspension shall become permanent.

A. Similarly, to qualify to receive Certified Arborist Incentive Pay, Heavy Equipment Operator Incentive Pay, Class A Driver Incentive Pay, Notary Pay, or Bilingual Incentive Pay, an Employee must be utilizing the applicable certification. Accordingly, if an Employee refuses to perform work requiring that certification, or if the Employee is unable to work, or if the Employee is temporarily disabled, or if the Employee is on modified duty that restricts the Employee from performing such work, the Incentive Pay shall be suspended until the Employee resumes performing the duties for which the Incentive Pay is provided. During the suspension period, the City may temporarily provide Incentive Pay to the qualified City Employee who picks up the duties of the Employee whose Incentive Pay has been suspended. The maximum number of Employees eligible for such incentives is shown below; said maximum may be exceeded only upon approval of the City Manager.

B. Authorized Incentive Pay for special education and certifications shall be as follows:

Department	Job Class	Number	Amount
Public Works	Certified Arborist	1	5%
	Certified Heavy Equipment Operator/ Class A Driver	5	5%
	Qualified Applicator Certification	3	$50/month
All Employees Covered by Agreement for an AA Degree or Higher			3%

3. Bilingual Pay.

An Employee fluent in Spanish, Tagalog or another language, the use of which the City Manager has determined to be of benefit to the City (based on the recommendation of the applicable department director), shall be paid Bilingual Incentive Pay of $50.00 per pay period upon written approval by the City Manager.

In the case of Bilingual Incentive Pay, fluency shall be certified by a test administered through the Human Resources office. In order to become certified, an Employee must achieve a score of at least nine (9) on a scale of twelve (12). A certified Employee shall request Bilingual Incentive Pay on a

form approved by the City Manager. Employees may be required to recertify bilingual proficiency at least once every two years. Employees requesting bilingual pay may not take the bilingual proficiency exam more than twice in a year, after a 90-day waiting period.

4. Notary Pay.

Any employee that possesses an official Notary Commission and is required to perform these duties in addition to their normal job duties shall be afforded a monthly $50.00 allowance, approved by the employee's Department Head. The City will provide the cost of training, certification, recertification, bond, insurance and recording with the County Recorder of the Notary Commission for any employees required to obtain and maintain an official Notary Commission.

5. Acting Pay.

Employees covered by this Agreement shall receive Acting Pay under the following conditions:

A. Employees must qualify to receive Acting Pay when assigned in writing to act in a higher job class to perform substantially the full range of duties and responsibilities of the higher job class for a minimum period of two weeks.

B. Employees who are assigned to act in a higher job class will receive Acting Pay in an amount of 10.0 percent of their current base rate of pay when they are assigned to act in the higher job class for a minimum of two consecutive weeks, retroactive to the first day of the assignment, while performing substantially the full range of duties and responsibilities of the higher job class.

C. In order to receive Acting Pay, there must exist a budgeted position, the assignment must be made in writing, and employees must meet the minimum qualifications of the higher job class, and employees may not refuse to perform any duty or responsibility of the higher job class. Exceptions to meeting the minimum qualifications of the higher job class may be made on a case-by-case basis, depending on the operational need, with concurrence between the department head and Human Resource, subject to City Manager approval.

D. Acting Pay shall not be applied to a request to cash-out any form of paid leave, or payment for paid leave hours on the books at time of separation.

6. Confidential Pay.

Currently, the incumbent in the Accounting Tech (assigned to payroll), hired prior to July 30, 2019, receives a 3% pay differential to be added to the employee's base pay. The Confidential Pay Program will end once the current incumbent vacates the position.

7. Miscellaneous Employee Longevity Pay.

A. Effective the first pay period in July 2024, upon the completion of five (5) years of continuous full-time City service, represented employees shall be entitled to a differential pay of two (2%) percent calculated using the employee's base rate of pay; employees who complete

ten (10) years of continuous full-time City service, represented employees shall be entitled to a differential pay of an additional two (2%) percent calculated using the employee's bas rate of pay; employees who complete fifteen (15) years of continuous full-time service shall be entitled to a differential pay of an additional two (2%) percent (up to a maximum of six (6%) percent).

B. Effective the first pay period following ratification of the SCEA MOU 2025-27, in recognition of the contributions made to the City of Suisun City by long-time temporary and/or part-time employees who are subsequently employed in a regular full-time City capacity, all regular full-time employees represented and employed as of the date of ratification of this MOU, with prior Suisun City service in a temporary or part-time status, shall be eligible for Longevity Pay under the following conditions:

1) All CalPERS service credit earned from employment with the City of Suisun City in a temporary or part-time capacity immediately preceding appointment to a regular full-time position shall be applied toward the total years of City service used to calculate Longevity Pay under Section 7.A above.
2) Employees must have at least five (5) years of continuous regular full-time service with the City to be eligible.
3) The regular full-time employment with the City must be contiguous with the applicable prior temporary/part-time employment.
4) Employees must provide documentation from CalPERS demonstrating eligibility.
5) Temporary or part-time employees who convert to regular full-time positions in the future will not be eligible.

8. Biohazard/Homeless Encampment Cleanup Pay.

Employees who are assigned to perform homeless encampment cleanup shall receive additional pay due to potential biohazard exposure, including but not limited to urine, feces, blood and hypodermic needles. Employees will receive one and a half (1.5%) percent of base salary for actual time spent performing homeless encampment cleanup.

ARTICLE 8 HOURS OF WORK

1. Attendance.

Employees shall be in attendance at their workstation in accordance with departmental schedules unless on approved leave.

2. Work Schedules.

At the discretion of the City, Regular, Full-Time Employees shall be assigned to one of the following work schedules:

A. A 40.0-hour workweek consisting of five consecutive 8.0-hour days in a seven-day period (hereinafter "5/40"), beginning at noon on Friday through noon on the following Friday. All other work schedules shall be considered Alternative Work Schedules.

B. An Alternative Work Schedule, such as four consecutive 10.0-hour days in a seven-day period beginning at noon on Friday through noon on the following Friday (hereinafter

"4/10"), or nine workdays totaling 80 hours during a fourteen-day period beginning at noon on Friday through noon on the following Friday (hereinafter "9/80"), or any other configuration approved by the Department Head and City Manager. Assignment to an Alternative Work Schedule is subject to Department Head recommendation and City Manager approval and shall not be considered permanent. At such time as the Department Head and City Manager determine that the schedule does not meet departmental needs, the Employee shall be reassigned to another work schedule.

C. Employees shall not be scheduled to work more than seven consecutive days without two scheduled days off, except in emergency situations.

D. Employees assigned to an Alternative Work Schedule may have the start of the workweek changed in accordance with the requirements set forth in the Fair Labor Standards Act.

E. Employees may temporarily flex their schedules with the prior approval of their Department Head, so long as the new schedule meets the City's needs and the Employee works a full schedule or makes up the shortfall with paid leave.

F. All paid leave (Sick Leave, Vacation Leave, Holiday Leave, and CTO) shall be charged to the Employee's paid leave balance(s) for all hours not worked up to the scheduled hours for that day(s). For example, if an Administrative Assistant is off sick on a 9.0-hour day, that Employee's Sick Leave balance would be reduced by 9.0 hours for that absence. Similarly, if a Holiday falls on a nine (9)-hour Workday, the Employee would receive eight (8) hours of Holiday Time Off and the balance of one (1) hour may be made up through use of Vacation Leave, Holiday Leave, or CTO. Sick Leave may not be used to make up for Holiday Time Off shortfalls.

3. Conflict with FLSA.

The City and SCEA acknowledge that where this Article may conflict with the Fair Labor Standards Act, the Act shall take precedence.

4. Breaks.

All Employees shall be entitled to receive a 15.0-minute break for every 4.0 hours of work or major fraction thereof.

ARTICLE 9 OVERTIME AND COMPENSATORY TIME OFF

The following procedures shall apply to Overtime and Compensatory Time Off (hereinafter "CTO"):

1. 5/40 Work Schedule.

For all Employees assigned to a 5/40 work schedule, all work performed in excess of forty (40) hours in a workweek or eight (8) hours in a day, that was approved in advance by the Department Head (except emergency Overtime associated with a Call Out), shall be paid at one and one-half times the Employee's regular pay.

2. Alternative Work Schedules.
Employees on a 4/10 or a 9/80 Alternative Work Schedule shall not be eligible for Overtime until they have worked a full scheduled Workday.

3. Employee-Requested Flextime.
In the event of pre-approved, Employee-requested flextime, Employees shall not be eligible for Overtime until they have worked a full scheduled workweek.

4. Paid Leave Considered Hours Worked.
For purposes of Overtime computation, all paid time including Sick Leave, Vacation Leave, Holiday, and CTO shall be considered hours worked.

5. Overtime Credited as CTO.
Except as provided in Section 6 of this Article, Overtime worked may be credited as CTO or be paid as Overtime at the discretion of the Employee. CTO will be credited at a rate of one and one-half times the Overtime hours worked. The maximum accumulation of CTO is 120.0 hours and any Overtime worked in excess of these limits shall be compensated on a paid basis.

6. Above CTO Limit.
If an Employee is at or above the CTO limit, he/she will prospectively only get paid Overtime (as opposed to CTO) for Overtime worked. Once the CTO balance has been reduced by forty (40) hours below the limit, an Employee will again be allowed to accrue CTO as opposed to receiving Overtime pay. Upon separation of service, an Employee is entitled to receive the cash value of all accrued CTO.

7. CTO Cash-Out.
Employees may not cash out CTO except as authorized annually under Eligible paid Leave Cash-Out or upon leaving City Service.

ARTICLE 10 ELIGIBLE PAID LEAVE CASH-OUT

Employees may elect to cash-out a maximum of sixty (60) hours of Eligible Paid Leave annually. Cash-out will occur each December. In November of each year, the Finance Department will send out a request form that includes written verification of each Employee's current Eligible Paid Leave balances. Employees may make an irrevocable request for the upcoming calendar year to cash-out accrued Eligible Paid Leave by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form . The hours elected for cash-out shall be accrued into a separate cash-out accrual bank beginning at the start of the year in which the payout is scheduled. With the exception of the annual cash-out election, Employees may not cash out Eligible Paid Leave except upon leaving City Service. With respect to this Section, Eligible Paid Leave includes CTO, Vacation Leave and Holiday Leave(in that order of cash-out). For calendar year 2025 only, elections will be made for cash-out in January 2026 and December 2026.

ARTICLE 11 STANDBY AND CALL-OUT PROCEDURES

The following procedures shall apply exclusively to Standby and Call-Out assignments in the Public Works Maintenance Division, where all covered Employees are required to make themselves available for a proportionate share of weekly Standby duty:

1. Definition.

Standby Pay shall be defined as one (1) hour of pay at the affected employee's hourly base rate of pay.

2. Public Works Maintenance Division.

A. Those Employees scheduled for Standby duty on a weekday (from the end of the Workday on one day to the beginning of the next Workday during the workweek, which is from Monday evening through Friday [or every other Thursday for 9/80 Alternative Work Schedules] morning) will receive two (2) hours of Standby Pay per day.

B. Those Employees scheduled for Standby duty on a weekend (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive four (4) hours of Standby Pay per day.

C. Those Employees scheduled for Standby duty on a Holiday (from 12.00am to 11.59pm on recognized City Holiday) will receive nine (9) hours of Standby Pay per day.

D. In the event of a Call Out, the Employee shall be paid for a minimum of two (2) hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2) hours, the Employee may opt to work a lesser amount of time and receive compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained.

E. Those Employees scheduled for Standby Duty agree to be "available" for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by either pager or phone, as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy.

F. All Employees scheduled for Public Works Standby Duty shall be properly trained on the Call-Out procedures and in the operation of all equipment required for Standby Duties.

G. Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding.

H. Any Employee, who has been scheduled for Standby Duty and either fails to be "available" or fails to report for work once notified, shall be subject to disciplinary action.

I. Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment with another Employee. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment.

J. An Employee shall not be required to work more than one week of Standby Duty assignment at a time without the mutual agreement of the Employee and the supervisor.

K. In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of two (2) hours of overtime or receive equivalent CTO, at the Employee's option.

Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives two (2) hours of overtime.

L. Employees who live within twenty-five (25) miles of their workplace shall have the option to take a Call Out vehicle home for the Call Out period. The Call Out vehicle shall be used solely for the purpose of responding to a call of official City business.

3. Information Technology Division.

The following procedures shall apply exclusively to Standby and Call-Out assignments for the Computer Technician assigned to the Information Technology Division, where all covered Employees may be required to make themselves available for a proportionate share of weekend Standby duty:

A. Those Employees scheduled for Standby duty on a weekend (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive four (4) hours of Standby Pay per day.

B. Those Employees scheduled for Standby duty on a holiday (from 12.00 am to 11.59 pm on recognized City Holiday) will receive six (6) hours of Standby Pay per day.

C. In the event of a Call Out, the Employee shall be paid for a minimum of two (2) hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2) hours, the Employee may opt to work a lesser amount of time and receive compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained.

D. Those Employees scheduled for Standby Duty agree to be "available" for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by phone,

as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy.

E. Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding.

F. Any Employee who has been scheduled for Standby Duty and either fails to be "available" or fails to report for work once notified, shall be subject to disciplinary action.

G. Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment.

H. In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of two (2) hours of overtime or receive equivalent CTO, at the Employee's option.

Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives two (2) hours of overtime.

ARTICLE 12 VACATION LEAVE

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

1. Vacation Accrual.

Accumulation of Vacation Leave shall commence effective with the date of hire, according to the following schedule, prorated on a pay period basis (annual total divided by twenty-six (26) bi-weekly pay periods to two decimal places of accuracy):

A. For the First Five Years of Service. Employees shall earn and be credited with Vacation Leave at the rate of eighty (80) hours for those working 40.0 hours per week or a 9/80 schedule per pay period per year.

B. Commencing with the Sixth Year. Employees shall earn and be credited with Vacation Leave at the rate of one hundred and twenty (120) hours for those working forty (40) hours per week or a 9/80 schedule per pay period per year.

C. Commencing with the Eleventh Year. Employees shall earn and be credited with Vacation Leave at the rate of one hundred and sixty (160) hours for those working forty (40) hours per week or a 9/80 schedule per pay period per year.

D. Commencing with the Sixteenth Year. Employees shall earn and be credited with Vacation Leave at the rate one hundred and eighty-four (184) hours for those working forty (40) hours per week or a 9/80 schedule per pay period per year.

2. Maximum Accumulation.

Employees with fifteen (15) or fewer years of service with the City may accumulate up to a maximum of two hundred and forty (240) hours of Vacation Leave. Employees with over fifteen (15) years of service with the City may accumulate up to a maximum of three hundred and twenty (320) hours of Vacation Leave. Under exceptional circumstances, such as heavy workloads or staffing shortages, the City Manager may authorize the accumulation of additional Vacation Leave. If an Employee is at the limit, he/she must request to take Vacation Leave off. If a written request to do so is disapproved, the limit may be increased by the City Manager. Failure to request time off will result in stopping the accrual of Vacation Leave until the balance is reduced by 40 hours.

3 Vacation Leave Cash-Out.

Employees may not cash out Vacation Leave except as authorized annually under Eligible paid Leave Cash-Out or upon leaving City Service.

4. Holiday During Vacation.

An Employee will not be charged 8.0 hours of Vacation Leave for a Holiday that occurs during his/her Vacation Leave.

5. Illness During Vacation.

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

6. Separation From Service.

Upon separation from service, an Employee is entitled to receive the cash value of all accrued Vacation Leave.

7. Upon Death.

When separation is caused by death, payment equivalent to accrued Vacation Leave shall be made to the Employee's estate.

ARTICLE 13 UNIFORMS AND UNIFORM ALLOWANCES

1. Uniform Allowances.

Annually the City shall pay those Employees required to wear uniforms in the performance of their duties as follows:

Job Class	Total
Community Services Officer I/II	$900.00
Police Evidence and Property Technician I/II	$900.00

Uniform allowance will be paid on the regular paychecks of pro-rata basis, equally divided across each of the 26 pay checks.

2. Other Uniforms.

During the term of this Agreement, the City shall continue to supply Maintenance Workers and Building Maintenance Workers with the required uniform components as determined by the Public Works Director in a written departmental policy. The Administrative Assistant I/II assigned to the Fire Department will receive required uniform components as determined by the Fire Chief in a written departmental policy. The Administrative Assistant I/II assigned to the Police Department will receive required uniform components as determined by the Police Chief in a written departmental policy.

3. Work Boots.

The City shall provide an annual boot allowance of two hundred and fifty dollars ($250.00) to be used toward the purchase and maintenance of safety boots to employees in the following classifications who are required to wear safety boots as a condition of employment:

Building Maintenance Worker I/II	Maintenance Worker I/II
Code Enforcement Officer I/II	Senior Maintenance Worker

A. The boot allowance will be issued in the first pay period in July of each year. For employees hired between July 1 and December 31, employees shall receive the full two hundred and fifty dollars ($250.00) payment for that fiscal year. For those hired between January 1 and June 30, the payment will be one hundred and twenty-five dollars ($125.00) for that fiscal year.

B. The Employee shall be responsible for making the purchase from any vendor of the work boots that meet the following requirements: steel toes, oil resistant soles, and a minimum of six (6) inches of ankle support.

C. If the work boots should become damaged or worn out before the next July, the City may approve the payment of up to two hundred and fifty dollars ($250.00) for a replacement pair of work boots. This provision shall only apply in cases where the wear and tear or damage occurred through the normal course of employment with the City.

4. Consequences for Failure to Wear Required Uniform.

It is each Maintenance Worker's responsibility to wear his/her City-supplied uniform, including work boots, while at work. The boots may be worn to and from work but should otherwise only be used at work performing assigned duties. Any Maintenance Worker who fails to show up for work with any portion of the City-supplied uniform, including work boots, shall be on leave without pay until such time as that Maintenance Worker returns to work properly dressed. Continued failure to show up for work in full uniform shall result in progressive discipline up to and including termination. If a Maintenance Worker is injured due to his/her failure to wear work boots, the Maintenance Worker shall be subject to progressive discipline and such discipline shall not be considered "discrimination or retaliation" pursuant to California Labor Code Section 132a.

5. Prescription Safety Glasses.

Employees required to wear safety glasses will be eligible for up to three hundred dollars ($300.00) reimbursement each fiscal year, if required to wear prescription safety glasses. Employees must submit a receipt with their request for reimbursement.

ARTICLE 14 RETIREMENT BENEFITS

1. Classic Miscellaneous Employee Benefits.

Except as provided in Section 2 of this Article, retirement benefits for represented Employees shall be as provided below:

A. CalPERS Benefits. The City agrees to provide the two (2%) percent at fifty-five (55) CalPERS Retirement Plan, including the 1959 Survivor's Benefit Level 3, for Miscellaneous Employees. The City shall pay the Employer's contribution. The employee shall pay the Employee's contribution as established by CalPERS.

B. One-Year Final Compensation. The City provides one-year final compensation pursuant to Government Code Section 20042.

C. Sick Leave Conversion. The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965.

D. Effective October 1, 2021, all miscellaneous employees covered by this MOU received an increase to their base hourly rate of 7.5 percent in exchange for Classic miscellaneous employees paying the full employee contribution along with PEPRA employees.

E. As soon as practicable after CalPERS approval, the City shall pay 100% of the Classic Miscellaneous employee contribution in exchange for Classic Miscellaneous employees paying 7% Cost-Share of the employer's contribution. The Employer Paid Member Contributions (EPMC) will be reported as "Special Compensation". If permitted under Internal Revenue Code Section 414(4)(2), employee contributions required by and paid by the Employee shall be deducted from each Employee's gross pay on a pre-tax basis.

2 PEPRA New Employees.

Retirement benefits for represented Employees identified by CalPERS as PEPRA shall be as provided below:

A. CalPERS Benefits. The City agrees to provide 2.0% at 62 PERS Retirement Plan for Public Employees' Pension Reform Act of 2013 (PEPRA) New Miscellaneous Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no EPMC is available.

B. Three-Year Final Compensation. The City provides retirement formula calculation using the highest average annual compensation earned for no less than 36 consecutive months (3 years) of City employment per the Public Employees' Pension Reform Act of 2013.

C. Should any provision in this Agreement be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

ARTICLE 15 MEDICAL & DENTAL INSURANCE

1. Core Flex Plan.

The City will contribute a Core Flex Plan amount equivalent to the Kaiser Permanente Region 1 Premium for Employee, Employee plus one, and Employee plus Family, toward the monthly premium cost.

Should the health plan premium cost, selected by the employee, be less than the Kaiser Permanente Region 1 premium, the City shall pay no more that the full cost of the Kaiser Permanente rate, with the difference between the cost of the selected health plan premium and the maximum provided by the city eligible to be applied toward the cost of vision and dental premiums.

2. Flexible Benefit Options.

The City agrees to provide a five hundred dollar ($500.00) per month (employee only) and seven hundred dollar ($700.00) per month (employee plus one or more dependents) as a Flexible Benefit Credit that may be used in lieu of the Core Flex Plan enrollment per Section 1 of this Article. The Flexible Benefit Credit may be divided among Dental and Vision Premiums, Flexible Spending Accounts, and Taxable Cash Option. An Employee choosing the Flexible Benefit Options must establish eligibility by providing verification of enrollment in a group health plan and must reestablish eligibility annually for continued enrollment in the Flexible Benefit Options during each Open Enrollment Period established by the City.

3. Restrictions.

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

ARTICLE 16 LIFE INSURANCE AND DEFERRED COMPENSATION

1. Life Insurance.

The City agrees to provide a $200,000 term and accidental death and dismemberment insurance policy for each represented Employee. The face value of the policy will begin reducing at age sixty-five (65), per the policy's schedule of benefits.

2. 457 Deferred Compensation Plan.

The City agrees to provide a 457 Deferred Compensation Plan as an optional benefit to City Employees. The City will match the Employee's contribution up to one hundred dollars ($100.00) per pay period, or up to twenty-six hundred dollars ($2,600.00) per fiscal year. The City's match will be contributed to participating Employees on a pay-period basis, however, once annually participating Employees may contribute and the City will match an amount larger than one hundred dollars ($100.00), not to exceed the twenty-six hundred dollar ($2,600.00) fiscal year maximum.

ARTICLE 17 SUPPLEMENTAL INSURANCE

The City contracts for voluntary supplemental insurance benefits administered by City payroll deductions. It shall be agreed that the City may choose different supplemental insurance providers from time to time as needed to provide such voluntary benefits in the best interests of the City.

ARTICLE 18 MILEAGE REIMBURSEMENT

Employees are encouraged to use City vehicles when conducting City business. When the use of private vehicles is required and approved by the Employee's Department Head, the City shall provide mileage reimbursement at the mileage rate set each November by the Internal Revenue Service (Publication 917). The new rate shall be effective the following January.

ARTICLE 19 WORKERS' COMPENSATION COVERAGE

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

ARTICLE 20 STATE DISABILITY INSURANCE COVERAGE

1. State Disability Insurance.

The City shall participate under the State Disability Insurance Program (hereinafter "SDI") for employees represented by SCEA.

2. Payment of SDI Premiums.

SDI premiums shall be paid in full by all participating Employees.

ARTICLE 21 PAYROLL STATUS

1. Payroll Status.

Any Regular Employee shall be considered to be in a Payroll Status if the Employee is employed by the City under one of the following conditions:

A. Working Full-Time.

B. Working Part-Time, at least a thirty (30) hour or greater workweek.

C. Working on a restricted or limited duty basis.

D. Off work due to an injury or illness covered under Workers' Compensation, receiving TTD benefits and fully integrating leave accruals.

E. Off work due to an injury or illness covered under State Disability Insurance, and fully integrating leave accruals.

F. Off work while on an approved leave of absence covered under the Family and Medical Leave Act (FMLA).

G. Off work while on an approved leave of absence covered under the California Family Rights Act (CFRA).

H. Off work while on an approved leave of absence covered under Pregnancy Disability Leave (PDL).

2. Continuation of City-Paid Insurance Premiums.

The City shall continue to contribute the City's share of the health and life insurance premiums on behalf of an Employee who is receiving Workers' Comp/SDI benefits, as long as he/she is in a Payroll Status with the City or within the period provided in Chapter 10 of the Personnel Rules. An Employee is in a Payroll Status with the City, as long as he/she is using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave in conjunction with Workers' Comp/SDI benefits to create the equivalent of at least a thirty (30) hour or greater workweek, exclusive of Overtime.

3. Non-Payroll Status.

A. Any Employee off work on SDI who has exhausted his/her benefits under FMLA, CFRA, or PDL, and who has insufficient accrued paid leave balances to create the equivalent of at least a thirty (30) hour or greater workweek, exclusive of Overtime shall be considered to be in a Non-Payroll Status. Employees who are in a Non-Payroll Status will no longer accrue paid leave (Vacation, Sick and Holiday), and the City will no longer contribute the City's share of health insurance premiums on the Employee's behalf. The City will

continue to contribute life insurance premiums for employees in a non-payroll status, if permissible by the plan.

B. An Employee off work on Workers' Compensation, and who has insufficient accrued paid leave balances to create the equivalent of at least a thirty (30) hour or greater workweek while on Temporary Total Disability (TTD), exclusive of Overtime shall be considered in a Non-Payroll Status. The Employee will no longer accrue paid leave (Vacation, Sick, and Holiday); however, the City will continue to contribute the City's share of health insurance premiums on the Employee's behalf for a period of no more than 12 months from the date of injury. The City will continue to contribute life insurance premiums for employees in a non-payroll status, if permissible by the plan.

C. Employees contributing to the 457 Deferred Compensation plan, and who are off work on Workers' Compensation/SDI, will have all contributions to the deferred compensation plan stopped during the time on leave unless they are integrating sufficient accrued paid leave to cover the full amount of the requested deferred compensation plan contribution. Workers' Compensation/SDI benefits are non-taxable benefits, therefore shall not be used toward 457 plan contributions.

ARTICLE 22 WORKERS' COMP/SDI MEDICAL LEAVE

1. Employee Options Regarding SDI Medical Leave.

There are three options available to an Employee who is otherwise eligible for SDI insurance benefits, which are as follows:

A. Option 1: Not applying for disability insurance benefits and using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave.

B. Option 2: Applying for disability insurance benefits and integrating accrued paid leaves with the SDI benefits. Such accrued paid leaves shall include Sick Leave, Vacation Leave, CTO, and/or Holiday Leave, in this order, unless the Employee provides written notice to the City to limit the integration to only accrued Sick Leave with SDI benefits. If Option 2 is elected, the Employee shall stipulate on their Request for Leave (RFL) whether the Employee is integrating Sick Leave, and other leave accruals, with SDI benefits.

C. Option 3: Applying for disability insurance benefits and not integrating accrued paid leave with the SDI benefits. If Option 3 is elected, the Employee shall stipulate on their Request for Leave (RFL) that they do not wish to integrate leave accruals with SDI benefits.

D. The amount of supplement for any hour of any normal Workday shall not exceed the difference between one hundred (100%) percent of the Employee's standard earnings and the "weekly benefit amount".

2. Medical Leave While on Workers' Comp/SDI.

Employees who are off work on medical leave covered under Workers' Comp or SDI may supplement their insurance coverage benefits to ensure that they receive up to one hundred (100%) percent of their standard earnings, exclusive of Overtime.

3. How a Supplement is Treated.

The Employee shall receive up to one hundred (100%) percent of their standard earnings including any regular hours worked and leave accruals to cover time off (Sick Leave, Vacation, CTO and/or Holiday Leave) until such time as the City is notified of the benefit paid to the Employee. The pay period following notification (normally the next pay period), the Employee will receive up to one hundred (100%) percent of Employee's standard earnings when combining the supplemental amount provided by Workers' Comp/SDI with integrated leave.

4. Paid Leave Accrual.

An Employee shall earn Sick Leave, Vacation Leave, and Holiday Leave benefits during any full bi-weekly pay period in which the Employee receives Workers' Comp/SDI benefits and is on Payroll Status. Furthermore, an Employee shall receive service credit including for seniority and merit step increases during such a period, as long as the Employee is in a Payroll Status with the City. Retirement service credit is determined by CalPERS.

5. Leave of Absence While on SDI.

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

ARTICLE 23 SICK LEAVE AND OTHER LEAVES OF ABSENCE

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

ARTICLE 24 LEAVE OF ABSENCE DUE TO INJURY INCURRED WHILE ON DUTY

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

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

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

4. Employees who have exhausted their Sick Leave balances may use accrued Vacation Leave, CTO, and/or Holiday Leave consistent with the provisions of Personnel Rules Subsection 10.3.1.

Upon expiration of all paid leave time, an Employee shall be entitled to receive compensation only from the City's Workers' Compensation third-party administrator.

ARTICLE 25 MUNICIPAL HOLIDAYS

1. Recognized Holidays.

The following are recognized as Holidays:

The first day of January, New Year's Day.
The third Monday in January, Martin Luther King's Birthday.
The third Monday in February, President's Day.
The last Monday in May, Memorial Day.
The Nineteenth day of June, Juneteenth.
The fourth day of July, Independence Day.
The first Monday in September, Labor Day.
The second Monday in October, Indigenous People's Day.
The eleventh day of November, Veteran's Day.
The fourth Thursday in November, Thanksgiving Day.
The fourth Friday in November, the day after Thanksgiving Day.
The twenty-fifth day of December, Christmas Day.
One floating Holiday shall be posted on the first pay period in July and one floating Holiday on the first pay period in January to the Holiday Leave balance.
The employee's birthday.
Any date proclaimed by the Mayor of Suisun City as a Holiday.

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

2. Observance.

A. Except as provided in Section 6 of this Article when a Holiday falls on Sunday, it shall be observed on the following Monday. When a Holiday falls on Saturday, it shall be observed on the preceding Friday.

B. If the employee's birthday occurs on a regular day off, the employee must schedule a day off with supervisor approval within thirty days before or after the employee's birthday.

3 Holiday Time Off.

Except as provided in Section 6 of this Article, an Employee will accrue 8.0 hours of Holiday Time Off when assigned to a workweek of 40.0 hours for each observed holiday. An Employee may use Vacation Leave, CTO, or work additional time (on an hour-for-hour basis) during the work period to make up the difference between their scheduled time and their accrued Holiday Time Off.

4 Holiday Time Off Usage.

Holiday Time Off may be used as follows:

A. When a Holiday falls on a day when an Employee is scheduled to and is directed to work that day for a period of time equal to at least the number of hours of Holiday Time Off afforded to that Employee, the Employee shall be paid 1.5 times the hourly base rate for the hours worked on an hour-for-hour basis.

B. When a Holiday falls on a day when an Employee is not scheduled to work and the Employee does not work that day, the Employee shall have an amount equal to the number of Holiday Time Off hours credited to his/her Holiday Leave balance.

C. When a Holiday falls on a day when an Employee is scheduled to work and the Employee does not work, the Employee shall be compensated as if he/she had worked that day consistent with Section 3 of this Article.

5 Holiday Leave Balance.

Except as provided in Section 6 of this Article, Holiday Leave shall be accumulated separately from Vacation Leave. Holiday Leave may be used for paid leave purposes (essentially in the same manner as Vacation Leave). In order to encourage Employees to take advantage of their Holiday Leave, a maximum of one hundred (100) hours is allowed to accrue in that balance. Employees may not cash out Holiday Leave except as authorized annually under Eligible Paid Leave Cash Out or upon leaving City service. If an Employee is at the limit, he/she must request to take Holiday Leave off. If a written request to do so is disapproved, the limit shall be increased by the City Manager. Failure to request time off would result in discontinuing the accrual of Holiday Leave until the balance is reduced by twenty (20) hours.

ARTICLE 26 REIMBURSEMENT FOR EDUCATION OR TRAINING

1. Approval.

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

2. Reimbursement.

Employees are eligible for educational reimbursement for approved classes, including tuition and books, which shall not exceed one thousand dollars ($1,000.00) per Employee per year. Upon successful completion of the coursework, the Employee shall submit to the Department Head and HR copies of dated receipts showing education costs (tuition, books), as well as transcripts, grades or certificates showing successful course completion. If an Employee leaves City service within two

years of receiving education reimbursement, the Employee must reimburse the City an amount equal to half of the total of education reimbursement paid by the City.

ARTICLE 27 PROBATIONARY PERIOD

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

All newly appointed represented employees shall serve a probationary period of 12 mnths. At the discretion of their supervisor, Department Head, and City Manager, Probationary Employees may receive a performance evaluation and release from probationary status after six months, if the Employee's overall performance exceeds "Meets Standard". All other sections of 7.5 of the Personnel Rules, AD-7, shall apply.

ARTICLE 28 PERFORMANCE EVALUATIONS

1. Annual Performance Evaluation.

Every Regular Employee in the Classified Service shall receive a performance evaluation by his/her immediate supervisor at least annually. The annual review will normally occur within 30 days of the Employee's Anniversary Date, unless an alternate schedule is approved by the City Manager. In the event of a delayed evaluation by the supervisor, upon employee's request, HR will submit a personnel action form to effectuate any eligible increase so long as the delayed evaluation will be overall "satisfactory."

2. Purpose.

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

3 Procedure.

The Human Resources Unit shall approve the format for performance evaluations, which may vary by department, Position, or Employee's responsibilities. The Employee's Department Head or designee will provide a written evaluation of the Employee's performance in a variety of skill or performance areas.

4 Merit Increases.

In order to advance to a higher step in the salary range, the evaluation must demonstrate that the advancement is merited on the basis of job performance. Performance ratings shall guide supervisors and Department Heads in determining whether merit advancements have been earned and should be recommended to the City Manager. Department Heads shall have the authority and responsibility to withhold or delay merit advancements if such advancement is not merited.

ARTICLE 29 GRIEVANCE PROCEDURE

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

ARTICLE 30 DISCIPLINARY ACTION

1. Rules regarding the Disciplinary Action are set forth in Chapter 12 of the Personnel Rules. Section 12.8.2 of these Rules is hereby replaced with the following:

2. The Hearing Officer may be an arbitrator, a neutral third party, or a mediator. The Hearing Officer shall conduct an advisory review of the facts and issue a written opinion in the matter that is provided to all parties. The selection of an arbitrator, neutral third party, or mediator shall be by mutual agreement of the parties. All direct costs involved with having an arbitrator, neutral third party, or mediator review the matter will be borne equally by the parties involved. However, in the event the disciplinary action is completely reversed, the City shall reimburse the SCEA for its share of the cost of the arbitrator, third party, or mediator.

3. In the event the parties are unable to agree on an impartial arbitrator, mediator, or third party, the parties will make a joint request for a list of five impartial mediators or arbitrators from the State Mediation and Conciliation Service. When such list is received, the parties shall meet within seven calendar days to select the mediator or arbitrator as follows: the parties shall alternately strike the name of one mediator or arbitrator from the list until the name of one remains. That person shall serve as the mediator or arbitrator. The Party to strike the first name shall be determined by a toss of a coin.

4. The City Manager will review the opinion and either:

A. Accept the Recommendation. In the event that the City Manager accepts the recommendation, that decision will be final and not subject to further appeal.

B. Refer the Matter to the City Council. In the event that the City Manager rejects the recommendation, the matter shall be referred to the City Council. The Council shall conduct a closed session pursuant to Subsection 12.8.3.

ARTICLE 31 CONTRACTING OUT

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

ARTICLE 32 EMPLOYEE ASSISTANCE PROGRAM

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

ARTICLE 33 LAYOFF AND REEMPLOYMENT

Rules regarding Layoff and Reemployment are set forth in Section 13.2 of the Personnel Rules.

ARTICLE 34 GENERAL PROVISIONS

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

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

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

4 Reopeners.
Upon the written request of the City Manager, the Parties agree to reopen negotiations during the term of this successor MOU for any one of the following situations:

A. A Declaration of a Fiscal Emergency by the City Council which could result in Layoffs if the Parties do not meet and confer on alternatives.

B. If any other bargaining group has an employment contract with the City of Suisun City that contains applicable compensation provisions that are more advantageous for the Employees than this Agreement, the Parties agree to meet and confer on the modification of this Agreement.

C. A positive or negative change occurs in the City's fiscal status that would affect the availability of funding for services provided in whole or in part by Employees represented by SCEA.

F. Update/Amend/Replace the City's Employer-Employee Relations Resolution

G. Update/Amend the City's Administrative Directive AD7 – Personnel Rules and Regulations.

H. Notwithstanding the provisions of California Government Code section 20516.5, the Parties agree that the above-indicated represent the only bases for reopening the successor MOU during its term.

6. No Strike/Lockout.

The SCEA agrees that there will be no strike, work stoppage, slowdown, "sick in", sit down, refusal to perform work, other interference with City operations, picketing, or refusal to enter upon City premises on any account or in connection with any grievance or dispute. The City agrees that it will not engage in any lockouts during the term of this Agreement.

7. Successor Agreement.

This Agreement shall be in full effect from July 1, 2025 through and including June 30, 2027. Either Party may serve upon the other its written request to commence negotiations for a successor Agreement as early as February 1, 2027. Upon receipt of such written notice, negotiations shall commence no later than thirty (30) days thereafter. The Parties hereby declare that it is their mutual interest to negotiate a multi-year successor agreement consistent with City Council policy direction within the limitations of the City's ability to pay, with the intent to be completed no later than June 30, 2027.

8. Distribution of Agreement.

Within 10 days of the adoption of this Agreement, all covered Employees shall receive a copy of the Agreement. The "copy" may be provided in electronic format.

9. Effective Date.

The effective date of this Agreement shall be July 1, 2025.

[SIGNATURES ON NEXT PAGE]

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY EMPLOYEES' ASSOCIATION
JULY 1, 2025 THROUGH JUNE 30, 2027

CITY OF SUISUN CITY REPRESENTATIVES:

Aaron Slater, Managing Consultant
Beauchaine Consulting Group, LLC

Christina Penland
Human Resources Administrator

Bret Prebula
City Manager

SCEA REPRESENTATIVES:

Marcos Zepeda (Dec 23, 2025 13:22:06 PST)
Marcos Zepeda, SEIU Field Representative
City Employee Associates

Michelle Zunino
Michelle Zunino, SCEA President

Kathleen King
Kathleen King (Dec 26, 2025 08:31:51 PST)
Kathleen King, SCEA Vice President

Tevita Vaea Salt (Dec 26, 2025 08:34:44 PST)
Tevita Salt, SCEA Secretary

Approved as to form
Richards Watson Gershon

Patrick Enright, City Attorney

SCEA MOU 2025-27 - Final For Signatures

Final Audit Report 2025-12-26

Created:	2025-12-23
By:	Christina Penland (cpenland@suisun.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFxTdPHHmhQeK00ZH1yonxVYAsVmQfFJB

"SCEA MOU 2025-27 - Final For Signatures" History

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2025-12-23 - 0:51:26 AM GMT

Email viewed by marcos.zepeda@seiu1021.org
2025-12-23 - 1:55:35 AM GMT- IP address: 69.107.150.179

Signer marcos.zepeda@seiu1021.org entered name at signing as Marcos Zepeda
2025-12-23 - 9:22:04 PM GMT- IP address: 69.107.150.179

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Signature Date: 2025-12-23 - 9:22:06 PM GMT - Time Source: server- IP address: 69.107.150.179

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2025-12-23 - 9:22:13 PM GMT- IP address: 62.10.205.18

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Signature Date: 2025-12-23 - 9:28:43 PM GMT - Time Source: server- IP address: 174.194.194.198

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2025-12-23 - 9:28:45 PM GMT

Signer Kathleen Shrader (kshrader@suisun.com) entered name at signing as Kathleen King
2025-12-26 - 4:31:49 PM GMT- IP address: 50.204.66.138

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Signature Date: 2025-12-26 - 4:31:51 PM GMT - Time Source: server- IP address: 50.204.66.138

Adobe Acrobat Sign

Document emailed to tsalt@suisun.com for signature

2025-12-26 - 4:31:53 PM GMT

Email viewed by tsalt@suisun.com

2025-12-26 - 4:32:20 PM GMT- IP address: 143.105.118.40

Signer tsalt@suisun.com entered name at signing as Tevita Vaea Salt

2025-12-26 - 4:34:42 PM GMT- IP address: 143.105.118.40

Document e-signed by Tevita Vaea Salt (tsalt@suisun.com)

Signature Date: 2025-12-26 - 4:34:44 PM GMT - Time Source: server- IP address: 143.105.118.40

Agreement completed.

2025-12-26 - 4:34:44 PM GMT

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TENTATIVE AGREEMENT BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY EMPLOYEES' ASSOCIATION FOR A SUCCESSOR MEMORANDUM OF UNDERSTANDING

The current Memorandum of Understanding ("MOU") between the City of Suisun City ("City") and the Suisun City Employees' Association ("Association"), covering the period July 1, 2023 through June 30, 2025, and all Amendments thereto, expired by its own terms on June 30, 2025 ("SCEA MOU 2023-25"). The parties commenced negotiations regarding a successor MOU pursuant to the Meyers-Milias-Brown Act ("MMBA") (Gov't Code Sections 3500 - 3511). The following Tentative Agreement for a successor Memorandum of Understanding between the City and the Association and its deal terms have been ratified by the Association, but remains subject to formal approval/adoption by the City Council per California Government Code Section 3505.1, which provides:

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

The deal points for the successor MOU for the Fiscal Years 24/2025-26/2027 covering the wages, hours and other terms and conditions of employment are set forth below. All terms and conditions of the prior SCEA MOU 2023-2025 shall be maintained unless expressly modified or changed herein until the successor MOU is jointly prepared by the parties, ratified by the Union and accepted, approved and adopted by City Council, which shall then supersede and replace this Tentative Agreement.

TENTATIVE AGREEMENT DEAL POINTS

Subject	Tentative Agreement
Term	2-year agreement: July 1, 2025 through June 30, 2027
Article 1 Recognition Sections 1, 2, 3, 5	ARTICLE 1 RECOGNITION 1. Job Classes Represented. The City recognizes SCEA as the exclusive representative for the general employees bargaining unit consisting of the following Permanent, Non-Sworn, non-Professional/Technical, non-Management, non-Confidential job classes which should properly be assigned to this bargaining unit by the City, such exclusive representation being subject to and qualified by Employee rights under applicable local, state, and federal law to be represented by the Recognized Employee Organization of their choice: Represented Job Classes Account Clerk I Account Clerk II Account Clerk III Accounting Technician

Subject	Tentative Agreement
	Administrative Assistant I Administrative Assistant II Administrative Technician Building Maintenance Worker I Building Maintenance Worker II Building Inspector I Building Inspector II Code Enforcement Officer I Code Enforcement Officer II Community Services Officer I Community Services Officer II Computer Technician ~~Fleet Mechanic~~ Housing Specialist I Housing Specialist II ~~Human Resources Technician (C)~~ Maintenance Worker I Maintenance Worker II Office Assistant Permit Technician I Permit Technician II Police Evidence and Property Technician I Police Evidence and Property Technician II Police Records Clerk I Police Records Clerk II Public Works Inspector Recreation Program Administrative Coordinator Recreation Coordinator Senior Maintenance Worker Youth Services Specialist ~~2. Human Resources Technician.~~ ~~The Classification of Human Resources Technician is Confidential, and as such is excluded from participating in collective bargaining or from revealing confidential information regarding collective bargaining; however, is otherwise represented by SCEA.~~ 3. Future Additional Job Class Determination. In addition, future additional job classes determined under applicable City Resolutions to be of a Regular, Permanent, Non-Sworn, non-Professional/Technical, ~~and/or~~ non-Management, and/or non-Confidential nature shall be represented by SCEA. ~~5. Classification Study.~~ ~~The City will conduct a classification study of the two represented employees in the Administrative Assistant II classification, as of June 30, 2023. The City agrees to meet and confer with the Association on implementation of the results of the studies.~~

Subject	Tentative Agreement

ARTICLE 7 COMPENSATION

1. Salaries.

A. Effective the first full pay period following ratification of the SCEA MOU 2025-27, the City shall adjust base wage rates listed in the City-wide Salary Schedule for certain classifications described here. Benchmark classifications with a base wage rate less than 89% of the market median shall be increased to 90% of the market median and the affected classifications internally aligned to the those benchmark classifications shall be adjusted as follows:

Job Classification	Base Wage Adjustment
Building Inspector I	8.7%
Building Inspector II	8.7%
Recreation Coordinator	4.9%
Public Works Inspector	5.7%

B. Effective the first full pay period of January 2026, the base wage rates for classifications and incumbent employees represented by the bargaining unit shall be increased by a two-point five (2.5%) percent Cost of Living Adjustment (COLA).

C. Effective the first full pay period of July 2026, the base wage rates for classifications and incumbent employees represented by the bargaining unit shall be increased by a two-point five (2.5%) percent Cost of Living Adjustment (COLA).

Article 7 Compensation Section 1 Salaries

~~A. Effective the first pay period following City Council adoption of the successor memorandum of understanding (MOU) or the first pay period following 7/1/2023, whichever is later, the base wage rates set forth in the City-wide Salary Schedule shall be adjusted as follows:~~

~~Job Class Monthly Salary Prior to the Base Wage Adjustments Effective 5/26/2023 Base Wage Increase Effective 5/26/2023 Approx. % of Base Wage Increase Eff. 5/26/2023 Approx. Monthly Salary Eff. 5/26/2023 Approx. Proposed Wage Adjustment (Rounded 3 decimal points) Approx. New Monthly Top Step Approx. Total % Change~~

~~Account Clerk I $3,907 $2/hour 8.9% $4,253 17.622% $5,003 28.0%~~
~~Account Clerk II* $4,298 $2/hour 8.1% $4,645 18.484% $5,503 28.0%~~
~~Account Clerk III $4,727 $2/hour 7.3% $5,073 19.313% $6,053 28.1%~~
~~Accounting Technician $5,275 $2/hour 6.6% $5,622 17.466% $6,604 25.2%~~
~~Administrative Assistant I $5,074 $2/hour 6.8% $5,421 1.541% $5,337 5.2%~~
~~Administrative Assistant II* $5,432 $2/hour 6.4% $5,779 1.596% $5,871 8.1%~~
~~Building Inspector I $6,095 $2/hour 5.7% $6,442 3.102% $6,242 2.4%~~
~~Building Inspector II* $6,703 $2/hour 5.2% $7,049 2.596% $6,866 2.4%~~
~~Building Maintenance Worker I $4,498 $2/hour 7.7% $4,844 5.281% $5,100 13.4%~~
~~Building Maintenance Worker II* $4,947 $2/hour 7.0% $5,294 5.979% $5,610 13.4%~~
~~Code Enforcement Officer I $5,432 $2/hour 6.4% $5,779 3.096% $5,958 9.7%~~

Subject	Tentative Agreement
	~~Code Enforcement Officer II* $5,702 $2/hour 6.1% $6,048 8.346% $6,553 14.9%~~ ~~Community Services Officer I $4,451 $2/hour 7.8% $4,797 10.720% $5,311 19.3%~~ ~~Community Services Officer II* $4,898 $2/hour 7.1% $5,244 11.407% $5,843 19.3%~~ ~~Computer Technician* $7,046 $2/hour 4.9% $7,392 0.000% $7,392 4.9%~~ ~~Fleet Mechanic* $5,193 $2/hour 6.7% $5,540 2.013% $5,428 4.5%~~ ~~Housing Specialist I $5,432 $2/hour 6.4% $5,779 1.282% $5,853 7.7%~~ ~~Housing Specialist II* $5,702 $2/hour 6.1% $6,048 6.440% $6,438 12.9%~~ ~~Human Resources Technician I $5,976 $2/hour 5.8% $6,323 4.445% $6,604 10.5%~~ ~~Maintenance Worker I $4,498 $2/hour 7.7% $4,844 18.138% $5,723 27.2%~~ ~~Maintenance Worker II* $4,947 $2/hour 7.0% $5,294 18.921% $6,295 27.3%~~ ~~Office Assistant $4,245 $2/hour 8.2% $4,592 6.545% $4,892 15.3%~~ ~~Permit Technician I n/a n/a n/a n/a n/a $5,791 n/a~~ ~~Permit Technician II $5,976 $2/hour 5.8% $6,323 0.744% $6,370 6.6%~~ ~~Police Evidence and Property Technician I $4,451 $2/hour 7.8% $4,797 10.720% $5,311 19.3%~~ ~~Police Evidence and Property Technician II* $4,898 $2/hour 7.1% $5,244 11.407% $5,843 19.3%~~ ~~Public Works Inspector* $6,781 $2/hour 5.1% $7,128 0.188% $7,141 5.3%~~ ~~Recreation Coordinator $5,295 $2/hour 6.6% $5,642 2.251% $5,769 9.0%~~ ~~Senior Maintenance Worker $5,193 $2/hour 6.7% $5,540 25.000% $6,925 33.4%~~ ~~Youth Services Specialist $6,253 $2/hour 5.5% $6,600 10.656% $7,303 16.8%~~ ~~B. The base wage increases provided effective 5/26/2023 to the employee's position within the range decreased the differential between steps to less than five (5%) percent as was identified by the alpha numerical salary ranges established for the following classifications: Account Clerk I, Administrative Assistant II, Building Maintenance Worker I, Code Enforcement Officer II, Community Services Officer I, Computer Technician, Maintenance Worker I, Maintenance Worker II, Police Evidence and Property Technician II. The alpha salary range will be eliminated once the proposed base wage adjustments for the successor MOU are implemented. The affected employees in the alpha numeric ranges will be transitioned to the base numerical range assigned to their classification and will maintain their current step placement within the range, with the exception of the current incumbent in the Computer Technician classification, who shall advance one pay step to avoid a negative salary adjustment as a result of implementing this provision. This shall not affect the incumbent Computer Technician's anniversary date or future eligibility for merit increases.~~ ~~C. Effective the last full pay period of June 2025, represented employees shall receive a two-point five (2.5%) percent Cost of Living Adjustment (COLA), condition precedent on if the City's actual revenue for Fiscal Year 2023/24 exceed budgeted revenues for Fiscal Year 2023/24 by at least three (3%) percent.~~

<table>
<tr><th>Subject</th><th>Tentative Agreement</th></tr>
<tr><td>Article 7
Compensation
Section 2
Incentive Pay</td><td>
2. Incentive Pay.
Upon recommendation of the Department Head and the approval of the City Manager or designee, the City will provide training incentives for special education and certification not already required as part of the Employee's job classification and obtained outside the Employee's working hours. Employees receiving Incentive Pay must maintain certification consistent with the rules of the issuing authority. Failure to do so will result in a suspension of this benefit for a period not to exceed six months. During this suspension period, the Employee must cure the reason for loss of certification, or the suspension shall become permanent.

A. Similarly, to qualify to receive Certified Arborist Incentive Pay, Heavy Equipment Operator Incentive Pay, Class A Driver Incentive Pay, Notary Pay, or Bilingual Incentive Pay, an Employee must be utilizing the applicable certification. Accordingly, if an Employee refuses to perform work requiring that certification, or if the Employee is unable to work, or if the Employee is temporarily disabled, or if the Employee is on modified duty that restricts the Employee from performing such work, the Incentive Pay shall be suspended until the Employee resumes performing the duties for which the Incentive Pay is provided. During the suspension period, the City may temporarily provide Incentive Pay to the qualified City Employee who picks up the duties of the Employee whose Incentive Pay has been suspended. The maximum number of Employees eligible for such incentives is shown below; said maximum may be exceeded only upon approval of the City Manager.

B. Authorized Incentive Pay for special education and certifications shall be as follows:

<table>
<tr><td>Department</td><td>Job Class</td><td>Number</td><td>Amount</td></tr>
<tr><td>Public Works</td><td>Certified Arborist</td><td>1</td><td>5%</td></tr>
<tr><td></td><td>Certified Heavy Equipment Operator/ Class A Driver</td><td>5</td><td>5%</td></tr>
<tr><td></td><td>Qualified Applicator Certification</td><td>3</td><td>$50/Month</td></tr>
<tr><td>~~Department~~</td><td>~~Job Class~~</td><td>~~Number~~</td><td>~~Amount~~</td></tr>
<tr><td>All Employees Covered by Agreement for an AA Degree or Higher</td><td></td><td></td><td>3%</td></tr>
</table>
</td></tr>
<tr><td>Article 7
Compensation
Section 5
Acting Pay</td><td>
5. Acting Pay.
Employees covered by this Agreement shall receive Acting Pay under the following conditions:

A. Employees must qualify to receive Acting Pay when assigned in writing to act in a higher job class to perform substantially the full range of duties and responsibilities of the higher job class for a minimum period of two weeks.

B. Employees who are assigned to act in a higher job class will receive Acting Pay in an amount of ~~at least 5.0 percent and no more than~~ 10.0 percent of their current ~~salary~~ base rate of pay when they are assigned to act in the higher job class for a minimum of two consecutive weeks, retroactive to the first day of the assignment, while performing substantially the full range of duties and responsibilities of the higher job class.

C. In order to receive Acting Pay, there must exist a budgeted position, the assignment must be made in writing, and employees must meet the minimum qualifications of the higher job class, and employees may not refuse to perform any duty or responsibility of the higher job class. Exceptions to meeting the
</td></tr>
</table>

Subject	Tentative Agreement
	minimum qualifications of the higher job class may be made on a case-by-case basis, depending on the operational need, with concurrence between the department head and Human Resource, subject to City Manager approval. D. Acting Pay shall not be applied to a request to cash-out any form of paid leave, or payment for paid leave hours on the books at time of separation.
Article 7 Compensation Section 7 Longevity Pay	7. Miscellaneous Employee Longevity Pay. ~~A. Effective the first pay period following City Council adoption of the successor Memorandum of Understanding (MOU) or the first pay period following 7/1/2023, whichever is later, upon the completion of ten (10) years of continuous full-time City service, represented employees shall be entitled to a two (2%) percent increase in compensation; employees who complete fifteen (15) years of continuous full time service shall be entitled to an additional two (2%) percent increase in compensation (for a total of four (4%) percent).~~ ~~B~~A. Effective the first pay period in July 2024, upon the completion of five (5) years of continuous full-time City service, represented employees shall be entitled to a differential pay of two (2%) percent, ~~increase in compensation~~ calculated using the employee's base rate of pay; employees who complete ten (10) years of continuous full-time City service, represented employees shall be entitled to a differential pay of an additional two (2%) percent, ~~increase in compensation~~ calculated using the employee's base rate of pay; employees who complete fifteen (15) years of continuous full-time service shall be entitled to a differential pay of an additional two (2%) percent, ~~increase in compensation~~ calculated using the employee's base rate of pay (~~for a total~~ up to a maximum of six (6%) percent). B. Effective the first pay period following ratification of the SCEA MOU 2025-27, in recognition of the contributions made to the City of Suisun City by long-time temporary and/or part-time employees who are subsequently employed in a regular full-time City capacity, all regular full-time employees represented and employed as of the date of ratification of this MOU, with prior Suisun City service in a temporary or part-time status, shall be eligible for Longevity Pay under the following conditions: 1. All CalPERS service credit earned from employment with the City of Suisun City in a temporary or part-time capacity immediately preceding appointment to a regular full-time position shall be applied toward the total years of City service used to calculate Longevity Pay under Section 7.A above. 2. Employees must have at least five (5) years of continuous regular full-time service with the City to be eligible. 3. The regular full-time employment with the City must be contiguous with the applicable prior temporary/part-time employment. 4. Employees must provide documentation from CalPERS demonstrating eligibility. ~~1.~~5. Temporary or part-time employees who convert to regular full-time positions in the future will not be eligible.
Article 9 OT and CTO Section 3 OT Credited as CTO	5. Overtime Credited as CTO. Except as provided in Section 6 of this Article, Overtime worked may be credited as CTO or be paid as Overtime at the discretion of the Employee. CTO will be credited at a rate of one and one-half times the Overtime hours worked. The maximum accumulation of CTO is ~~as follows:~~

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	~~A. Under five years of City service: 80.0 hours;~~ ~~B. Five to under ten years of City service: 90.0 hours;~~ ~~C. Ten to under 15 years of City service: 100.0 hours;~~ ~~D. 15 years and over of City service:~~ 120.0 hours~~;~~ and ~~E. A~~any ~~O~~overtime worked in excess of these limits shall be compensated on a paid basis.
Article 9 OT and CTO Section 7 CTO Cash Out	7. CTO Cash-Out. ~~Employees are allowed to cash-out a maximum of sixty (60) hours of CTO each January. The Finance Department will send out a request form, in November of the preceding year, that includes written verification of each Employee's current CTO balance. Employees may make an irrevocable request for the upcoming calendar year January cash-out of accrued CTO by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form which must be in the calendar year preceding the January cash-out. With the exception of the November election, Employees may not elect cash-out of accrued CTO except upon leaving City Service. No CTO cash-out election will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons.~~Employees may not cash out CTO except as authorized annually under Eligible paid Leave Cash-Out or upon leaving City Service. ~~8. Restoring Leave Caps.~~ ~~The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.~~

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Article 10 Eligible Paid Leave Cash-Out	ARTICLE 10 ELIGIBLE PAID LEAVE CASH-OUT ~~As an alternative to CTO Cash-Out, e~~Employees ~~are allowed to~~ may elect to cash-out a maximum of sixty (60) hours of Eligible Paid Leave ~~in November of the calendar year preceding such cash-out~~ annually. Cash-out will occur each December. In November of each year, ~~T~~the Finance Department will send out a request form~~, in November of the preceding year,~~ that includes written verification of each Employee's current Eligible Paid Leave balances. Employees may make an irrevocable request for the upcoming calendar year to cash-out accrued Eligible Paid Leave by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form ~~which must be in the calendar year preceding the cash-out~~. The hours elected for cash-out shall be accrued into a separate cash-out accrual bank beginning at the start of the year in which the payout is scheduled. With the exception of the ~~November~~ annual cash-out election, Employees may not cash out Eligible Paid Leave except upon leaving City Service. ~~No Eligible Paid Leave cash-out will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons.~~ With respect to this Section, Eligible Paid Leave includes CTO, Vacation Leave and Holiday Leave~~, and/or Vacation Leave~~ (in that order of ~~usage~~ cash out). ~~Employees may not cash-out both CTO and Eligible Paid Leave in the same year.~~For calendar year 2025 only, elections will be made for cash-out in January 2026 and December 2026.

Article 11 Standby/Call-Out	ARTICLE 11 STANDBY AND CALL-OUT PROCEDURES The following procedures shall apply exclusively to Standby and Call-Out assignments in the Public Works Maintenance Division, where all covered Employees are required to make themselves available for a proportionate share of weekly Standby duty: 1. Standby Pay shall be defined as one (1) hour of pay at the affected employee's hourly base rate of pay. ~~1~~2. Public Works Maintenance Division. A. Those Employees scheduled for Standby duty on a weekday ~~Standby Duty~~ (from the end of the Workday on one day to the beginning of the next Workday during the workweek, which is from Monday evening through Friday [or every other Thursday for 9/80 Alternative Work Schedules] morning) will receive two (2) hours of Standby Pay per day ~~at the employee's regular rate of pay~~. ~~A~~B. Those Employees scheduled for Standby duty on a weekend ~~Standby~~ (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive four (4) hours of Standby Pay per day ~~at the employee's regular rate of pay~~. ~~B~~C. Those Employees scheduled for Standby duty on a ~~H~~holiday ~~Standby~~ (from 12.00am to 11.59pm on recognized City Holiday) will receive ~~six (6)~~ nine (9) hours of Standby Pay per day ~~at one and one-half (1-1/2) times the employee's regular rate of pay~~. ~~C~~D. In the event of a Call Out, the Employee shall be paid for a minimum of two (2) hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2) hours, the Employee may opt to work a lesser amount of time and receive compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained. ~~D~~E. Those Employees scheduled for Standby Duty agree to be "available" for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by either pager or phone, as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy. ~~E~~F. All Employees scheduled for Public Works Standby Duty shall be properly trained on the Call-Out procedures and in the operation of all equipment required for Standby Duties. ~~F~~G. Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding. ~~G~~H. Any Employee, who has been scheduled for Standby Duty and either fails to be "available" or fails to report for work once notified, shall be subject to disciplinary action.

~~H~~I. Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment with another Employee. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment.

~~I~~J. An Employee shall not be required to work more than one week of Standby Duty assignment at a time without the mutual agreement of the Employee and the supervisor.

~~J~~K. In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of two (2) hours of ~~time at one point five (1.5) times their hourly rate of~~ overtime or receive equivalent CTO, at the Employee's option.

Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives two (2) hours of ~~pay at one point five (1.5) times their hourly rate~~ overtime.

~~K~~L. Employees who live within ~~fifteen (15)~~ twenty-five (25) miles of their workplace shall have the option to take a Call Out vehicle home for the Call Out period. The Call Out vehicle shall be used solely for the purpose of responding to a call of official City business.

2. Information Technology Division.
The following procedures shall apply exclusively to Standby and Call-Out assignments for the Computer Technician assigned to the Information Technology Division, where all covered Employees may be required to make themselves available for a proportionate share of weekend Standby duty:

A. Those Employees scheduled for Standby duty on a weekend ~~Standby~~ (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive four (4) hours of Standby Pay per day ~~at the employee's regular rate of pay~~.

B. Those Employees scheduled for Standby duty on a ~~H~~holiday ~~Standby~~ (from 12.00 am to 11.59 pm on recognized City Holiday) will receive six (6) hours of Standby Pay per day ~~at one and one half (1 1/2) times the employee's regular rate of pay~~.

C. In the event of a Call Out, the Employee shall be paid for a minimum of two (2) hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2) hours, the Employee may opt to work a lesser amount of time and receive compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained.

D. Those Employees scheduled for Standby Duty agree to be "available" for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by phone, as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy.

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	E. Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding. F. Any Employee who has been scheduled for Standby Duty and either fails to be "available" or fails to report for work once notified, shall be subject to disciplinary action. G. Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment. H. In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of two (2) hours of ~~time at one point five (1.5) times their hourly rate of~~ overtime or receive equivalent CTO, at the Employee's option. Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives two (2) hours of ~~pay at one point five (1.5) times their hourly rate~~ overtime.
Article 12 Vacation Leave Section 8	~~8. Restoring Leave Caps.~~ ~~The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.~~
Article 13 Uniforms and Uniform Allowances	3. Work Boots. The City shall provide an annual boot allowance of two hundred and fifty dollars ($250.00) to be used toward the purchase and maintenance of safety boots to employees in the following classifications who are required to wear safety boots as a condition of employment: Building Maintenance Worker I/II Code Enforcement Officer I/II Maintenance Worker I/II Senior Maintenance Worker A. The boot allowance will be issued in the first pay period in July of each year. For employees hired between July 1 and December 31, employees shall receive the full two hundred and fifty dollars ($250.00) payment for that fiscal year. For those hired between January 1 and June 30, the payment will be one hundred and twenty-five dollars ($125.00) for that fiscal year.

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Article 14 Retirement Benefits	ARTICLE 14 RETIREMENT BENEFITS 1. Classic Miscellaneous Employee Benefits. Except as provided in Section 2 of this Article, retirement benefits for represented Employees shall be as provided below: A. CalPERS Benefits. The City agrees to provide the two (2%) percent at fifty-five (55) CalPERS Retirement Plan, including the 1959 Survivor's Benefit Level 3, for Miscellaneous Employees. The City shall pay the Employer's contribution. The employee shall pay the Employee's contribution as established by CalPERS. B. One-Year Final Compensation. The City provides one-year final compensation pursuant to Government Code Section 20042. C. Sick Leave Conversion. The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965. D. Effective October 1, 2021, ~~A~~all miscellaneous employees covered by this ~~Tentative Agreement and the successor~~ MOU ~~will receive~~ received an increase to their base hourly rate of 7.5 percent in exchange for Classic miscellaneous employees paying the full employee contribution along with PEPRA employees ~~as soon as practicable after CalPERS approval of the EPMC change~~. E. As soon as practicable after CalPERS approval, the City shall pay 100% of the Classic Miscellaneous employee contribution in exchange for Classic Miscellaneous employees paying 7% Cost-Share of the employer's contribution. The Employer Paid Member Contributions (EPMC) will be reported as "Special Compensation". If permitted under Internal Revenue Code Section 414(4)(2), employee contributions required by and paid by the Employee shall be deducted from each Employee's gross pay on a pre-tax basis. 2 PEPRA New Employees. Retirement benefits for represented Employees identified by CalPERS as PEPRA shall be as provided below: A. CalPERS Benefits. The City agrees to provide 2.0% at 62 PERS Retirement Plan for Public Employees' Pension Reform Act of 2013 (PEPRA) New Miscellaneous Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no EPMC is available. B. Three-Year Final Compensation. The City provides retirement formula calculation using the highest average annual compensation earned for no less than 36 consecutive months (3 years) of City employment per the Public Employees' Pension Reform Act of 2013. C. Should any provision in this Agreement be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

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Article 17 Supplemental Insurance	*[Clean Up]* ARTICLE 17 SUPPLEMENTAL INSURANCE The City ~~has contracted with Colonial~~contracts for voluntary supplemental insurance benefits ~~which will be~~ administered by City payroll deductions. It shall be agreed that the City may choose different supplemental insurance providers from time to time as needed to provide such voluntary benefits in the best interest of the City.
Article 21 Payroll Status	ARTICLE 21 PAYROLL STATUS 1. Payroll Status. Any Regular Employee shall be considered to be in a Payroll Status if the Employee is employed by the City under ~~the~~ one of the following conditions: A. Working Full-Time. B. Working Part-Time, at least a thirty (30) hour or greater workweek. C. Working on a restricted or limited duty basis. D. Off work due to an injury or illness covered under Workers' Compensation, receiving TTD benefits and fully integrating leave accruals. E. Off work due to an injury or illness covered under State Disability Insurance, and fully integrating leave accruals. F. Off work while on an approved leave of absence covered under the Family and Medical Leave Act (FMLA). G. Off work while on an approved leave of absence covered under the California Family Rights Act (CFRA). H. Off work while on an approved leave of absence covered under Pregnancy Disability Leave (PDL).

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	2. Continuation of City-Paid Insurance Premiums. The City shall continue to contribute the City's share of the health and life insurance premiums on behalf of an Employee who is receiving Workers' Comp/SDI benefits, as long as he/she is in a Payroll Status with the City or within the period provided in Chapter 10 of the Personnel Rules. An Employee is in a Payroll Status with the City, as long as he/she is using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave in conjunction with Workers' Comp/SDI benefits to create the equivalent of at least a thirty (30) hour or greater workweek, exclusive of Overtime. 3. Non-Payroll Status. A. Any Employee off work on SDI who has exhausted his/her benefits under FMLA, CFRA, or PDL, and who has insufficient accrued paid leave balances to create the equivalent of at least a thirty (30) hour or greater workweek, exclusive of Overtime shall be considered to be in a Non-Payroll Status. Employees who are in a Non-Payroll Status will no longer accrue paid leave (Vacation, Sick and Holiday), and the City will no longer contribute the City's share of health insurance premiums on the Employee's behalf. The City will continue to contribute life insurance premiums for employees in a non-payroll status, if permissible by the plan. B. An Employee off work on Workers' Compensation, and who has insufficient accrued paid leave balances to create the equivalent of at least a thirty (30) hour or greater workweek while on Temporary Total Disability (TTD), exclusive of Overtime shall be considered in a Non-Payroll Status. The Employee will no longer accrue paid leave (Vacation, Sick, and Holiday); however, the City will continue to contribute the City's share of health insurance premiums on the Employee's behalf for a period of no more than 12 months from the date of injury. The City will continue to contribute life insurance premiums for employees in a non-payroll status, if permissible by the plan. C. Employees contributing to the 457 Deferred Compensation plan, and who are off work on Workers' Compensation/SDI, will have all contributions to the deferred compensation plan stopped during the time on leave unless they are integrating sufficient accrued paid leave to cover the full amount of the requested deferred compensation plan contribution. Workers' Compensation/SDI benefits are non-taxable benefits, therefore shall not be used toward 457 plan contributions.

Article 22 Workers' Comp/SDI Leave	ARTICLE 22 WORKERS' COMP/SDI MEDICAL LEAVE 1. Employee Options Regarding SDI Medical Leave. There are three options available to an Employee who is otherwise eligible for SDI insurance benefits, which are as follows: A. Option 1: Not applying for disability insurance benefits and using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave. B. Option 2: Applying for disability insurance benefits and integrating accrued paid leaves with the SDI benefits. Such accrued paid leaves shall include Sick Leave, Vacation Leave, CTO, and/or Holiday Leave, in this order, unless the Employee provides written notice to the City to limit the integration to only accrued Sick Leave with SDI benefits. If Option 2 is elected, the Employee shall stipulate on their Request for Leave (RFL) whether the Employee is integrating Sick Leave, and other leave accruals, with SDI benefits. A. C. Option 3: ~~Employees who apply for disability insurance, may provide the City with the supplemental benefits received by SDI, to be credited to a disability leave accrual account, which the City will then reissue to the Employee through payroll, enabling the Employee to remain on payroll status, so long as they are integrating accrued leave to create at least a thirty (30) hour or greater workweek, exclusive of Overtime.~~ Applying for disability insurance benefits and not integrating accrued paid leaves with the SDI benefits. If Option 3 is elected, the Employee shall stipulate on their Request for Leave (RFL) that they do not wish to integrate leave accruals with SDI benefits. D. The amount of supplement for any hour of any normal Workday shall not exceed the difference between one hundred (100%) percent of the Employee's ~~normal gross salary rate~~ standard earnings and the "weekly benefit amount". 2. Medical Leave While on Workers' Comp/SDI. Employees who are off work on medical leave covered under Workers' Comp or SDI may supplement their insurance coverage benefits to ensure that they receive up to one hundred (100%) percent of their ~~normal pay~~ standard earnings, exclusive of Overtime. 3. How a Supplement is Treated. The Employee shall receive up to one hundred (100%) percent of their ~~gross salary rate~~ standard earnings including any regular hours worked and leave accruals to cover time off (Sick Leave, Vacation, CTO and/or Holiday Leave) until such time as the City is notified of the benefit paid to the Employee. The pay period following notification (normally the next pay period), the Employee will receive up to one hundred (100%) percent of Employee's ~~gross salary rate~~ standard earnings when combining the supplemental amount provided by Workers' Comp/SDI with integrated leave. 4. Paid Leave Accrual. An Employee shall earn Sick Leave, Vacation Leave, and Holiday Leave benefits during any full bi-weekly pay period in which the Employee receives Workers' Comp/SDI benefits and is on Payroll Status. Furthermore, an Employee shall receive service credit including for seniority and merit step

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	increases during such a period, as long as the Employee is in a Payroll Status with the City. Retirement service credit is determined by CalPERS. 5. Leave of Absence While on SDI. An Employee who is receiving SDI benefits while absent from work, but who is in a Non-Payroll Status with the City is entitled to a leave of absence under Section 10.2 of the Personnel Rules subject to the requirements of that Section.
Article 23 Sick Leave and Other Leaves of Absence	ARTICLE 23 SICK LEAVE AND OTHER LEAVES OF ABSENCE Rules regarding Sick Leave are set forth in Section 10.1 of the Personnel Rules. Employees off work on a ~~protected~~ leave ~~status~~ of absence shall be required to use available accrued paid leave prior to going leave without pay.

Article 25 Municipal Holidays	ARTICLE 25 MUNICIPAL HOLIDAYS 1. Recognized Holidays. The following are recognized as Holidays: The first day of January, New Year's Day. The third Monday in January, Martin Luther King's Birthday. The third Monday in February, President's Day. The last Monday in May, Memorial Day. The Nineteenth day of June, Juneteenth. The fourth day of July, Independence Day. The first Monday in September, Labor Day. The second Monday in October, ~~Columbus~~ Indigenous People's Day. The eleventh day of November, Veteran's Day. The fourth Thursday in November, Thanksgiving Day. The fourth Friday in November, the day after Thanksgiving Day. The twenty-fifth day of December, Christmas Day. One floating Holiday shall be posted on the first pay period in July and one floating Holiday on the first pay period in January to the Holiday Leave balance. The employee's birthday. Any date proclaimed by the Mayor of Suisun City as a Holiday. Holidays proclaimed by the President of the United States or the Governor of the State of California shall be subject to the meet and confer process. 2. Observance. A. Except as provided in Section 6 of this Article when a Holiday falls on Sunday, it shall be observed on the following Monday. When a Holiday falls on Saturday, it shall be observed on the preceding Friday. B. If the employee's birthday occurs on a regular day off, the employee must schedule a day off with supervisor approval within thirty days before or after the employee's birthday. 3 Holiday Time Off. Except as provided in Section 6 of this Article, an Employee will accrue 8.0 hours of Holiday Time Off when assigned to a workweek of 40.0 hours for each observed holiday. An Employee may use Vacation Leave, CTO, or work additional time (on an hour-for-hour basis) during the work period to make up the difference between their scheduled time and their accrued Holiday Time Off. 4 Holiday Time Off Usage. Holiday Time Off may be used as follows: A. When a Holiday falls on a day when an Employee is scheduled to and is directed to work that day for a period of time equal to at least the number of hours of Holiday Time Off afforded to that Employee, the Employee shall be paid 1.5 times the hourly base rate for the hours worked on an

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	hour-for-hour basis ~~and the Employee shall have an amount equal to the number of Holiday Time Off hours credited to his/her Holiday Leave balance~~. B. When a Holiday falls on a day when an Employee is not scheduled to work and the Employee does not work that day, the Employee shall have an amount equal to the number of Holiday Time Off hours credited to his/her Holiday Leave balance. C. When a Holiday falls on a day when an Employee is scheduled to work and the Employee does not work, the Employee shall be compensated as if he/she had worked that day consistent with Section 3 of this Article. 5 Holiday Leave Balance. Except as provided in Section 6 of this Article, Holiday Leave shall be accumulated separately from Vacation Leave. Holiday Leave may be used for paid leave purposes (essentially in the same manner as Vacation Leave). In order to encourage Employees to take advantage of their Holiday Leave, a maximum of one hundred (100) hours is allowed to accrue in that balance. Employees may not cash out Holiday Leave except as authorized annually under Eligible Paid Leave Cash Out or upon leaving City service. If an Employee is at the limit, he/she must request to take Holiday Leave off. If a written request to do so is disapproved, the limit shall be increased by the City Manager. Failure to request time off would result in discontinuing the accrual of Holiday Leave until the balance is reduced by twenty (20) hours. ~~6. Restoring Leave Caps.~~ ~~The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.~~

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Article 26 Reimbursement for Education or Training	ARTICLE 26 REIMBURSEMENT FOR EDUCATION OR TRAINING 1. Approval. On the recommendation of a Department Head and the approval of the City Manager, any Employee may embark on an approved course of education to enhance their job skills. A course of study may include courses needed to gain a degree in a job-related field or to improve opportunities for advancement or Promotion with the City of Suisun City. If the Employee's Department Head will not recommend reimbursement for a course of study, the Employee may appeal to the City Manager or designee. 2. Reimbursement. Employees are eligible for educational reimbursement for approved classes, including tuition and books, which shall not exceed one thousand dollars ($1,000.00) per Employee per year. Upon successful completion of the coursework, the Employee shall submit to the Department Head and HR copies of dated receipts showing education costs (tuition, books~~, materials, mileage~~), as well as transcripts, grades or certificates showing successful course completion. If an Employee leaves City service within two years of receiving education reimbursement, the Employee must reimburse the City an amount equal to half of the total of education reimbursement paid by the City.
Article 27 Probationary Period	ARTICLE 27 PROBATIONARY PERIOD Rules regarding Probationary Period are set forth in Section 7.5 of the Personnel Rules. These rules are amended to include the following provision: All newly appointed represented employees shall serve a probationary period of 12 months. At the discretion of their supervisor, Department Head, and City Manager, Probationary Employees may receive a performance evaluation and release from probationary status after six months, if the Employee's overall performance exceeds "Meets Standard". All other sections of 7.5 of the Personnel Rules, AD-7, shall apply.
Article 28 Performance Evaluations Section 1	ARTICLE 28 PERFORMANCE EVALUATIONS 1. Annual Performance Evaluation. Every Regular Employee in the Classified Service shall receive a performance evaluation by his/her immediate supervisor at least annually. The annual review will normally occur within 30 days of the Employee's Anniversary Date, unless an alternate schedule is approved by the City Manager. In the event of a delayed evaluation by the supervisor, upon employee's request, HR will submit a personnel action form to effectuate any eligible increase so long as the delayed evaluation will be overall "satisfactory."
Article 34 General Provisions Section 5	~~5 Savings Clause.~~ ~~In the event that the implementation of any article, section or subsection of this Agreement shall be frustrated on account of the operation of law or by any tribunal of competent jurisdiction, or if compliance with any article, section or subsection would be frustrated or restrained by such law or tribunal, representatives of the City and the Association shall, if possible, meet and confer for the purpose of endeavoring to agree on a replacement for such article, section or subsection.~~
General Changes	Article and section numbers of the MOU were updated as appropriate, and other clean up occurred to correct typos or eliminate outdated language.

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Mayoral Proclamation of Holidays	Contingent upon union ratification of the Tentative Agreement and the successor SCEA Memorandum of Understanding for 2025–2027, which must be ratified by the close of business on December 22, 2025, pursuant to Article 25, Section 1, the Mayor of Suisun City shall proclaim the following holidays: December 24, 2025 December 25, 2025 December 31, 2025 January 1, 2026 Eligible employees shall receive paid holiday time off at their standard rate of pay, on an hour-for-hour basis, consistent with their regular work schedule. December 25 and January 1 are already recognized legal holidays; however, the Mayor's proclamation provides additional holiday pay for those dates on the same hour-for-hour basis. Holidays proclaimed by the Mayor of Suisun City do not require approval by the City Council. Accordingly, this provision is agreed to as part of the Tentative Agreement only and shall not be incorporated into the successor SCEA Memorandum of Understanding for 2025–2027.

This Tentative Agreement shall be effective only upon adoption by the City Council of the City of Suisun City. Subject to the foregoing, this Tentative Agreement is hereby executed by the authorized representatives of the City and the Association.

SIGNATURES NEXT PAGE

CITY OF SUISUN CITY REPRESENTATIVES:

Bret Prebula (Dec 23, 2025 10:16:37 PST)

Bret Prebula
City Manager

Christina Penland (Dec 22, 2025 17:00:54 PST)

Christina Penland
Human Resources Administrator

Aaron Slater, Managing Consultant
Beauchaine Consulting Group, LLC

SCEA REPRESENTATIVES:

Marcos Zepeda, SEIU Field Representative
City Employee Associates

Michelle Zunino, SCEA President

Kathleen King, SCEA Vice President

Tevita Salt, SCEA Secretary

Approved as to form
Richards Watson Gershon

Patrick Enright (Dec 22, 2025 20:44:51 PST)

Patrick Enright, City Attorney

SCEA TA for MOU 2025-27

Final Audit Report 2025-12-23

Created:	2025-12-23
By:	Christina Penland (cpenland@suisun.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAArJ_SKhvKG1mRVzXBoTH0ZjzReEpxyK-f

"SCEA TA for MOU 2025-27" History

Document created by Christina Penland (cpenland@suisun.com)
2025-12-23 - 0:59:22 AM GMT- IP address: 50.204.66.138

Document e-signed by Christina Penland (cpenland@suisun.com)
Signature Date: 2025-12-23 - 1:00:54 AM GMT - Time Source: server- IP address: 50.204.66.138

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Document emailed to penright@rwglaw.com for signature
2025-12-23 - 4:09:40 AM GMT

Email viewed by penright@rwglaw.com
2025-12-23 - 4:38:53 AM GMT- IP address: 38.99.206.170

Signer penright@rwglaw.com entered name at signing as Patrick Enright
2025-12-23 - 4:44:49 AM GMT- IP address: 38.99.206.170

Document e-signed by Patrick Enright (penright@rwglaw.com)
Signature Date: 2025-12-23 - 4:44:51 AM GMT - Time Source: server- IP address: 38.99.206.170

Document emailed to Bret Prebula (bprebula@suisun.com) for signature
2025-12-23 - 4:44:53 AM GMT

Email viewed by Bret Prebula (bprebula@suisun.com)
2025-12-23 - 6:16:20 PM GMT- IP address: 174.194.128.13

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MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF SUISUN CITY
AND
THE SUISUN CITY EMPLOYEES' ASSOCIATION
SEIU LOCAL 1021 AFL-CIO CLC

July 1, 2025
through
June 30, 2027

Tentative Agreement Approved December 22, 2025
MOU Approved by City Council January 20, 2026

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MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND
THE SUISUN CITY EMPLOYEES ASSOCIATION
SEIU LOCAL 1021 AFL-CIO CLC

INTRODUCTION

This Memorandum of Understanding is made and entered into between the CITY OF SUISUN CITY, (hereinafter "City"), and SUISUN CITY EMPLOYEES' ASSOCIATION, Service Employees International Union Local 1021, (hereinafter "SCEA"), a formally recognized employee organization pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code Section 3500 *et seq.*).

The Parties agree that this Memorandum of Understanding (hereinafter "Agreement") shall be submitted to the City Council of the City of Suisun City with the joint recommendation of the designated representatives of the Parties that the City Council approve the Agreement and take any additional action as may be necessary to implement its provisions.

The City agrees to give reasonable written notice to SCEA of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation and shall give SCEA the opportunity to meet and confer with respect thereto.

The Parties have met and conferred in good faith through their designated representatives concerning those matters set forth in Government Code Section 3504 and have reached agreement thereon as set forth below. The City agrees that there shall be no other negotiations for represented workers beyond this Agreement.

The Parties agree as follows:

ARTICLE 1 RECOGNITION

1. Job Classes Represented.

The City recognizes SCEA as the exclusive representative for the general employees bargaining unit consisting of the following Permanent, Non-Sworn, non-Professional/Technical, non-Management, non-Confidential job classes which should properly be assigned to this bargaining unit by the City, such exclusive representation being subject to and qualified by Employee rights under applicable local, state, and federal law to be represented by the Recognized Employee Organization of their choice:

Represented Job Classes

Account Clerk I
Account Clerk II
Account Clerk III
Accounting Technician
Administrative Assistant I

Administrative Assistant II
Administrative Technician
Building Maintenance Worker I
Building Maintenance Worker II
Building Inspector I
Building Inspector II
Code Enforcement Officer I
Code Enforcement Officer II
Community Services Officer I
Community Services Officer II
Computer Technician
~~Fleet Mechanic~~
Housing Specialist I
Housing Specialist II
~~Human Resources Technician (C)~~
Maintenance Worker I
Maintenance Worker II
Office Assistant
Permit Technician I
Permit Technician II
Police Evidence and Property Technician I
Police Evidence and Property Technician II
Police Records Clerk I
Police Records Clerk II
Public Works Inspector
Recreation Program Administrative Coordinator
Recreation Coordinator
Senior Maintenance Worker
Youth Services Specialist

~~2. Human Resources Technician.~~
~~The Classification of Human Resources Technician is Confidential, and as such is excluded from participating in collective bargaining or from revealing confidential information regarding collective bargaining; however, is otherwise represented by SCEA.~~

~~3~~2. Future Additional Job Class Determination.
In addition, future additional job classes determined under applicable City Resolutions to be of a Regular, Permanent, Non-Sworn, non-Professional/Technical, ~~and/or~~ non-Management and/or non-Confidential nature shall be represented by SCEA.

~~4~~3. Temporary/Limited-Service Positions.
It is agreed that Temporary Employees, Part-Time Employees, Emergency Employees, Volunteer Employees, and contractors are not governed by this Agreement and are not represented by

SCEA. Employees who work less than full time are not represented by SCEA. If an Employee who had occupied a Temporary, Provisional, or grant-funded Position is subsequently hired into the same job class as a Regular Employee, he/she shall be placed in the step level nearest to but not lower than his/her last Pay Rate as a Temporary, Provisional, or grant-funded Employee.

~~5. Classification Study.~~
~~The City will conduct a classification study of the two represented employees in the Administrative Assistant II classification, as of June 30, 2023. The City agrees to meet and confer with the Association on implementation of the results of the studies.~~

ARTICLE 2 CITY RIGHTS

1. Except as limited by the specific and express terms of this Agreement, the City hereby retains and reserves unto itself all rights, powers, authority, duty and responsibilities confirmed on and vested in it by the laws and the Constitution of the State of California, the Suisun City Code, and/or the laws and Constitution of the United States of America.

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

A. The right to hire and fire.

B. The right to determine the mission of its constituent departments, divisions, commissions, and boards.

C. The right to set standards of service and municipal fees and charges.

D. The right to determine the procedures and standards of selection for employment, assignment, transfer, and promotion of applicants and Employees, provided in the case of Employees that the exercise of such right shall not infringe on any rights that Employees have under this Agreement.

E. The right to direct its Employees.

F. The right to discharge or suspend Employees for just cause and take other disciplinary actions against its Employees as set forth herein.

G. The right to relieve its Employees from duty because of lack of work or other legitimate reasons.

H. The right to maintain the efficiency of governmental operations.

I. The right to determine the methods, means, and staffing to conduct governmental operations.

J. The right to determine and re-determine job content and job classifications.

K. The right to contract out any work which is now being performed by Employees of the City or which shall be performed in the future by Employees of the City, provided this only occurs in those situations where the tasks cannot be accomplished by current SCEA members as efficiently, economically, and expediently as can be achieved by such contracting out, provided that the City shall make every reasonable effort to place Employees displaced by such contracting out in other City service requiring similar skills as the work performed by the Employee when displaced by the contracting out and which requires minimal training to afford the Employee opportunity to adequately perform the new position.

L. The right to take all necessary actions to carry out the mission of the City, its constituent departments, divisions, or commissions and boards in cases of emergencies.

M. The right to exercise complete control and discretion over its organization and the technology of performing its work.

ARTICLE 3 EMPLOYEE RIGHTS

Subject to the provisions of Resolution No. 74-33, Employees of the City shall have the right to form, join, and participate in the activities of a Recognized Employee Organization of their own choosing for the purpose of representation on matters of employer-employee relations, including but not limited to, wages, hours, and other terms and conditions of employment. Employees of the City also shall have the right to refuse to join or participate in the activities of Recognized Employee Organizations.

ARTICLE 4 PERSONNEL RULES AND REGULATIONS

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

ARTICLE 5 NO DISCRIMINATION

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

ARTICLE 6 ASSOCIATION ACCESS

1. SCEA Business.

All SCEA business will be conducted by Employees and SCEA representatives outside of established working hours. Nothing herein shall be construed to prevent a SCEA representative or an Employee from contacting the City Manager or other management representatives regarding personnel-related matters during working hours.

2. Work Locations.

The authorized SCEA Business Agent, if any, shall be given access to work locations during working hours, provided that prior to visiting any work location the SCEA representative notifies the City.

3. Shop Stewards.

In addition to the president, two stewards shall be appointed by the SCEA as alternate representatives to assist in resolving workplace issues and other representational duties including but not limited to Grievances.

A. Pursuant to Government Code section 3505.3, the City shall allow the employee Stewards a reasonable time off without loss of compensation or other benefits when they are participating in any one of the following activities:

   1) Formally meeting and conferring with representatives of the City on matters within the scope of representation;

   2) Testifying or appearing as the designated representative of Union in conferences, hearings, or other proceedings before the Public Employment Relations Board, or an agent thereof, in matters relating to a charge filed by the Union against the City or by the City against the Union; and

   3) Testifying or appearing as the designated representative of the Union in matters before a personnel or merit commission.

B. Pursuant to Government Code section 3558.8, the City shall grant to employee Stewards, upon written request of SCEA, reasonable leaves of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards or representatives or officers of the exclusive representative, or of any statewide or national employee organization with which SCEA is affiliated.

1) SCEA shall reimburse the City for all compensation paid to the employee on leave. Reimbursement by SCEA shall be made on or before thirty (30) days after receipt of the City's certification of payment of compensation to the employee.

2) At the conclusion or termination of leave granted under this section, the employee shall have a right of reinstatement to the same position and work location held prior to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.

3) SCEA has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason. The City reserves the right to recall any employee on leave pursuant to these sections due to an emergency.

C. Compensation for release time under this provision shall not exceed the employee Stewards' standard schedule of hours per day and shall not include compensation for overtime. Compensation shall include retirement fund contributions required of the City as an employer. The employee shall earn full-service credit during the leave of absence and shall pay his or her member contributions. The leave of absence without loss of compensation or other benefits provided for by this section is in addition to the release time without loss of compensation or other benefits granted to representatives of SCEA under applicable laws or this MOU.

D. Pursuant to Government Code sections 3505.3 and 3558.5, for leave requests for three consecutive days or less, SCEA shall submit a written request to the employee Steward's Department Head at least seven (7) days in advance of the requested leave of absence. For leave requests of greater than three consecutive days, SCEA shall submit their written request at least thirty (30) calendar days in advance of the requested leave of absence. The written request shall include the purpose, dates, and duration of the requested leave.

E. A request for leave of absence may be granted on a full-time, part-time, periodic, or intermittent basis and will be approved if it does not substantially interfere with the performance of City services and operations. If leave is denied, the Department Head shall provide SCEA with written notification of the reasons why the requested leave is denied. If granting the requested leave would create an operational hardship for the City, the parties agree to meet and confer regarding the requested leave in order to identify mutually acceptable alternative dates or amount of leave.

F. SCEA or the employee shall be required to execute any payroll forms, certifications of time, or other documents as required by the City to ensure that the time reporting is accurate and that the employee is performing the duties of a steward or officer or representative of SCEA during all reported working hours.

G. The City shall not be liable for an act or omission of, or an injury suffered by, an employee of the City if that act, omission, or injury occurs during the course and scope of the

employee's leave under this section to work for SCEA. If the City is held liable for such an act, omission, or injury, SCEA shall indemnify and hold harmless the City.

4. Release Time.

The City may grant a total of sixteen (16) hours of paid time for the president and two stewards to attend training scheduled during the Employee's normal working hours. Those hours may be split among the three SCEA officials at SCEA's discretion. The SCEA will be responsible for overseeing the time used and calculating the time remaining. The SCEA must notify the Department Head and Human Resources with each approved time off request. The SCEA president shall submit written requests for release time to the Employee's immediate supervisor. The supervisor's decision to approve will be based on the operational needs of the City. The Employee and SCEA president will certify the Employee's attendance. Unused training hours may accrue to a maximum of thirty-two (32) hours.

5. Labor/Management Committee.

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

6. Employee Orientation & Contact Information.

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

A. The City will provide SCEA Chapter President and SEIU Field Representative notice of a pending New Employee Orientation within one (1) business day of the execution of an employment offer letter.

B. One (1) SCEA representative, officer, steward, or member will be provided an opportunity for a 15-minute private session with the new Employee during the New Employee Orientation. SCEA may provide written information to be included with the orientation materials, in lieu of such a private session. Two (2) business days prior to the New Employee Orientation, SCEA will provide Human Resources the name and the contact information of its participating representative. The City and SCEA will mutually agree to a suitable time during the New Employee Orientation for SCEA's private meeting with the new Employee. Such private meeting will occur at the same location as the New Employee Orientation.

C. Within 30 days of hire, and annually thereafter, the City will provide SCEA with Employee contact information, including name, job title, department, work location, work, home and personal cellular telephone numbers, personal email addresses on file with the City, and home address, in electronic format as required by State law for all represented Employees.

D. The City also agrees to provide SCEA with a list of the foregoing information for all bargaining unit employees at least once every one hundred and twenty (120) days unless otherwise agreed to in writing.

E. Notwithstanding the foregoing, the City will not make any disclosures prohibited under Government Code sections 6254.3(a)(3) and 6254.3(c) pertaining to police employees and employee privacy requests (except, with respect to personal email addresses, as may be necessary to comply with the California Public Records Act).

7. Dues Deduction.

SCEA, as the recognized majority and/or exclusive employee organization requests that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by SCEA, from the wages and salaries of SCEA members. SCEA hereby certifies that SCEA has and shall maintain all such deduction authorizations signed by the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. Accordingly, SCEA membership dues shall be deducted over 26 pay periods in accordance with the City procedures and provisions of applicable law from the salary of each employee whose name is provided by SCEA. Such deduction shall be made only when the SCEA member's earnings for the subject pay period are sufficient after other legally required deductions are made.

A. Remittance of the aggregate amount of all such monies shall be made by the City to SCEA at the conclusion of each payroll period in which said dues were deducted. Any changes in SCEA dues must be given to the City a minimum of thirty (30) days prior to the change to accommodate changes to payroll.

B. SCEA shall have a duty to defend and shall indemnify and hold harmless the City against any liability arising from a claim, demand, or other action relating to any SCEA requested deduction, or any provision or obligation set forth in this Article. The City reserves the right to select its own counsel for its defense hereunder at the SCEA's expense.

ARTICLE 7 COMPENSATION

1. Salaries.

A. Effective the first full pay period following ratification of the SCEA MOU 2025-27, the City shall adjust base wage rates listed in the City-wide Salary Schedule for certain classifications described

here. Benchmark classifications with a base wage rate less than 89% of the market median shall be increased to 90% of the market median and the affected classifications internally aligned to the those benchmark classifications shall be adjusted as follows:

Job Classification	Base Wage Adjustment
Building Inspector I	8.7%
Building Inspector II	8.7%
Recreation Coordinator	4.9%
Public Works Inspector	5.7%

B. Effective the first full pay period of January 2026, the base wage rates for classifications and incumbent employees represented by the bargaining unit shall be increased by a two-point five (2.5%) percent Cost of Living Adjustment (COLA).

C. Effective the first full pay period of July 2026, the base wage rates for classifications and incumbent employees represented by the bargaining unit shall be increased by a two-point five (2.5%) percent Cost of Living Adjustment (COLA).

~~A. Effective the first pay period following City Council adoption of the successor memorandum of understanding (MOU) or the first pay period following 7/1/2023, whichever is later, the base wage rates set forth in the City-wide Salary Schedule shall be adjusted as follows:~~

~~Job Class~~	~~Monthly Salary Prior to the Base Wage Adjustments Effective 5/26/2023~~	~~Base Wage Increase Effective 5/26/2023~~	~~Approx. % of Base Wage Increase Eff. 5/26/2023~~	~~Approx. Monthly Salary Eff. 5/26/2023~~	~~Approx. Proposed Wage Adjustment (Rounded 3 decimal points)~~	~~Approx. New Monthly Top Step~~	~~Approx. Total % Change~~
~~Account Clerk I~~	~~$3,907~~	~~$2/hour~~	~~8.9%~~	~~$4,253~~	~~17.622%~~	~~$5,003~~	~~28.0%~~
~~Account Clerk II*~~	~~$4,298~~	~~$2/hour~~	~~8.1%~~	~~$4,645~~	~~18.484%~~	~~$5,503~~	~~28.0%~~
~~Account Clerk III~~	~~$4,727~~	~~$2/hour~~	~~7.3%~~	~~$5,073~~	~~19.313%~~	~~$6,053~~	~~28.1%~~
~~Accounting Technician~~	~~$5,275~~	~~$2/hour~~	~~6.6%~~	~~$5,622~~	~~17.466%~~	~~$6,604~~	~~25.2%~~
~~Administrative Assistant I~~	~~$5,074~~	~~$2/hour~~	~~6.8%~~	~~$5,421~~	~~-1.541%~~	~~$5,337~~	~~5.2%~~
~~Administrative Assistant II*~~	~~$5,432~~	~~$2/hour~~	~~6.4%~~	~~$5,779~~	~~1.596%~~	~~$5,871~~	~~8.1%~~
~~Building Inspector I~~	~~$6,095~~	~~$2/hour~~	~~5.7%~~	~~$6,442~~	~~-3.102%~~	~~$6,242~~	~~2.4%~~
~~Building Inspector II*~~	~~$6,703~~	~~$2/hour~~	~~5.2%~~	~~$7,049~~	~~-2.596%~~	~~$6,866~~	~~2.4%~~
~~Building Maintenance Worker I~~	~~$4,498~~	~~$2/hour~~	~~7.7%~~	~~$4,844~~	~~5.281%~~	~~$5,100~~	~~13.4%~~
~~Building Maintenance Worker II*~~	~~$4,947~~	~~$2/hour~~	~~7.0%~~	~~$5,294~~	~~5.979%~~	~~$5,610~~	~~13.4%~~
~~Code Enforcement Officer I~~	~~$5,432~~	~~$2/hour~~	~~6.4%~~	~~$5,779~~	~~3.096%~~	~~$5,958~~	~~9.7%~~
~~Code Enforcement Officer II*~~	~~$5,702~~	~~$2/hour~~	~~6.1%~~	~~$6,048~~	~~8.346%~~	~~$6,553~~	~~14.9%~~
~~Community Services Officer I~~	~~$4,451~~	~~$2/hour~~	~~7.8%~~	~~$4,797~~	~~10.720%~~	~~$5,311~~	~~19.3%~~
~~Community Services Officer II*~~	~~$4,898~~	~~$2/hour~~	~~7.1%~~	~~$5,244~~	~~11.407%~~	~~$5,843~~	~~19.3%~~
~~Computer Technician*~~	~~$7,046~~	~~$2/hour~~	~~4.9%~~	~~$7,392~~	~~0.000%~~	~~$7,392~~	~~4.9%~~
~~Fleet Mechanic*~~	~~$5,193~~	~~$2/hour~~	~~6.7%~~	~~$5,540~~	~~-2.013%~~	~~$5,428~~	~~4.5%~~

Job Class	Monthly Salary Prior to the Base Wage Adjustments Effective 5/26/2023	Base Wage Increase Effective 5/26/2023	Approx. % of Base Wage Increase Eff. 5/26/2023	Approx. Monthly Salary Eff. 5/26/2023	Approx. Proposed Wage Adjustment *(Rounded 3 decimal points)*	Approx. New Monthly Top Step	Approx. Total % Change
Housing Specialist I	$5,432	$2/hour	6.4%	$5,779	1.282%	$5,853	7.7%
Housing Specialist II*	$5,702	$2/hour	6.1%	$6,048	6.440%	$6,438	12.9%
Human Resources Technician I	$5,976	$2/hour	5.8%	$6,323	4.445%	$6,604	10.5%
Maintenance Worker I	$4,498	$2/hour	7.7%	$4,844	18.138%	$5,723	27.2%
Maintenance Worker II*	$4,947	$2/hour	7.0%	$5,294	18.921%	$6,295	27.3%
Office Assistant	$4,245	$2/hour	8.2%	$4,592	6.545%	$4,892	15.3%
Permit Technician I	n/a	n/a	n/a	n/a	n/a	$5,791	n/a
Permit Technician II	$5,976	$2/hour	5.8%	$6,323	0.744%	$6,370	6.6%
Police Evidence and Property Technician I	$4,451	$2/hour	7.8%	$4,797	10.720%	$5,311	19.3%
Police Evidence and Property Technician II*	$4,898	$2/hour	7.1%	$5,244	11.407%	$5,843	19.3%
Public Works Inspector*	$6,781	$2/hour	5.1%	$7,128	0.188%	$7,141	5.3%
Recreation Coordinator	$5,295	$2/hour	6.6%	$5,642	2.251%	$5,769	9.0%
Senior Maintenance Worker	$5,193	$2/hour	6.7%	$5,540	25.000%	$6,925	33.4%
Youth Services Specialist	$6,253	$2/hour	5.5%	$6,600	10.656%	$7,303	16.8%

B. The base wage increases provided effective 5/26/2023 to the employee's position within the range decreased the differential between steps to less than five (5%) percent as was identified by the alpha numerical salary ranges established for the following classifications: Account Clerk I, Administrative Assistant II, Building Maintenance Worker I, Code Enforcement Officer II, Community Services Officer I, Computer Technician, Maintenance Worker I, Maintenance Worker II, Police Evidence and Property Technician II. The alpha salary range will be eliminated once the proposed base wage adjustments for the successor MOU are implemented. The affected employees in the alpha numeric ranges will be transitioned to the base numerical range assigned to their classification and will maintain their current step placement within the range, with the exception of the current incumbent in the Computer Technician classification, who shall advance one pay step to avoid a negative salary adjustment as a result of implementing this provision. This shall not affect the incumbent Computer Technician's anniversary date or future eligibility for merit increases.

C. Effective the last full pay period of June 2025, represented employees shall receive a two-point five (2.5%) percent Cost of Living Adjustment (COLA), condition precedent on if the City's actual revenue for Fiscal Year 2023/24 exceed budgeted revenues for Fiscal Year 2023/24 by at least three (3%) percent.

2. Incentive Pay.

Upon recommendation of the Department Head and the approval of the City Manager or designee, the City will provide training incentives for special education and certification not already required as part of the Employee's job classification and obtained outside the Employee's working hours. Employees receiving Incentive Pay must maintain certification consistent with the rules of the issuing authority. Failure to do so will result in a suspension of this benefit for a period not to exceed six months. During this suspension period, the Employee must cure the reason for loss of certification, or the suspension shall become permanent.

A. Similarly, to qualify to receive Certified Arborist Incentive Pay, Heavy Equipment Operator Incentive Pay, Class A Driver Incentive Pay, Notary Pay, or Bilingual Incentive Pay, an Employee must be utilizing the applicable certification. Accordingly, if an Employee refuses to perform work requiring that certification, or if the Employee is unable to work, or if the Employee is temporarily disabled, or if the Employee is on modified duty that restricts the Employee from performing such work, the Incentive Pay shall be suspended until the Employee resumes performing the duties for which the Incentive Pay is provided. During the suspension period, the City may temporarily provide Incentive Pay to the qualified City Employee who picks up the duties of the Employee whose Incentive Pay has been suspended. The maximum number of Employees eligible for such incentives is shown below; said maximum may be exceeded only upon approval of the City Manager.

B. Authorized Incentive Pay for special education and certifications shall be as follows:

Department	Job Class	Number	Amount
Public Works	Certified Arborist	1	5%
	Certified Heavy Equipment Operator/ Class A Driver	5	5%
	Qualified Applicator Certification	3	$50/month
~~Department~~	~~Job Class~~	~~Number~~	~~Amount~~
All Employees Covered by Agreement for an AA Degree or Higher			3%

3. Bilingual Pay.

An Employee fluent in Spanish, Tagalog or another language, the use of which the City Manager has determined to be of benefit to the City (based on the recommendation of the applicable department director), shall be paid Bilingual Incentive Pay of $50.00 per pay period upon written approval by the City Manager.

In the case of Bilingual Incentive Pay, fluency shall be certified by a test administered through the Human Resources office. In order to become certified, an Employee must achieve a score of at least nine (9) on a scale of twelve (12). A certified Employee shall request Bilingual Incentive Pay on a form approved by the City Manager. Employees may be required to recertify bilingual proficiency at least once every two years. Employees requesting bilingual

pay may not take the bilingual proficiency exam more than twice in a year, after a 90-day waiting period.

4. Notary Pay.

Any employee that possesses an official Notary Commission and is required to perform these duties in addition to their normal job duties shall be afforded a monthly $50.00 allowance, approved by the employee's Department Head. The City will provide the cost of training, certification, recertification, bond, insurance and recording with the County Recorder of the Notary Commission for any employees required to obtain and maintain an official Notary Commission.

5. Acting Pay.

Employees covered by this Agreement shall receive Acting Pay under the following conditions:

A. Employees must qualify to receive Acting Pay when assigned in writing to act in a higher job class to perform substantially the full range of duties and responsibilities of the higher job class for a minimum period of two weeks.

B. Employees who are assigned to act in a higher job class will receive Acting Pay in an amount of ~~at least 5.0 percent and no more than~~ 10.0 percent of their current ~~salary~~ base rate of pay when they are assigned to act in the higher job class for a minimum of two consecutive weeks, retroactive to the first day of the assignment, while performing substantially the full range of duties and responsibilities of the higher job class.

C. In order to receive Acting Pay, there must exist a budgeted position, the assignment must be made in writing, and employees must meet the minimum qualifications of the higher job class, and employees may not refuse to perform any duty or responsibility of the higher job class. Exceptions to meeting the minimum qualifications of the higher job class may be made on a case-by-case basis, depending on the operational need, with concurrence between the department head and Human Resource, subject to City Manager approval.

D. Acting Pay shall not be applied to a request to cash-out any form of paid leave, or payment for paid leave hours on the books at time of separation.

6. Confidential Pay.

Currently, the incumbent in the Accounting Tech (assigned to payroll), hired prior to July 30, 2019, receives a 3% pay differential to be added to the employee's base pay. The Confidential Pay Program will end once the current incumbent vacates the position.

7. Miscellaneous Employee Longevity Pay.

~~A. Effective the first pay period following City Council adoption of the successor Memorandum of Understanding (MOU) or the first pay period following 7/1/2023, whichever is later, upon the completion of ten (10) years of continuous full-time City service, represented employees shall be entitled to a two (2%) percent increase in compensation; employees who complete fifteen (15) years of continuous full-time service shall be entitled to an additional two (2%) percent increase in compensation (for a total of four (4%) percent).~~

~~B~~A. Effective the first pay period in July 2024, upon the completion of five (5) years of continuous full-time City service, represented employees shall be entitled to a differential pay of two (2%) percent ~~increase in compensation~~ calculated using the employee's base rate of pay; employees who complete ten (10) years of continuous full-time City service, represented employees shall be entitled to a differential pay of an additional two (2%) percent ~~increase in compensation~~ calculated using the employee's bas rate of pay; employees who complete fifteen (15) years of continuous full-time service shall be entitled to a differential pay of an additional two (2%) percent ~~increase in compensation (for a total~~ up to a maximum of six (6%) percent).

B. Effective the first pay period following ratification of the SCEA MOU 2025-27, in recognition of the contributions made to the City of Suisun City by long-time temporary and/or part-time employees who are subsequently employed in a regular full-time City capacity, all regular full-time employees represented and employed as of the date of ratification of this MOU, with prior Suisun City service in a temporary or part-time status, shall be eligible for Longevity Pay under the following conditions:

1) All CalPERS service credit earned from employment with the City of Suisun City in a temporary or part-time capacity immediately preceding appointment to a regular full-time position shall be applied toward the total years of City service used to calculate Longevity Pay under Section 7.A above.
2) Employees must have at least five (5) years of continuous regular full-time service with the City to be eligible.
3) The regular full-time employment with the City must be contiguous with the applicable prior temporary/part-time employment.
4) Employees must provide documentation from CalPERS demonstrating eligibility.
5) Temporary or part-time employees who convert to regular full-time positions in the future will not be eligible.

8. Biohazard/Homeless Encampment Cleanup Pay.

Employees who are assigned to perform homeless encampment cleanup shall receive additional pay due to potential biohazard exposure, including but not limited to urine, feces, blood and hypodermic needles. Employees will receive one and a half (1.5%) percent of base salary for actual time spent performing homeless encampment cleanup.

ARTICLE 8 HOURS OF WORK

1. Attendance.

Employees shall be in attendance at their workstation in accordance with departmental schedules unless on approved leave.

2. Work Schedules.

At the discretion of the City, Regular, Full-Time Employees shall be assigned to one of the following work schedules:

A. A 40.0-hour workweek consisting of five consecutive 8.0-hour days in a seven-day period (hereinafter "5/40"), beginning at noon on Friday through noon on the following Friday. All other work schedules shall be considered Alternative Work Schedules.

B. An Alternative Work Schedule, such as four consecutive 10.0-hour days in a seven-day period beginning at noon on Friday through noon on the following Friday (hereinafter "4/10"), or nine workdays totaling 80 hours during a fourteen-day period beginning at noon on Friday through noon on the following Friday (hereinafter "9/80"), or any other configuration approved by the Department Head and City Manager. Assignment to an Alternative Work Schedule is subject to Department Head recommendation and City Manager approval and shall not be considered permanent. At such time as the Department Head and City Manager determine that the schedule does not meet departmental needs, the Employee shall be reassigned to another work schedule.

C. Employees shall not be scheduled to work more than seven consecutive days without two scheduled days off, except in emergency situations.

D. Employees assigned to an Alternative Work Schedule may have the start of the workweek changed in accordance with the requirements set forth in the Fair Labor Standards Act.

E. Employees may temporarily flex their schedules with the prior approval of their Department Head, so long as the new schedule meets the City's needs and the Employee works a full schedule or makes up the shortfall with paid leave.

F. All paid leave (Sick Leave, Vacation Leave, Holiday Leave, and CTO) shall be charged to the Employee's paid leave balance(s) for all hours not worked up to the scheduled hours for that day(s). For example, if an Administrative Assistant is off sick on a 9.0-hour day, that Employee's Sick Leave balance would be reduced by 9.0 hours for that absence. Similarly, if a Holiday falls on a nine (9)-hour Workday, the Employee would receive eight (8) hours of Holiday Time Off and the balance of one (1) hour may be made up through use of Vacation Leave, Holiday Leave, or CTO. Sick Leave may not be used to make up for Holiday Time Off shortfalls.

3. Conflict with FLSA.

The City and SCEA acknowledge that where this Article may conflict with the Fair Labor Standards Act, the Act shall take precedence.

4. Breaks.

All Employees shall be entitled to receive a 15.0-minute break for every 4.0 hours of work or major fraction thereof.

ARTICLE 9 OVERTIME AND COMPENSATORY TIME OFF

The following procedures shall apply to Overtime and Compensatory Time Off (hereinafter "CTO"):

1. 5/40 Work Schedule.
For all Employees assigned to a 5/40 work schedule, all work performed in excess of forty (40) hours in a workweek or eight (8) hours in a day, that was approved in advance by the Department Head (except emergency Overtime associated with a Call Out), shall be paid at one and one-half times the Employee's regular pay.

2. Alternative Work Schedules.
Employees on a 4/10 or a 9/80 Alternative Work Schedule shall not be eligible for Overtime until they have worked a full scheduled Workday.

3. Employee-Requested Flextime.
In the event of pre-approved, Employee-requested flextime, Employees shall not be eligible for Overtime until they have worked a full scheduled workweek.

4. Paid Leave Considered Hours Worked.
For purposes of Overtime computation, all paid time including Sick Leave, Vacation Leave, Holiday, and CTO shall be considered hours worked.

5. Overtime Credited as CTO.
Except as provided in Section 6 of this Article, Overtime worked may be credited as CTO or be paid as Overtime at the discretion of the Employee. CTO will be credited at a rate of one and one-half times the Overtime hours worked. The maximum accumulation of CTO is ~~as follows:~~

~~A. Under five years of City service: 80.0 hours;~~

~~B. Five to under ten years of City service: 90.0 hours;~~

~~C. Ten to under 15 years of City service: 100.0 hours;~~

~~D. 15 years and over of City service:~~ 120.0 hours~~;~~ and

~~E.~~ A~~a~~ny Overtime worked in excess of these limits shall be compensated on a paid basis.

6. Above CTO Limit.
If an Employee is at or above the CTO limit, he/she will prospectively only get paid Overtime (as opposed to CTO) for Overtime worked. Once the CTO balance has been reduced by forty (40)

hours below the limit, an Employee will again be allowed to accrue CTO as opposed to receiving Overtime pay. Upon separation of service, an Employee is entitled to receive the cash value of all accrued CTO.

7. CTO Cash-Out.

~~Employees are allowed to cash-out a maximum of sixty (60) hours of CTO each January. The Finance Department will send out a request form, in November of the preceding year, that includes written verification of each Employee's current CTO balance. Employees may make an irrevocable request for the upcoming calendar year January cash-out of accrued CTO by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form which must be in the calendar year preceding the January cash-out. With the exception of the November election, Employees may not elect cash-out of accrued CTO except upon leaving City Service. No CTO cash-out election will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons.~~ Employees may not cash out CTO except as authorized annually under Eligible paid Leave Cash-Out or upon leaving City Service.

~~8. Restoring Leave Caps.~~

~~The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.~~

ARTICLE 10 ELIGIBLE PAID LEAVE CASH-OUT

~~As an alternative to CTO Cash-Out, e~~Employees ~~are allowed to~~ may elect to cash-out a maximum of sixty (60) hours of Eligible Paid Leave ~~in November of the calendar year preceding such cash-out~~ annually. Cash-out will occur each December. In November of each year, ~~T~~the Finance Department will send out a request form~~, in November of the preceding year,~~ that includes written verification of each Employee's current Eligible Paid Leave balances. Employees may make an irrevocable request for the upcoming calendar year to cash-out accrued Eligible Paid Leave by filling out and signing the form provided by Finance. The form must be submitted to

Finance by the date provided on the form ~~which must be in the calendar year preceding the cash-out~~. The hours elected for cash-out shall be accrued into a separate cash-out accrual bank beginning at the start of the year in which the payout is scheduled. With the exception of the ~~November~~ annual cash-out election, Employees may not cash out Eligible Paid Leave except upon leaving City Service. ~~No Eligible Paid Leave cash-out will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons.~~ With respect to this Section, Eligible Paid Leave includes CTO, Vacation Leave and Holiday Leave~~, and/or Vacation Leave~~ (in that order of ~~usage~~cash-out). ~~Employees may not cash-out both CTO and Eligible Paid Leave in the same year.~~For calendar year 2025 only, elections will be made for cash-out in January 2026 and December 2026.

ARTICLE 11 STANDBY AND CALL-OUT PROCEDURES

The following procedures shall apply exclusively to Standby and Call-Out assignments in the Public Works Maintenance Division, where all covered Employees are required to make themselves available for a proportionate share of weekly Standby duty:

1. Definition.
Standby Pay shall be defined as one (1) hour of pay at the affected employee's hourly base rate of pay.

~~1.~~2. Public Works Maintenance Division.

A. Those Employees scheduled for Standby duty on a weekday ~~Standby Duty~~ (from the end of the Workday on one day to the beginning of the next Workday during the workweek, which is from Monday evening through Friday [or every other Thursday for 9/80 Alternative Work Schedules] morning) will receive two (2) hours of Standby Pay per day ~~at the employee's regular rate of pay~~.

B. Those Employees scheduled for Standby duty on a weekend ~~Standby~~ (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive four (4) hours of Standby Pay per day ~~at the employee's regular rate of pay~~.

C. Those Employees scheduled for Standby duty on a Holiday ~~Standby~~ (from 12.00am to 11.59pm on recognized City Holiday) will receive ~~six (6)~~ nine (9) hours of Standby Pay per day ~~at one and one half (1 1/2) times the employee's regular rate of pay~~.

D. In the event of a Call Out, the Employee shall be paid for a minimum of two (2) hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2) hours, the Employee may opt to work a lesser amount of time and receive compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest

one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained.

E. Those Employees scheduled for Standby Duty agree to be "available" for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by either pager or phone, as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy.

F. All Employees scheduled for Public Works Standby Duty shall be properly trained on the Call-Out procedures and in the operation of all equipment required for Standby Duties.

G. Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding.

H. Any Employee, who has been scheduled for Standby Duty and either fails to be "available" or fails to report for work once notified, shall be subject to disciplinary action.

I. Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment with another Employee. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment.

J. An Employee shall not be required to work more than one week of Standby Duty assignment at a time without the mutual agreement of the Employee and the supervisor.

K. In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of two (2) hours of ~~time at one point five (1.5) times their hourly rate of~~ overtime or receive equivalent CTO, at the Employee's option.

Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives two (2) hours of ~~pay at one point five (1.5) times their hourly rate~~ overtime.

L. Employees who live within ~~fifteen (15)~~ twenty-five (25) miles of their workplace shall have the option to take a Call Out vehicle home for the Call Out period. The Call Out vehicle shall be used solely for the purpose of responding to a call of official City business.

2. Information Technology Division.

The following procedures shall apply exclusively to Standby and Call-Out assignments for the Computer Technician assigned to the Information Technology Division, where all covered Employees may be required to make themselves available for a proportionate share of weekend Standby duty:

A. Those Employees scheduled for Standby duty on a weekend ~~Standby~~ (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive four (4) hours of Standby Pay per day ~~at the employee's regular rate of pay~~.

B. Those Employees scheduled for Standby duty on a ~~H~~holiday ~~Standby~~ (from 12.00 am to 11.59 pm on recognized City Holiday) will receive six (6) hours of Standby Pay per day ~~at one and one half (1-1/2) times the employee's regular rate of pay~~.

C. In the event of a Call Out, the Employee shall be paid for a minimum of two (2) hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2) hours, the Employee may opt to work a lesser amount of time and receive compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained.

D. Those Employees scheduled for Standby Duty agree to be "available" for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by phone, as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy.

E. Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding.

F. Any Employee who has been scheduled for Standby Duty and either fails to be "available" or fails to report for work once notified, shall be subject to disciplinary action.

G. Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment.

H. In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of two (2) hours of ~~time at one point five (1.5) times their hourly rate of~~ overtime or receive equivalent CTO, at the Employee's option.

Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives two (2) hours of ~~pay at one point five (1.5) times their hourly rate~~ overtime.

ARTICLE 12 VACATION LEAVE

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

1. Vacation Accrual.

Accumulation of Vacation Leave shall commence effective with the date of hire, according to the following schedule, prorated on a pay period basis (annual total divided by twenty-six (26) bi-weekly pay periods to two decimal places of accuracy):

A. For the First Five Years of Service. Employees shall earn and be credited with Vacation Leave at the rate of eighty (80) hours for those working 40.0 hours per week or a 9/80 schedule per pay period per year.

B. Commencing with the Sixth Year. Employees shall earn and be credited with Vacation Leave at the rate of one hundred and twenty (120) hours for those working forty (40) hours per week or a 9/80 schedule per pay period per year.

C. Commencing with the Eleventh Year. Employees shall earn and be credited with Vacation Leave at the rate of one hundred and sixty (160) hours for those working forty (40) hours per week or a 9/80 schedule per pay period per year.

D. Commencing with the Sixteenth Year. Employees shall earn and be credited with Vacation Leave at the rate one hundred and eighty-four (184) hours for those working forty (40) hours per week or a 9/80 schedule per pay period per year.

2. Maximum Accumulation.

Employees with fifteen (15) or fewer years of service with the City may accumulate up to a maximum of two hundred and forty (240) hours of Vacation Leave. Employees with over fifteen (15) years of service with the City may accumulate up to a maximum of three hundred and twenty (320) hours of Vacation Leave. Under exceptional circumstances, such as heavy workloads or staffing shortages, the City Manager may authorize the accumulation of additional Vacation Leave. If an Employee is at the limit, he/she must request to take Vacation Leave off. If a written request to do so is disapproved, the limit may be increased by the City Manager. Failure to request time off will result in stopping the accrual of Vacation Leave until the balance is reduced by 40 hours.

3 Vacation Leave Cash-Out.

Employees may not cash out Vacation Leave except as authorized annually under Eligible paid Leave Cash-Out or upon leaving City Service.

4. Holiday During Vacation.

An Employee will not be charged 8.0 hours of Vacation Leave for a Holiday that occurs during his/her Vacation Leave.

5. Illness During Vacation.

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

6. Separation From Service.

Upon separation from service, an Employee is entitled to receive the cash value of all accrued Vacation Leave.

7. Upon Death.

When separation is caused by death, payment equivalent to accrued Vacation Leave shall be made to the Employee's estate.

~~8. Restoring Leave Caps.~~

~~The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.~~

ARTICLE 13 UNIFORMS AND UNIFORM ALLOWANCES

1. Uniform Allowances.

Annually the City shall pay those Employees required to wear uniforms in the performance of their duties as follows:

Job Class	Total
Community Services Officer I/II	$900.00
Police Evidence and Property Technician I/II	$900.00

Uniform allowance will be paid on the regular paychecks of pro-rata basis, equally divided across each of the 26 pay checks.

2. Other Uniforms.

During the term of this Agreement, the City shall continue to supply Maintenance Workers and Building Maintenance Workers with the required uniform components as determined by the Public Works Director in a written departmental policy. The Administrative Assistant I/II assigned to the Fire Department will receive required uniform components as determined by the Fire Chief in a written departmental policy. The Administrative Assistant I/II assigned to the Police Department will receive required uniform components as determined by the Police Chief in a written departmental policy.

3. Work Boots.

The City shall provide an annual boot allowance of two hundred and fifty dollars ($250.00) to be used toward the purchase and maintenance of safety boots to employees in the following classifications who are required to wear safety boots as a condition of employment:

Building Maintenance Worker I/II	Maintenance Worker I/II
Code Enforcement Officer I/II	Senior Maintenance Worker

A. The boot allowance will be issued in the first pay period in July of each year. For employees hired between July 1 and December 31, employees shall receive the full two hundred and fifty dollars ($250.00) payment for that fiscal year. For those hired between January 1 and June 30, the payment will be one hundred and twenty-five dollars ($125.00) for that fiscal year.

B. The Employee shall be responsible for making the purchase from any vendor of the work boots that meet the following requirements: steel toes, oil resistant soles, and a minimum of six (6) inches of ankle support.

C. If the work boots should become damaged or worn out before the next July, the City may approve the payment of up to two hundred and fifty dollars ($250.00) for a replacement pair of work boots. This provision shall only apply in cases where the wear and tear or damage occurred through the normal course of employment with the City.

4. Consequences for Failure to Wear Required Uniform.

It is each Maintenance Worker's responsibility to wear his/her City-supplied uniform, including work boots, while at work. The boots may be worn to and from work but should otherwise only be used at work performing assigned duties. Any Maintenance Worker who fails to show up for work with any portion of the City-supplied uniform, including work boots, shall be on leave without pay until such time as that Maintenance Worker returns to work properly dressed. Continued failure to show up for work in full uniform shall result in progressive discipline up to and including termination. If a Maintenance Worker is injured due to his/her failure to wear work boots, the Maintenance Worker shall be subject to progressive discipline and such discipline shall not be considered "discrimination or retaliation" pursuant to California Labor Code Section 132a.

5. Prescription Safety Glasses.

Employees required to wear safety glasses will be eligible for up to three hundred dollars ($300.00) reimbursement each fiscal year, if required to wear prescription safety glasses. Employees must submit a receipt with their request for reimbursement.

ARTICLE 14 RETIREMENT BENEFITS

1. Classic Miscellaneous Employee Benefits.

Except as provided in Section 2 of this Article, retirement benefits for represented Employees shall be as provided below:

A. CalPERS Benefits. The City agrees to provide the two (2%) percent at fifty-five (55) CalPERS Retirement Plan, including the 1959 Survivor's Benefit Level 3, for Miscellaneous Employees. The City shall pay the Employer's contribution. The employee shall pay the Employee's contribution as established by CalPERS.

B. One-Year Final Compensation. The City provides one-year final compensation pursuant to Government Code Section 20042.

C. Sick Leave Conversion. The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965.

D. Effective October 1, 2021, ~~A~~all miscellaneous employees covered by this ~~Tentative Agreement and the successor~~ MOU ~~will receive~~received an increase to their base hourly rate of 7.5 percent in exchange for Classic miscellaneous employees paying the full employee contribution along with PEPRA employees ~~as soon as practicable after CalPERS approval of the EPMC change~~.

~~D.~~E. As soon as practicable after CalPERS approval, the City shall pay 100% of the Classic Miscellaneous employee contribution in exchange for Classic Miscellaneous employees paying 7% Cost-Share of the employer's contribution. The Employer Paid Member Contributions (EPMC) will be reported as "Special Compensation". If permitted under Internal Revenue Code Section 414(4)(2), employee contributions required by and paid by the Employee shall be deducted from each Employee's gross pay on a pre-tax basis.

2 PEPRA New Employees.

Retirement benefits for represented Employees identified by CalPERS as PEPRA shall be as provided below:

A. CalPERS Benefits. The City agrees to provide 2.0% at 62 PERS Retirement Plan for Public Employees' Pension Reform Act of 2013 (PEPRA) New Miscellaneous Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no EPMC is available.

B. Three-Year Final Compensation. The City provides retirement formula calculation using the highest average annual compensation earned for no less than 36 consecutive months (3 years) of City employment per the Public Employees' Pension Reform Act of 2013.

C. Should any provision in this Agreement be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

ARTICLE 15 MEDICAL & DENTAL INSURANCE

1. Core Flex Plan.

The City will contribute a Core Flex Plan amount equivalent to the Kaiser Permanente Region 1 Premium for Employee, Employee plus one, and Employee plus Family, toward the monthly premium cost.

Should the health plan premium cost, selected by the employee, be less than the Kaiser Permanente Region 1 premium, the City shall pay no more that the full cost of the Kaiser Permanente rate, with the difference between the cost of the selected health plan premium and the maximum provided by the city eligible to be applied toward the cost of vision and dental premiums.

2. Flexible Benefit Options.

The City agrees to provide a five hundred dollar ($500.00) per month (employee only) and seven hundred dollar ($700.00) per month (employee plus one or more dependents) as a Flexible Benefit Credit that may be used in lieu of the Core Flex Plan enrollment per Section 1 of this Article. The Flexible Benefit Credit may be divided among Dental and Vision Premiums, Flexible Spending Accounts, and Taxable Cash Option. An Employee choosing the Flexible Benefit Options must establish eligibility by providing verification of enrollment in a group health plan and must reestablish eligibility annually for continued enrollment in the Flexible Benefit Options during each Open Enrollment Period established by the City.

3. Restrictions.

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

ARTICLE 16 LIFE INSURANCE AND DEFERRED COMPENSATION

1. Life Insurance.

The City agrees to provide a $200,000 term and accidental death and dismemberment insurance policy for each represented Employee. The face value of the policy will begin reducing at age sixty-five (65), per the policy's schedule of benefits.

2. 457 Deferred Compensation Plan.

The City agrees to provide a 457 Deferred Compensation Plan as an optional benefit to City Employees. The City will match the Employee's contribution up to one hundred dollars ($100.00) per pay period, or up to twenty-six hundred dollars ($2,600.00) per fiscal year. The City's match will be contributed to participating Employees on a pay-period basis, however, once annually participating Employees may contribute and the City will match an amount larger than one hundred dollars ($100.00), not to exceed the twenty-six hundred dollar ($2,600.00) fiscal year maximum.

ARTICLE 17 SUPPLEMENTAL INSURANCE

The City ~~has contracted with Colonial~~ contracts for voluntary supplemental insurance benefits ~~which will be~~ administered by City payroll deductions. It shall be agreed that the City may choose different supplemental insurance providers from time to time as needed to provide such voluntary benefits in the best interests of the City.

ARTICLE 18 MILEAGE REIMBURSEMENT

Employees are encouraged to use City vehicles when conducting City business. When the use of private vehicles is required and approved by the Employee's Department Head, the City shall provide mileage reimbursement at the mileage rate set each November by the Internal Revenue Service (Publication 917). The new rate shall be effective the following January.

ARTICLE 19 WORKERS' COMPENSATION COVERAGE

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

ARTICLE 20 STATE DISABILITY INSURANCE COVERAGE

1. State Disability Insurance.

The City shall participate under the State Disability Insurance Program (hereinafter "SDI") for employees represented by SCEA.

2. Payment of SDI Premiums.

SDI premiums shall be paid in full by all participating Employees.

ARTICLE 21 PAYROLL STATUS

1. Payroll Status.

Any Regular Employee shall be considered to be in a Payroll Status if the Employee is employed by the City under ~~the~~ one of the following conditions:

A. Working Full-Time.

B. Working Part-Time, at least a thirty (30) hour or greater workweek.

C. Working on a restricted or limited duty basis.

D. Off work due to an injury or illness covered under Workers' Compensation, receiving TTD benefits and fully integrating leave accruals.

E. Off work due to an injury or illness covered under State Disability Insurance, and fully integrating leave accruals.

F. Off work while on an approved leave of absence covered under the Family and Medical Leave Act (FMLA).

G. Off work while on an approved leave of absence covered under the California Family Rights Act (CFRA).

H. Off work while on an approved leave of absence covered under Pregnancy Disability Leave (PDL).

2. Continuation of City-Paid Insurance Premiums.

The City shall continue to contribute the City's share of the health and life insurance premiums on behalf of an Employee who is receiving Workers' Comp/SDI benefits, as long as he/she is in a Payroll Status with the City or within the period provided in Chapter 10 of the Personnel Rules. An Employee is in a Payroll Status with the City, as long as he/she is using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave in conjunction with Workers' Comp/SDI benefits to create the equivalent of at least a thirty (30) hour or greater workweek, exclusive of Overtime.

3. Non-Payroll Status.

A. Any Employee off work on SDI who has exhausted his/her benefits under FMLA, CFRA, or PDL, and who has insufficient accrued paid leave balances to create the equivalent of at least a thirty (30) hour or greater workweek, exclusive of Overtime shall be considered to be in a Non-Payroll Status. Employees who are in a Non-Payroll Status will no longer accrue paid leave (Vacation, Sick and Holiday), and the City will no longer contribute the City's share of health insurance premiums on the Employee's behalf. The City will continue to contribute life insurance premiums for employees in a non-payroll status, if permissible by the plan.

B. An Employee off work on Workers' Compensation, and who has insufficient accrued paid leave balances to create the equivalent of at least a thirty (30) hour or greater workweek while on Temporary Total Disability (TTD), exclusive of Overtime shall be considered in a Non-Payroll Status. The Employee will no longer accrue paid leave (Vacation, Sick, and Holiday); however, the City will continue to contribute the City's share of health insurance premiums on the Employee's behalf for a period of no more than 12 months from the date

of injury. The City will continue to contribute life insurance premiums for employees in a non-payroll status, if permissible by the plan.

C. Employees contributing to the 457 Deferred Compensation plan, and who are off work on Workers' Compensation/SDI, will have all contributions to the deferred compensation plan stopped during the time on leave unless they are integrating sufficient accrued paid leave to cover the full amount of the requested deferred compensation plan contribution. Workers' Compensation/SDI benefits are non-taxable benefits, therefore shall not be used toward 457 plan contributions.

ARTICLE 22 WORKERS' COMP/SDI MEDICAL LEAVE

1. Employee Options Regarding SDI Medical Leave.

There are three options available to an Employee who is otherwise eligible for SDI insurance benefits, which are as follows:

A. Option 1: Not applying for disability insurance benefits and using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave.

B. Option 2: Applying for disability insurance benefits and integrating accrued paid leaves with the SDI benefits. Such accrued paid leaves shall include Sick Leave, Vacation Leave, CTO, and/or Holiday Leave, in this order, unless the Employee provides written notice to the City to limit the integration to only accrued Sick Leave with SDI benefits. If Option 2 is elected, the Employee shall stipulate on their Request for Leave (RFL) whether the Employee is integrating Sick Leave, and other leave accruals, with SDI benefits.

C. Option 3: ~~Employees who apply for disability insurance, may provide the City with the supplemental benefits received by SDI, to be credited to a disability leave accrual account, which the City will then reissue to the Employee through payroll, enabling the Employee to remain on payroll status, so long as they are integrating accrued leave to create at least a thirty (30) hour or greater workweek, exclusive of Overtime.~~ Applying for disability insurance benefits and not integrating accrued paid leave with the SDI benefits. If Option 3 is elected, the Employee shall stipulate on their Request for Leave (RFL) that they do not wish to integrate leave accruals with SDI benefits.

D. The amount of supplement for any hour of any normal Workday shall not exceed the difference between one hundred (100%) percent of the Employee's ~~normal gross salary rate~~ standard earnings and the "weekly benefit amount".

2. Medical Leave While on Workers' Comp/SDI.

Employees who are off work on medical leave covered under Workers' Comp or SDI may supplement their insurance coverage benefits to ensure that they receive up to one hundred (100%) percent of their ~~normal pay~~ standard earnings, exclusive of Overtime.

3. How a Supplement is Treated.

The Employee shall receive up to one hundred (100%) percent of their ~~gross salary rate~~standard earnings including any regular hours worked and leave accruals to cover time off (Sick Leave, Vacation, CTO and/or Holiday Leave) until such time as the City is notified of the benefit paid to the Employee. The pay period following notification (normally the next pay period), the Employee will receive up to one hundred (100%) percent of Employee's ~~gross salary rate~~standard earnings when combining the supplemental amount provided by Workers' Comp/SDI with integrated leave.

4. Paid Leave Accrual.

An Employee shall earn Sick Leave, Vacation Leave, and Holiday Leave benefits during any full bi-weekly pay period in which the Employee receives Workers' Comp/SDI benefits and is on Payroll Status. Furthermore, an Employee shall receive service credit including for seniority and merit step increases during such a period, as long as the Employee is in a Payroll Status with the City. Retirement service credit is determined by CalPERS.

5. Leave of Absence While on SDI.

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

ARTICLE 23 SICK LEAVE AND OTHER LEAVES OF ABSENCE

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

ARTICLE 24 LEAVE OF ABSENCE DUE TO INJURY INCURRED WHILE ON DUTY

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

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

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

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

ARTICLE 25 MUNICIPAL HOLIDAYS

1. Recognized Holidays.

The following are recognized as Holidays:

The first day of January, New Year's Day.
The third Monday in January, Martin Luther King's Birthday.
The third Monday in February, President's Day.
The last Monday in May, Memorial Day.
The Nineteenth day of June, Juneteenth.
The fourth day of July, Independence Day.
The first Monday in September, Labor Day.
The second Monday in October, ~~Columbus~~ Indigenous People's Day.
The eleventh day of November, Veteran's Day.
The fourth Thursday in November, Thanksgiving Day.
The fourth Friday in November, the day after Thanksgiving Day.
The twenty-fifth day of December, Christmas Day.
One floating Holiday shall be posted on the first pay period in July and one floating Holiday on the first pay period in January to the Holiday Leave balance.
The employee's birthday.
Any date proclaimed by the Mayor of Suisun City as a Holiday.

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

2. Observance.

A. Except as provided in Section 6 of this Article when a Holiday falls on Sunday, it shall be observed on the following Monday. When a Holiday falls on Saturday, it shall be observed on the preceding Friday.

B. If the employee's birthday occurs on a regular day off, the employee must schedule a day off with supervisor approval within thirty days before or after the employee's birthday.

3 Holiday Time Off.

Except as provided in Section 6 of this Article, an Employee will accrue 8.0 hours of Holiday Time Off when assigned to a workweek of 40.0 hours for each observed holiday. An Employee may use Vacation Leave, CTO, or work additional time (on an hour-for-hour basis) during the work period to make up the difference between their scheduled time and their accrued Holiday Time Off.

4 Holiday Time Off Usage.

Holiday Time Off may be used as follows:

A. When a Holiday falls on a day when an Employee is scheduled to and is directed to work that day for a period of time equal to at least the number of hours of Holiday Time Off afforded to that Employee, the Employee shall be paid 1.5 times the hourly base rate for

the hours worked on an hour-for-hour basis ~~and the Employee shall have an amount equal to the number of Holiday Time Off hours credited to his/her Holiday Leave balance~~.

B. When a Holiday falls on a day when an Employee is not scheduled to work and the Employee does not work that day, the Employee shall have an amount equal to the number of Holiday Time Off hours credited to his/her Holiday Leave balance.

C. When a Holiday falls on a day when an Employee is scheduled to work and the Employee does not work, the Employee shall be compensated as if he/she had worked that day consistent with Section 3 of this Article.

5 Holiday Leave Balance.

Except as provided in Section 6 of this Article, Holiday Leave shall be accumulated separately from Vacation Leave. Holiday Leave may be used for paid leave purposes (essentially in the same manner as Vacation Leave). In order to encourage Employees to take advantage of their Holiday Leave, a maximum of one hundred (100) hours is allowed to accrue in that balance. Employees may not cash out Holiday Leave except as authorized annually under Eligible Paid Leave Cash Out or upon leaving City service. If an Employee is at the limit, he/she must request to take Holiday Leave off. If a written request to do so is disapproved, the limit shall be increased by the City Manager. Failure to request time off would result in discontinuing the accrual of Holiday Leave until the balance is reduced by twenty (20) hours.

~~6. Restoring Leave Caps.~~

~~The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.~~

ARTICLE 26 REIMBURSEMENT FOR EDUCATION OR TRAINING

1. Approval.

On the recommendation of a Department Head and the approval of the City Manager, any Employee may embark on an approved course of education to enhance their job skills. A course of study may include courses needed to gain a degree in a job-related field or to improve opportunities for advancement or Promotion with the City of Suisun City. If the Employee's Department Head will

not recommend reimbursement for a course of study, the Employee may appeal to the City Manager or designee.

2. Reimbursement.

Employees are eligible for educational reimbursement for approved classes, including tuition and books, which shall not exceed one thousand dollars ($1,000.00) per Employee per year. Upon successful completion of the coursework, the Employee shall submit to the Department Head and HR copies of dated receipts showing education costs (tuition, books~~, materials, mileage~~), as well as transcripts, grades or certificates showing successful course completion. If an Employee leaves City service within two years of receiving education reimbursement, the Employee must reimburse the City an amount equal to half of the total of education reimbursement paid by the City.

ARTICLE 27 PROBATIONARY PERIOD

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

All newly appointed represented employees shall serve a probationary period of 12 mnths. At the discretion of their supervisor, Department Head, and City Manager, Probationary Employees may receive a performance evaluation and release from probationary status after six months, if the Employee's overall performance exceeds "Meets Standard". All other sections of 7.5 of the Personnel Rules, AD-7, shall apply.

ARTICLE 28 PERFORMANCE EVALUATIONS

1. Annual Performance Evaluation.

Every Regular Employee in the Classified Service shall receive a performance evaluation by his/her immediate supervisor at least annually. The annual review will normally occur within 30 days of the Employee's Anniversary Date, unless an alternate schedule is approved by the City Manager. In the event of a delayed evaluation by the supervisor, upon employee's request, HR will submit a personnel action form to effectuate any eligible increase so long as the delayed evaluation will be overall "satisfactory."

2. Purpose.

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

3 Procedure.

The Human Resources Unit shall approve the format for performance evaluations, which may vary by department, Position, or Employee's responsibilities. The Employee's Department Head or designee will provide a written evaluation of the Employee's performance in a variety of skill or performance areas.

4 Merit Increases.

In order to advance to a higher step in the salary range, the evaluation must demonstrate that the advancement is merited on the basis of job performance. Performance ratings shall guide supervisors and Department Heads in determining whether merit advancements have been earned and should be recommended to the City Manager. Department Heads shall have the authority and responsibility to withhold or delay merit advancements if such advancement is not merited.

ARTICLE 29 GRIEVANCE PROCEDURE

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

ARTICLE 30 DISCIPLINARY ACTION

1. Rules regarding the Disciplinary Action are set forth in Chapter 12 of the Personnel Rules. Section 12.8.2 of these Rules is hereby replaced with the following:

2. The Hearing Officer may be an arbitrator, a neutral third party, or a mediator. The Hearing Officer shall conduct an advisory review of the facts and issue a written opinion in the matter that is provided to all parties. The selection of an arbitrator, neutral third party, or mediator shall be by mutual agreement of the parties. All direct costs involved with having an arbitrator, neutral third party, or mediator review the matter will be borne equally by the parties involved. However, in the event the disciplinary action is completely reversed, the City shall reimburse the SCEA for its share of the cost of the arbitrator, third party, or mediator.

3. In the event the parties are unable to agree on an impartial arbitrator, mediator, or third party, the parties will make a joint request for a list of five impartial mediators or arbitrators from the State Mediation and Conciliation Service. When such list is received, the parties shall meet within seven calendar days to select the mediator or arbitrator as follows: the parties shall alternately strike the name of one mediator or arbitrator from the list until the name of one remains. That person shall serve as the mediator or arbitrator. The Party to strike the first name shall be determined by a toss of a coin.

4. The City Manager will review the opinion and either:

A. Accept the Recommendation. In the event that the City Manager accepts the recommendation, that decision will be final and not subject to further appeal.

B. Refer the Matter to the City Council. In the event that the City Manager rejects the recommendation, the matter shall be referred to the City Council. The Council shall conduct a closed session pursuant to Subsection 12.8.3.

ARTICLE 31 CONTRACTING OUT

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

ARTICLE 32 EMPLOYEE ASSISTANCE PROGRAM

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

ARTICLE 33 LAYOFF AND REEMPLOYMENT

Rules regarding Layoff and Reemployment are set forth in Section 13.2 of the Personnel Rules.

ARTICLE 34 GENERAL PROVISIONS

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

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

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

4 Reopeners.
Upon the written request of the City Manager, the Parties agree to reopen negotiations during the term of this successor MOU for any one of the following situations:

A. A Declaration of a Fiscal Emergency by the City Council which could result in Layoffs if the Parties do not meet and confer on alternatives.

B. If any other bargaining group has an employment contract with the City of Suisun City that contains applicable compensation provisions that are more advantageous for the Employees than this Agreement, the Parties agree to meet and confer on the modification of this Agreement.

C. A positive or negative change occurs in the City's fiscal status that would affect the availability of funding for services provided in whole or in part by Employees represented by SCEA.

F. Update/Amend/Replace the City's Employer-Employee Relations Resolution

G. Update/Amend the City's Administrative Directive AD7 – Personnel Rules and Regulations.

H. Notwithstanding the provisions of California Government Code section 20516.5, the Parties agree that the above-indicated represent the only bases for reopening the successor MOU during its term.

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

6. No Strike/Lockout.

The SCEA agrees that there will be no strike, work stoppage, slowdown, "sick in", sit down, refusal to perform work, other interference with City operations, picketing, or refusal to enter upon City premises on any account or in connection with any grievance or dispute. The City agrees that it will not engage in any lockouts during the term of this Agreement.

7. Successor Agreement.

This Agreement shall be in full effect from July 1, ~~2023~~2025 through and including June 30, ~~2025~~2027. Either Party may serve upon the other its written request to commence negotiations for a successor Agreement as early as February 1, ~~2025~~2027. Upon receipt of such written notice, negotiations shall commence no later than thirty (30) days thereafter. The Parties hereby declare that it is their mutual interest to negotiate a multi-year successor agreement consistent with City Council policy direction within the limitations of the City's ability to pay, with the intent to be completed no later than June 30, ~~2025~~2027.

8. Distribution of Agreement.

Within 10 days of the adoption of this Agreement, all covered Employees shall receive a copy of the Agreement. The "copy" may be provided in electronic format.

9. Effective Date.

The effective date of this Agreement shall be July 1, ~~2023~~2025.

[SIGNATURES ON NEXT PAGE]

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY EMPLOYEES' ASSOCIATION
JULY 1, 2025 THROUGH JUNE 30, 2027

CITY OF SUISUN CITY REPRESENTATIVES:

Aaron Slater, Managing Consultant
Beauchaine Consulting Group, LLC

Christina Penland
Human Resources Administrator

Bret Prebula
City Manager

SCEA REPRESENTATIVES:

Marcos Zepeda, SEIU Field Representative
City Employee Associates

Michelle Zunino, SCEA President

Kathleen King, SCEA Vice President

Tevita Salt, SCEA Secretary

Approved as to form
Richards Watson Gershon

Patrick Enright, City Attorney

AGENDA ITEM NO. 19.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-__: Amending the Citywide Salary Schedule Implementing Negotiated Compensation Adjustments for SCEA/SEIU, Establishing Salary for Police Records Clerk I/II, Affirming Confidential Status of Human Resources Technician I/II, and Abolishing the Fleet Mechanic Classification.

FISCAL IMPACT: There is no additional cost associated with approving the updated Citywide Salary Schedule, as the underlying wage adjustments have already been adopted through the respective SCEA/SEIU MOU approval action.

STRATEGIC PLAN: Provide Good Governance. Approval of the updated salary schedule ensures compliance with CalPERS and maintains transparency in City compensation practices.

BACKGROUND: The City Council recently approved a successor Memorandum of Understanding (MOU) with the Suisun City Employees' Association (SCEA/SEIU). The agreement includes negotiated base wage adjustments, including market-based increases for classifications below 90 percent of the market median and a 2.5 percent cost-of-living adjustment effective January 2, 2026.

In addition to implementing the negotiated wage adjustments, staff has completed several related classification actions that require incorporation into the City's official salary schedule. These actions include establishing salaries for newly created classifications, affirming confidential status for specific positions, and removing classifications that are no longer utilized.

The City's comprehensive salary schedule must be updated to reflect these previously approved actions and to comply with CalPERS requirements for a publicly available pay schedule.

STAFF REPORT: The updated Citywide Salary Schedule reflects the following actions authorized by the City Council in the successor SCEA/SEIU MOU:

- Implementation of negotiated SCEA/SEIU base wage adjustments, including market adjustments to 90 percent of the market median for applicable classifications and a 2.5 percent COLA effective January 2, 2026.
- Establishment of the approved salary range for the newly created Police Records Clerk I/II classification.
- Affirmation of the Human Resources Technician I/II classification as unrepresented and confidential, with benefits aligned with the SCEA MOU.
- Abolishment of the Fleet Mechanic classification, which is no longer utilized by the City.

Approval of the attached Citywide Salary Schedule is an administrative action to ensure compliance with CalPERS regulations requiring a publicly available pay schedule that accurately reflects all authorized compensation and classification actions.

STAFF RECOMMENDATION: Staff recommends adoption of Resolution No. 2026-__ Amending

the Citywide Salary Schedule Implementing Negotiated Compensation Adjustments for SCEA/SEIU, Establishing Salary for Police Records Clerk I/II, Affirming Confidential Status of Human Resources Technician I/II, and Abolishing the Fleet Mechanic Classification.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026-___ - Amending the Citywide Salary Schedule Implementing Negotiated Compensation Adjustments for SCEA/SEIU, Establishing Salary for Police Records Clerk I/II, Affirming Confidential Status of Human Resources Technician I/II, and Abolishing the Fleet Mechanic Classification
   a. Citywide Salary Schedule

PREPARED BY: Christina Penland, Human Resources Administrator
REVIEWED BY: Lakhwinder Deol, Finance Director
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution Amending Citywide Salary Schedule
1a. Citywide Salary Schedule

.

RESOLUTION NO. 2026 -___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AMENDING THE CITYWIDE SALARY SCHEDULE IMPLEMENTING NEGOTIATED COMPENSATION ADJUSTMETNS FOR SCEA/SEIU, ESTABLISHING SALARY FOR POLICE RECORDS CLERK I/II, AFFIRMING CONFIDENTIAL STATUS OF HUMAN RESOURCES TECHNICIAN I/II, AND ABOLISHING THE FLEET MECHANIC CLASSIFICATION

WHEREAS, the City of Suisun City has negotiated a successor Memorandum of Understanding with the Suisun City Employees' Association (SCEA/SEIU) that includes compensation adjustments intended to address market competitiveness and cost-of-living increases; and

WHEREAS, the negotiated agreement includes adjustments to bring classifications below 90 percent of the market median up to 90 percent and provides a 2.5 percent cost-of-living adjustment effective January 2, 2026; and

WHEREAS, the City has established a Police Records Clerk I/II classification to support Police Department operations and must formally adopt the associated salary range within the City's salary schedule; and

WHEREAS, the Human Resources Technician I/II classification performs confidential work related to labor relations and personnel matters and is appropriately designated as unrepresented and confidential, with benefits aligned with the SCEA MOU; and

WHEREAS, the fleet Mechanic classification is no longer utilized and should be abolished to maintain an accurate and current salary schedule; and

WHEREAS, all employers must comply with the compensation earnable and publicly available pay schedule provisions contained within California Government Code (CG) section 20636(d) and California Code of Regulations (CCR) section 570.5; and

WHEREAS, adoption of an amended salary schedule ensures transparency, compliance with state law, and alignment with negotiated labor agreements.

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

1. The amended salary schedule implementing the negotiated SCEA/SEIU compensation adjustments, including market adjustments and a 2.5 percent COLA effective January 2, 2026 is hereby approved.
2. The salary range for the Police Records Clerk I/II classification of approximately $51,563 to $69,389 annually is hereby approved as reflected in the amended salary schedule.
3. The Human Resources Technician I/II classification is affirmed as unrepresented and confidential, with benefits aligned with the SCEA MOU.
4. The Fleet Mechanic classification is hereby abolished.
5. The City Manager or designee is authorized and directed to take any actions necessary to implement the approved salary adjustments and to post the amended salary schedule in compliance with applicable state law.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of January 2026, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

Attachment:

1. Citywide Salary Schedule

City of Suisun City
Salary Schedule
Resolution Date: 1/20/2026

			Hourly					Monthly Average					
Job Code	Job Class	Range	A	B	C	D	E	Starting	Ending	Effective Date	B.U.	B.G.	FLSA OT
1610	Account Clerk I (F)	268	$24.95	$26.19	$27.50	$28.88	$30.32	$4,324	$5,256	01/02/26	SCEA	SCEA	
1612	Account Clerk II (F)	291	$27.44	$28.81	$30.25	$31.77	$33.36	$4,757	$5,782	01/02/26	SCEA	SCEA	
1614	Account Clerk III	313	$30.19	$31.69	$33.28	$34.94	$36.69	$5,232	$6,360	01/02/26	SCEA	SCEA	
1822	Accountant	362	$37.48	$39.36	$41.33	$43.39	$45.56	$6,497	$7,897	01/02/26	SCMPEA	SCMPEA	Exempt
1620	Accounting Technician	332	$32.93	$34.58	$36.31	$38.12	$40.03	$5,708	$6,938	01/02/26	SCEA	SCEA	
1120	Administrative Assistant I (F)	285	$26.61	$27.95	$29.34	$30.81	$32.35	$4,613	$5,607	01/02/26	SCEA	SCEA	
1122	Administrative Assistant II (F)	307	$29.28	$30.74	$32.28	$33.89	$35.59	$5,074	$6,168	01/02/26	SCEA	SCEA	
1130	Administrative Technician	327	$32.20	$33.81	$35.50	$37.28	$39.14	$5,582	$6,785	01/02/26	SCEA	SCEA	
3220	Assistant Engineer (F)	389	$42.82	$44.97	$47.21	$49.57	$52.05	$7,423	$9,023	01/02/26	SCMPEA	SCMPEA	Exempt
4220	Assistant Planner (F)	361	$37.33	$39.20	$41.16	$43.22	$45.38	$6,471	$7,865	01/02/26	SCMPEA	SCMPEA	Exempt
3222	Associate Engineer (F)	409	$47.11	$49.46	$51.93	$54.53	$57.26	$8,165	$9,925	01/02/26	SCMPEA	SCMPEA	Exempt
4222	Associate Planner (F)	380	$41.07	$43.12	$45.27	$47.54	$49.91	$7,118	$8,652	01/02/26	SCMPEA	SCMPEA	Exempt
7390	Background Investigator	391	-	-	-	-	$49.92	-	-	12/24/21	Temp/PT	Temp/PT	
8130	Battalion Chief (2912 annual hours)	375	$39.90	$41.89	$43.99	$46.19	$48.49	$9,682	$11,768	01/02/26	Unrep	SCPFA	
4350	Building Inspection Services Manager	421	$50.96	$53.51	$56.19	$59.00	$61.95	$8,834	$10,737	01/02/26	SCMPEA	SCMPEA	Exempt
4320	Building Inspector I (F)	320	$33.83	$35.53	$37.30	$39.17	$41.13	$5,865	$7,128	01/02/26	SCEA	SCEA	
4322	Building Inspector II (F)	341	$37.22	$39.08	$41.03	$43.08	$45.24	$6,451	$7,841	01/02/26	SCEA	SCEA	
3430	Building Maintenance Worker I (F)	272	$25.43	$26.71	$28.04	$29.44	$30.91	$4,408	$5,359	01/02/26	SCEA	SCEA	
3432	Building Maintenance Worker II (F)	296	$27.98	$29.38	$30.84	$32.39	$34.01	$4,849	$5,894	01/02/26	SCEA	SCEA	
4380	Chief Building Official	469	$64.43	$67.65	$71.04	$74.59	$78.32	$11,168	$13,575	01/02/26	Unrep	SCMPEA	Exempt
3250	City Engineer	480	$69.10	$72.55	$76.18	$79.99	$83.99	$11,977	$14,558	01/02/26	Unrep	SCMPEA	Exempt
9130	City Manager	595	$132.54	-	-	-	$141.43	$22,974	$24,515	01/02/26	EM Plan	EM	Exempt
4420	Code Enforcement Officer I (F)	310	$29.71	$31.19	$32.75	$34.39	$36.11	$5,149	$6,259	01/02/26	SCEA	SCEA	
4422	Code Enforcement Officer II (F)	330	$32.68	$34.31	$36.03	$37.83	$39.72	$5,664	$6,885	01/02/26	SCEA	SCEA	
7320	Community Services Officer I (F)	284	$26.49	$27.81	$29.20	$30.66	$32.19	$4,591	$5,580	01/02/26	SCEA	SCEA	
7322	Community Services Officer II (F)	305	$29.13	$30.59	$32.12	$33.73	$35.41	$5,050	$6,138	01/02/26	SCEA	SCEA	
1910	Computer Systems Specialist	222	$20.02	$21.02	$22.08	$23.18	$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
1922	Computer Technician	358	$36.86	$38.71	$40.64	$42.67	$44.81	$6,389	$7,766	01/02/26	SCEA	SCEA	
1750	Deputy City Clerk (C)	376	$40.20	$42.21	$44.32	$46.53	$48.86	$6,967	$8,469	01/02/26	Confidential	SCMPEA	Exempt
9126	Deputy City Manager	543	$91.42	$95.99	$100.79	$105.83	$111.12	$15,846	$19,261	01/02/26	EM Plan	EM	Exempt
8250	Deputy Fire Chief	471	$65.57	$68.85	$72.29	$75.91	$79.70	$11,366	$13,815	01/02/26	SCMPEA	SCMPEA	Exempt
9116	Development Services Director	505	$79.06	$83.01	$87.16	$91.52	$96.10	$13,704	$16,657	01/02/26	EM Plan	EM	Exempt
4190	Economic Development Consultant	441	-	-	-	-	$65.00	-	-	12/24/21	Temp/PT	Temp/PT	
9114	Finance Director	505	$79.06	$83.01	$87.16	$91.52	$96.10	$13,704	$16,657	01/02/26	EM Plan	EM	Exempt
1850	Finance Manager	448	$57.05	$59.90	$62.89	$66.04	$69.34	$9,888	$12,019	01/02/26	SCMPEA	SCMPEA	Exempt
1810	Financial Services Specialist	222	$20.02	$21.02	$22.08	$23.18	$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
8124	Fire Captain (2,912 annual hours)	350	$36.27	$38.08	$39.99	$41.99	$44.09	$8,801	$10,698	01/02/26	SCPFA	SCPFA	
9120	Fire Chief	514	$87.95	$92.35	$96.97	$101.81	$106.91	$15,245	$18,530	01/02/26	EM Plan	EM	Exempt
8122	Fire Engineer (2912 annual hours)	333	$32.97	$34.62	$36.35	$38.17	$40.08	$8,001	$9,726	01/02/26	SCPFA	SCPFA	
8350	Fire Marshal	454	$59.59	$62.57	$65.69	$68.98	$72.43	$10,328	$12,554	01/02/26	SCMPEA	SCMPEA	Exempt
8120	Firefighter (2912 annual hours)	292	$27.48	$28.85	$30.29	$31.81	$33.40	$6,668	$8,105	01/02/26	SCPFA	SCPFA	
5150	Housing Programs Manager	420	$50.76	$53.30	$55.96	$58.76	$61.70	$8,798	$10,694	01/02/26	SCMPEA	SCMPEA	Exempt

(C) Denotes Confidential Class
(F) Denotes a Flexibly Staffed Classification
** City Manager's Salary is set by Contract

B.U. Bargaining Unit
B.G. Benefits Group

			Hourly					Monthly Average					
Job Code	Job Class	Range	A	B	C	D	E	Starting	Ending	Effective Date	B.U.	B.G.	FLSA OT
5120	Housing Specialist I (F)	306	$29.19	$30.64	$32.18	$33.79	$35.48	$5,059	$6,149	01/02/26	SCEA	SCEA	
5122	Housing Specialist II (F)	326	$32.10	$33.71	$35.39	$37.16	$39.02	$5,565	$6,764	01/02/26	SCEA	SCEA	
9110	Human Resources Administrator	505	$79.06	$83.01	$87.16	$91.52	$96.10	$13,704	$16,657	01/02/26	EM Plan	EM	Exempt
1210	Human Resources Specialist	222	$20.02	$21.02	$22.08	$23.18	$24.34	$3,471	$4,219	07/21/23	Temp/PT	Temp/PT	
1230	Human Resources Technician I (F/C)	311	$29.94	$31.43	$33.00	$34.65	$36.39	$5,189	$6,307	01/02/26	Unrep/Conf	SCEA	
1232	Human Resources Technician II (F/C)	332	$32.93	$34.58	$36.31	$38.12	$40.03	$5,708	$6,938	01/02/26	Unrep/Conf	SCEA	
9113	IT Director	505	$79.06	$83.01	$87.16	$91.52	$96.10	$13,704	$16,657	01/02/26	EM Plan	EM	Exempt
1950	IT Services Manager	460	$61.34	$64.41	$67.63	$71.01	$74.56	$10,633	$12,924	01/02/26	SCMPEA	SCMPEA	Exempt
3420	Maintenance Worker I (F)	300	$28.54	$29.97	$31.46	$33.04	$34.69	$4,947	$6,013	01/02/26	SCEA	SCEA	
3422	Maintenance Worker II (F)	322	$31.39	$32.96	$34.61	$36.34	$38.16	$5,441	$6,614	01/02/26	SCEA	SCEA	
1710	Management Analyst I (F)	361	$37.33	$39.20	$41.16	$43.22	$45.38	$6,471	$7,865	01/02/26	SCMPEA	SCMPEA	Exempt
1712	Management Analyst II (F)	380	$41.07	$43.12	$45.27	$47.54	$49.91	$7,118	$8,652	01/02/26	SCMPEA	SCMPEA	Exempt
1340	Marketing Manager	390	$43.11	$45.26	$47.53	$49.90	$52.40	$7,472	$9,082	01/02/26	SCMPEA	SCMPEA	Exempt
1110	Office Assistant	263	$24.40	$25.62	$26.90	$28.24	$29.65	$4,229	$5,140	01/02/26	SCEA	SCEA	
4120	Permit Technician I (F)	303	$28.88	$30.32	$31.84	$33.43	$35.10	$5,005	$6,084	01/02/26	SCEA	SCEA	
4122	Permit Technician II (F)	324	$31.76	$33.35	$35.02	$36.77	$38.61	$5,506	$6,692	01/02/26	SCEA	SCEA	
4210	Planning Specialist	222	$20.02	$21.02	$22.08	$23.18	$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
9122	Police Chief	547	$95.74	$100.53	$105.55	$110.83	$116.37	$16,595	$20,171	01/02/26	EM Plan	EM	Exempt
7150	Police Commander	498	$75.73	$79.51	$83.49	$87.66	$92.05	$13,126	$15,955	01/02/26	SCMPEA	SCMPEA	Exempt
7330	Police Evidence and Property Technician I (F)	284	$26.49	$27.81	$29.20	$30.66	$32.19	$4,591	$5,580	01/02/26	SCEA	SCEA	
7332	Police Evidence and Property Technician II (F)	305	$29.13	$30.59	$32.12	$33.73	$35.41	$5,050	$6,138	01/02/26	SCEA	SCEA	
7122	Police Officer (F)	413	$48.69	$51.12	$53.68	$56.36	$59.18	$8,439	$10,257	01/02/26	SCPOA	SCPOA	
7110	Police Officer Trainee (F)	276	-	-	-	$28.63	$30.06	-	-	12/24/21	Temp/PT	Temp/PT	
1410	Police Records Clerk I (F)	268	$24.95	$26.19	$27.50	$28.88	$30.32	$4,324	$5,256	01/20/26	SCEA	SCEA	
1412	Police Records Clerk II (F)	291	$27.44	$28.81	$30.25	$31.77	$33.36	$4,757	$5,782	01/20/26	SCEA	SCEA	
7130	Police Sergeant	460	$61.34	$64.41	$67.63	$71.01	$74.56	$10,633	$12,924	01/02/26	SCPOA	SCPOA	
7250	Police Support Services Manager	450	$58.11	$61.02	$64.07	$67.27	$70.64	$10,073	$12,244	01/02/26	SCMPEA	SCMPEA	Exempt
4226	Principal Planner	433	$54.21	$56.92	$59.76	$62.75	$65.89	$9,396	$11,421	01/02/26	SCMPEA	SCMPEA	Exempt
3340	Project Manager	416	$49.71	$52.20	$54.81	$57.55	$60.43	$8,617	$10,474	01/02/26	SCMPEA	SCMPEA	Exempt
7230	Public Safety Dispatch/Police Records Supervisor	410	$47.95	$50.35	$52.87	$55.51	$58.29	$8,312	$10,103	01/02/26	SCPOA	SCPOA	
7220	Public Safety Dispatcher I (F)	349	$36.03	$37.83	$39.72	$41.71	$43.79	$6,245	$7,591	01/02/26	SCPOA	SCPOA	
7222	Public Safety Dispatcher II (F)	373	$39.63	$41.61	$43.69	$45.88	$48.17	$6,869	$8,350	01/02/26	SCPOA	SCPOA	
9118	Public Works Director/City Engineer	514	$87.95	$92.35	$96.97	$101.81	$106.91	$15,245	$18,530	01/02/26	EM Plan	EM	Exempt
3120	Public Works Inspector	351	$37.64	$39.52	$41.50	$43.57	$45.75	$6,524	$7,930	01/02/26	SCEA	SCEA	
3110	Public Works Specialist	222	$20.02	$21.02	$22.08	$23.18	$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
3550	Public Works Superintendent	447	$56.67	$59.50	$62.48	$65.60	$68.88	$9,822	$11,939	01/02/26	SCMPEA	SCMPEA	Exempt
3520	Public Works Supervisor	380	$41.07	$43.12	$45.27	$47.54	$49.91	$7,118	$8,652	01/02/26	SCMPEA	SCMPEA	Exempt
2220	Recreation Coordinator	302	$30.93	$32.48	$34.10	$35.81	$37.60	$5,362	$6,517	01/02/26	SCEA	SCEA	
2550	Recreation Manager	412	$48.40	$50.82	$53.36	$56.02	$58.83	$8,389	$10,197	01/02/26	SCMPEA	SCMPEA	Exempt
2210	Recreation Specialist I (F)	200	$18.00	$18.54	$19.10	$19.67	$20.26	-	-	07/21/23	Temp/PT	Temp/PT	
2212	Recreation Specialist II (F)	220	$19.80	$20.39	$21.01	$21.64	$22.29	-	-	07/21/23	Temp/PT	Temp/PT	
2214	Recreation Specialist III (F)	250	$21.78	$22.43	$23.11	$23.80	$24.51	-	-	07/21/23	Temp/PT	Temp/PT	
2510	Recreation Supervisor	348	$36.21	$38.02	$39.93	$41.92	$44.02	$6,277	$7,630	01/02/26	SCMPEA	SCMPEA	Exempt
9112	Recreation, Parks & Marina Director	505	$79.06	$83.01	$87.16	$91.52	$96.10	$13,704	$16,657	01/02/26	EM Plan	EM	Exempt
1824	Senior Accountant	390	$43.11	$45.26	$47.53	$49.90	$52.40	$7,472	$9,082	01/02/26	SCMPEA	SCMPEA	Exempt
3224	Senior Associate Engineer (F)	425	$51.82	$54.41	$57.13	$59.98	$62.98	$8,982	$10,917	01/02/26	SCMPEA	SCMPEA	Exempt

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** City Manager's Salary is set by Contract

B.U. Bargaining Unit
B.G. Benefits Group

			Hourly					Monthly Average					
Job Code	Job Class	Range	A	B	C	D	E	Starting	Ending	Effective Date	B.U.	B.G.	FLSA OT
4324	Senior Building Inspector	397	$44.66	$46.90	$49.24	$51.71	$54.29	$7,742	$9,410	01/02/26	SCMPEA	SCMPEA	Exempt
3424	Senior Maintenance Worker	344	$34.53	$36.26	$38.07	$39.98	$41.97	$5,986	$7,276	01/02/26	SCEA	SCEA	
1714	Senior Management Analyst	400	$45.17	$47.43	$49.80	$52.29	$54.91	$7,830	$9,517	01/02/26	SCMPEA	SCMPEA	Exempt
4224	Senior Planner	400	$45.17	$47.43	$49.80	$52.29	$54.91	$7,830	$9,517	01/02/26	SCMPEA	SCMPEA	Exempt
7224	Senior Public Safety Dispatcher	395	$43.59	$45.77	$48.06	$50.47	$52.99	$7,556	$9,185	01/02/26	SCPOA	SCPOA	
7310	Youth Services Specialist	356	$36.42	$38.24	$40.15	$42.16	$44.27	$6,313	$7,673	01/02/26	SCEA	SCEA	

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B.U. Bargaining Unit
B.G. Benefits Group

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AGENDA ITEM NO. 20.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-__: Approving the Establishment of the Police Records Clerk I/II Flexibly Staffed Classification.

FISCAL IMPACT: This item does not approve salary or compensation. Fiscal impacts associated with salary and benefits will be addressed during the mid-year budget. Any staffing costs will be incorporated through future budget actions as positions are filled.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: The Communications Division is responsible for providing emergency and non-emergency response services to the community. In addition to call-taking and radio operations, Dispatch staff currently perform a wide range of police records duties, including report processing, front counter assistance, records dissemination, CPRA requests, and coordination with courts and other agencies.

Over time, records-related workload and regulatory requirements have increased, requiring specialized knowledge and focused attention. Continuing to combine these functions with dispatch operations places strain on Dispatch staff and can impact service delivery. Establishing dedicated records positions is consistent with best practices and allows each function to be performed more effectively.

STAFF REPORT: The proposed Police Records Clerk I/II classification would be assigned to the Police Department and provide direct support to the Communications Division by assuming records-related duties currently performed by Dispatch staff. These duties include records processing, public counter services, records retention, CPRA and discovery requests, and coordination with the District Attorney's Office, courts, DOJ, and other agencies.

The class is proposed as a flexibly staffed Police Records Clerk I/II series, allowing for entry-level hiring with advancement to the journey level based on experience, training, and demonstrated proficiency.

The Police Records Clerk I/II classification will be represented by the Suisun City Employees Association (SCEA). Benefits for this classification will be aligned with SCEA-represented positions.

The proposed salary range for the Police Records Clerk I/II classifications is $51,896 to $69,389 annually. Approval of the salary range is not part of this action and will be considered separately this evening under an item addressing updates to the Citywide salary schedule.

STAFF RECOMMENDATION: Council Adoption of Resolution No. 2026-__: Approving the Establishment of the Police Records Clerk I/II Flexibly Staffed Classification.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026-__: Approving the Establishment of the Police Records Clerk I/II Flexibly Staffed Classification.
   a. Police Records Clerk I/II class specification.

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

ATTACHMENTS:
1. Resolution
1a. Police Records Clerk I-II Class Spec
.

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING THE ESTABLISHMENT OF THE POLICE RECORDS CLERK I/II FLEXIBLY STAFFED CLASSIFICATION.

WHEREAS, public Safety Dispatchers currently perform both emergency communications and police records functions; and

WHEREAS, the increasing volume and complexity of records-related duties has created competing demands on Dispatch staff; and

WHEREAS, establishing a Police Records Clerk I/II flexibly staffed classification series and dedicated positions will allow Dispatchers to remain focused on dispatch responsibilities while improving efficiency and compliance in records management; and

WHEREAS, the Police Records Clerk I/II classification series will be represented by the Suisun City Employees Association (SCEA), with benefits aligned with SCEA-represented classifications; and

WHEREAS, Staff has prepared a Police Records Clerk I/II class specification that reflects the duties, responsibilities and qualifications necessary to perform police records functions; and

WHEREAS, staff conducted a market salary survey for the Police Records Clerk I/II classification, resulting in a proposed salary range of approximately $51,563 to $69,389; and

WHEREAS, approval of the salary range for this classification will be considered separately as part of Citywide schedule updates.

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

1. The Police Records Clerk I/II flexibly staffed classification and class specification is hereby approved and adopted.
2. The benefits pro positions allocated to this classification will be aligned with SCEA-represented classifications.
3. The City Manager is authorized to take all actions necessary to implement this resolution

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of January 2026, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

Attachment:

1. Police Records Clerk I/II Class Specification

POLICE RECORDS CLERK I/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, processes, maintains, and updates police records and reports; responds to requests for information; copies and releases police records in compliance with Department and mandated rules and regulations; accesses reports and provides requested information to law enforcement personnel, government agencies, and the public.

IDENTIFYING CHARACTERISTICS

Police Records Clerk I – This is the entry-level into Police Records Clerk series. Incumbents work under close supervision. Assignments are limited in scope and under direction of a higher-level employee. As experience is gained, the incumbent is granted more independence from supervision. This classification is flexibly staffed with the Police Records Clerk II. Advancement to the II level is based on demonstrated proficiency in performing the assigned functions, the completion of minimum experience and education requirements for the II level; and is at the discretion of higher level supervisory or management staff.

Police Records Clerk II – This journey-level classification is responsible for independently performing clerical and technical duties in support of Police Departmental operations; employees at this level are expected to exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This classification is distinguished from the Public Safety Dispatch Supervisor in that the latter is the full supervisory-level classification in the series responsible for organizing, assigning, supervising, and reviewing the work of personnel.

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. 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.

2. Manages front counter traffic by greeting and assisting visitors, answering inquiries, and providing appropriate referrals; enters calls for service into the Computer-Aided Dispatch (CAD) system and ensures accurate information is collected and routed to the proper personnel or unit; maintains a professional and customer-service–oriented presence as the first point of contact for the Police Department.

3. Responds to oral and written requests from citizens, businesses, 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; acts as a liaison to courts, probation, DMV, DOJ, etc.

4. 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.

5. Testifies in court regarding the validity, accuracy, and maintenance of police records, as required; provides clear and professional testimony to support the integrity of departmental records and compliance with statutory requirements.

6. Initiates, organizes, maintains, and controls access to filing systems including purging and retaining files according to the retention schedule; processes, distributes, and files arrest, crime, disposition, and other reports/documents; conducts periodic audits of records and data systems to ensure accuracy, completeness, and compliance with applicable retention laws, DOJ mandates, and departmental procedures.

7. Assists with processing California Public Records Act (CPRA) requests by locating, reviewing, redacting, and preparing records for release under the direction of supervisory or management staff.

8. Enters and receives information from California Law Enforcement Telecommunications System (CLETS) in strict compliance with applicable rules, regulations, and procedure; 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, field interviews, driver license and vehicle registration information, and warrants on wanted persons; composes and transmits messages to other agencies.

9. Completes required CLETS record validations on a monthly basis to ensure accuracy and compliance with Department of Justice (DOJ) and California Law Enforcement Telecommunications System (CLETS) standards; updates, corrects, and verifies information in criminal justice databases as required.

10. Receives, reviews, and processes discovery requests in compliance with applicable laws, court rules, and departmental procedures; prepares and redacts reports, recordings, and other evidentiary materials as required; tracks deadlines; and ensures timely and accurate release of information to the District Attorney's Office, defense counsel, and other authorized parties.

11. Collects and scans served subpoenas into database systems; forwards to District Attorney's Office; receives, date stamps, copies, and routes new subpoenas received from the District Attorney's office to Police personnel.

12. Conducts registration of sex and arson offenders in accordance with state and federal laws; maintains accurate records; coordinates compliance monitoring and follow-up to ensure offenders meet statutory requirements; collaborates with law enforcement staff and external agencies as necessary.

13. Runs driver's license and criminal history checks; sends results to the District Attorney's Office with cases for suspects and suspects arrested; runs name checks and warrant checks for officers and other agencies.

14. Operates citywide camera systems for monitoring, retrieval, and evidentiary purposes; may be required to operate Police Department drones in accordance with established policies, procedures, and FAA regulations; ensures proper documentation and chain of custody for digital evidence.

15. Processes vehicle release requests at the front counter, including verifying eligibility, collecting required documentation and fees, and ensuring compliance with applicable laws and department

policies; provides professional customer service while explaining procedures and requirements to members of the public.

16. Processes citations; checks citations for errors; scans, enters, and uploads citations into database systems; routes citations to appropriate agencies.

17. Counts, arranges, prepares, and balances bank deposits including cash, checks, and credit card receipts; notes details of each deposit on all paperwork directly associated and retains related records.

18. Performs Live Scan duties.

19. Performs general office duties; receives, compiles, and organizes information for the preparation of correspondence, documents, and reports as assigned; prepares correspondence and memoranda; maintains confidentiality of sensitive information and documents.

20. Maintains inventory and stock of office supplies for the assigned area.

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 and services of a comprehensive police records management program.
City and Department programs, goals, policies, and procedures.
Procedures, policies, codes, rules, and regulations pertaining to the proper processing, approval, maintenance, and release of police records and documents.
Methods and techniques of preparing and processing various records, reports, forms, permits, licenses and other documents.
Police terminology and law enforcement codes.
Operational characteristics of law enforcement databases and software.
Principles, practices, methods, and techniques of records management, including records disbursement procedures.
Applicable federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
Rules with respect to the retention, sealing and destruction of records.
Principles and practices of data collection and report generation.
Principles and procedures of record keeping and filing systems.
Business arithmetic
Methods of cash/payment handling and preparing bank deposits.

Ability to:

Perform routine clerical work including the maintenance of appropriate records, files, and databases.
Prepare clear and concise correspondence and reports from brief instructions.
Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
Calculate figures and perform standard mathematical functions.
Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies procedures, programs, and standards relevant to work performed.
Learn and strictly follow the regulations, procedures, and policies related to the maintenance, release, and processing of police records and related information.

Handle sensitive and confidential information.
Learn and apply the proper procedures, rules, and regulations for entering and retrieving information from the California Law Enforcement Telecommunications System (CLETS).
Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
Maintain confidentiality of sensitive information and documents.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Compile and maintain records.
Communicate clearly and concisely, both orally and in writing; effectively interact with the public to resolve complaints and process information requests
Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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:*

Police Records Clerk I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of general office experience, including typing, computer usage and public contact, preferably in a law enforcement environment.

Police Records Clerk II

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized general office and clerical training is desirable.

Experience:

Two years of responsible clerical records keeping experience comparable to that of a Police Records Clerk I with the City of Suisun City.

Completion of POST Basic Records Course and completion of the California Public Records Act course are required.

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.

Ability to work in a standard office environment; exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to lift and move packages

of moderate weight up to 20 lbs.; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry or operation of other office equipment; may involve extensive VDT exposure.

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 medical examination prior to employment.

FLSA	Non-Exempt
B.U.	SCEA
Established	1/20/2026 – Reso: 2026-__

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AGENDA ITEM NO. 21.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council/Agency Approval of December 2025 Accounts Payable and Payroll Warrants.

FISCAL IMPACT: Total expenditure for all funds is $9,296,764.97.

Note: The Accounts Payable Expense Report includes $4,500,000 that is being transferred to LAIF investment account. It is not an expense but due to the system set-up, every disbursement appears on the expense report.

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:

December	Checks # 22795 - 22838	$27,173.81
	Direct Deposits (12/12/25)	$422,535.38

	Direct Deposits (12/26/25)	$427,158.10
	Total Payroll	**$876,867.29**
Accounts Payable:		
December	Total Accounts Payables	$8,419,897.68
	TOTAL AMOUNT	**$9,296,764.97**

STAFF RECOMMENDATION: It is recommended that the City Council approve accounts payable, payroll and payroll vendor checks for December 2025.

PREPARED BY: Lakhwinder Deol, Finance Director
REVIEWED BY: Bret Prebula, City Manager
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:

1. December 2025 Payroll Register.pdf
2. December 2025 Accounts 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: January 5, 2026

To: Honorable Mayor and City Council Members

Prepared By: Diana Littles, Accounting Technician

Approved By: Lakhwinder Deol, Finance Director

RE: Payroll Checks for **December 2025**

Payroll:	Checks	22795 - 22838	$27,173.81
	Direct Deposit	12/12/2025	$422,535.38
	Direct Deposit	12/26/2025	$427,158.10

Total Payroll **$876,867.29**

Emp ID	Name	Deducted Last Posting	Deduction Amt. Per Pay Period
ABD01	SHARIF S ABDELAZIZ	3418.01	.00
ALE01	HALEY C ALEXANDER	4717.26	.00
ALL01	RYAN D ALLEN	2079.27	.00
ALV01	SANTINO A ALVAREZ	315.84	.00
ANT01	DARREN J ANTES	258.58	.00
ARA00	CIARA ARANIEGO	451.92	.00
BAR05	HILO BARAJAS	1942.75	.00
BER00	AIDAN L BERGINNIS	129.29	.00
BER03	JIM BERMUDEZ	5808.99	.00
		500.00	500.00
BLO01	DELBERT R BLOCK JR	1871.66	.00
BRA05	JASON C BRASSFIELD	5920.79	.00
BRY02	JOHN E. BRYAN	2879.48	.00
BUT01	RONALD BUTTS	2270.80	.00
CAM02	TYLER J CAMIGI	4258.81	.00
CAN02	ALVIN J CANGCO	3880.48	.00
CAP01	RICKY CAPERTON	4786.74	.00
CAR06	LISA A. CARLOCK	4755.94	.00
CAR08	MARK S CARDINALLI	8563.34	.00
CLA01	TRENTON J CLARK	630.06	.00
CLO01	LEILA I CLOUD	394.79	.00
COL01	JOSE L COLIN	3527.40	.00
COL02	JAMIR R COLLINS	382.33	.00
COL03	TAYLOR COLLINS	2821.62	.00
CON05	TIFFANY N CONAMA	2215.33	.00
		1000.00	1000.00
COO01	BRANDI COOK	2762.77	.00
COR02	JUAN M. CORTEZ	2462.77	.00
COR03	SHERRI L. CORRALES	1725.06	.00
COR05	CRISTIAN A CORTES	320.00	.00
DAN01	ROBERTA J. DANIEL	2073.58	.00
		500.00	500.00
DAN02	JOSHUA S DANNER	1575.54	.00
DAW02	JENALEE M DAWSON	987.20	.00
DEL03	MARIBEL DE LA CRUZ	3698.51	.00
		150.00	150.00
DEL04	MATEO DE LOA	129.29	.00
DEM03	RYAN A DEMELLO	5439.44	.00
DEO01	LAKHWINDER K DEOL	5377.65	.00
		100.00	100.00
DIA01	NAPOLEON W. DIAZ II	2126.70	.00
DOO01	CHRISTOPHER J DOOLEY	6033.85	.00
DOW01	JEFFREY D DOWNEY	2902.74	.00
DUC01	JUSTIN M DUCHSCHER	4924.87	.00
DUM01	AMANDA DUM	2789.96	.00
		100.00	100.00
		75.00	75.00
ELM01	MICHAEL L ELM	1998.95	.00
ESC04	NICHOLAS J ESCOBEDO	2092.37	.00
ESP00	RYAN J ESPARZA	4963.89	.00
ESP02	TRISTAN M ESPERANZA-IB	320.15	.00
FAR01	ANDREW L FARRELL	2145.09	.00
FIE01	ALEXANDER FIERRO	2571.55	.00
FLO00	AISHA FLORES	3349.80	.00
FLO02	GLADIS FLORES	349.08	.00
GAL04	NOE GALLEGOS-ARE	3987.19	.00
GAT01	JOSEPH J GATMEN	3106.62	.00
GEL01	GEMMA V. GELUZ	2265.40	.00
GID02	KAMANI GIDDINGS	632.95	.00
GOL03	JASON R GOLTIAO	3768.54	.00
HAT01	KAREN S. HATTEN	343.09	.00
HEA01	DANIEL J. HEALY	5459.59	.00
HEI03	SCOTT J HEINE	4967.02	.00
HEL01	JACOB T HELTON	3154.08	.00
HEN02	JEFF T. HENDERSON	5054.38	.00
HER00	ALMA R HERNANDEZ	410.65	.00
HER01	JAMES A. HERROD	3820.90	.00
HUL01	JANET HULL	2390.23	.00
		300.00	300.00
		1750.00	1750.00
		500.00	500.00
JAC01	TRISTAN K JACKSON	472.94	.00
JON03	JANINE S JONES	443.42	.00
KEA02	JOHN T. KEARNS	3363.84	.00
KEG01	ANDREW D KEGLE	8029.11	.00
KEN02	AMBER M. KENT	4618.66	.00
KEN03	EMILY M KENT	2087.91	.00
KHA01	FRANKIE KHANTIGNA	2951.12	.00
KIN00	CAMRYN R KING	2488.67	.00
KIN02	KATHLEEN S KING	2131.34	.00
KOS01	ABIGAYLE J KOSTA	418.23	.00
LAZ00	JULIA M LAZARO	6439.10	.00
		1600.00	1600.00
LEE06	RACHEL C LEE	3408.72	.00
LEH01	HOANG D LE	2713.46	.00
LEM01	AARON P LEMING	2748.08	.00
LET01	THOMAS LETTERMAN	2952.24	.00
		955.07	.00
LIN02	SOLANGE LINCOLN-BERR	484.88	.00
LIT01	DIANA A. LITTLES	2286.74	.00
		75.00	75.00
LOM01	TIFFANEY LOMBARD	4847.67	.00
LOP00	BELTHZABEL LOPEZ-DE LOA	2182.71	.00
LOP03	BRAD L LOPEZ	5130.21	.00
LOP04	VANESSA A LOPEZ	508.23	.00

Emp ID	Name	Deducted Last Posting	Deduction Amt. Per Pay Period
LOP05	CHRISTIAN G LOPEZ	2191.11	.00
LOZ01	NICODEMUS G LOZANO	3189.48	.00
LUJ01	CHRISTOPHER J LUJAN	4839.65	.00
LUN01	ELIZABETH N. LUNA	3576.36	.00
		50.00	50.00
		100.00	100.00
LUN03	OSCAR N LUNA	437.81	.00
MAR03	SHERRON L. MARTIN	1456.79	.00
		500.00	500.00
		50.00	50.00
MAR15	DEAN R MARTIN	6705.75	.00
MAR18	BRIANNA D MARQUITZ	2701.55	.00
MAR19	CAROLANN E MARTINEZ	2195.32	.00
MCH01	HAYLEY J MCHENRY	1561.59	.00
		669.25	.00
MER01	GLORIA MERCADO-MART	1717.46	.00
MER02	PATRICIA MERICAL	1380.73	.00
MOR01	MARVIN J MORA	2989.84	.00
MUN01	MARIA L MUNOZ	2532.23	.00
MUR00	HAYLEY A MURPHY	2034.64	.00
NAS01	ASHLEY A NASH	2200.00	2200.00
NER01	SIGFRED D NERI	5510.76	.00
OKO01	NICHOLAS OKODOGBE	3508.27	.00
OLS02	JAMES C OLSEN	3282.95	.00
ORT03	JOSE O ORTIZ GARCIA	2373.97	.00
PAL01	AMIT PAL	98.55	.00
PAN01	FERNANDO J PANTOJA	1206.47	.00
PEC01	LUIS PECH	1796.70	.00
PEN01	CHRISTINA Y PENLAND	3092.68	.00
		1000.00	1000.00
		125.00	125.00
		250.00	250.00
PER04	MICHAEL W PERGAMIT	1927.41	.00
PER06	GIZELLE ANNE PERRY	1897.95	.00
PIC02	KAILEY I PICKERING	611.34	.00
POC01	DONNA J. POCK	1951.22	1951.22
		325.00	325.00
POR01	TAI R PORTER	534.87	.00
PRE01	BRET T PREBULA	7177.56	.00
RAN01	ADRIANNA C RANSOM	650.38	.00
REN01	GREG M RENUCCI	4115.23	.00
RIV03	LUIS R RIVERA	3365.49	.00
ROB00	KARA C ROBINSON	2148.31	.00
ROB03	ROWLAND H. ROBERTS	4454.77	.00
ROB05	JUAN D ROBLES CASTI	2005.78	.00
ROM03	MARIA L ROMERO	2157.84	.00
ROT01	AARON C ROTH	6335.48	.00
SAE02	MOHAMED SAEED	696.93	.00
SAG01	ANNE SAGAMI	3513.23	.00
SAL03	TEVITA VAEA P SALT	5139.54	.00
		200.00	200.00
SAL06	BEYONCE O SALCEDA	479.99	.00
SAL08	KRISTINE SALCEDA	340.77	.00
SAM02	JERAMY J. SAMO	2368.28	.00
SAN09	ASHLEY D SANTOS	363.81	.00
SCR01	MARINA H SCRIVNER	349.08	.00
SEL01	KAYLEY E SELBY	3517.31	.00
SHE02	PARISE S SHEPHERD	372.80	.00
SHI01	HARRISON SHING-CHUN	3525.82	.00
SIF01	JONATHAN SIFUENTES	2086.33	.00
SIL01	BRAYAN O SILVA ZAMORA	3209.22	.00
SIN01	JUSTEEN K SINGLEY	1882.21	.00
SKI02	ANITA L SKINNER	303.09	.00
SOT02	FRANCISCO J SOTO-POMEROY	6150.75	.00
SZM02	ROBERT SZMURLO	777.26	.00
TAT01	MONICA L TATNEY-MORRI	358.95	.00
TAY04	TIMOTHY D TAYLOR JR	258.58	.00
TEW01	VINAY P TEWARI	190.08	.00
TKA01	OLIVIA F TKACZ	465.67	.00
TOD02	KATIE A TODD	2033.36	.00
TRA01	JOSHUA TRAN	2722.91	.00
VAL01	JASON D VALDE	2817.12	.00
VAN00	CHAO C VANG	1932.87	.00
VAN01	JASON S VANDER MEER	3826.85	.00
VAS01	BIANCA M VASQUEZ	1522.29	.00
		250.00	250.00
		250.00	250.00
VER02	ERIC VERA	3834.44	.00
VIL01	TREVOR A VILLANUEVA	439.51	.00
VUE00	LUE VUE	2379.88	.00
VUE01	NOUAE A VUE	5862.70	.00
WAD01	ANEKKA S WADDELL	2071.16	.00
WAG01	LUKAS P WAGNER	203.63	.00
WAS02	PRINCESS K WASHINGTON	1114.31	.00
WHA01	JUDE WHALEY	266.79	.00
WOO02	APRIL E WOODEN	1759.32	.00
YAN01	GE H YANG	2171.98	.00
ZAR01	ERNESTO Z ZARAGOZA	4187.93	.00
ZUN02	MICHELLE E. ZUNINO	2279.81	.00
Sub-Total:		422535.38	
Grn-Total:		422535.38	

Count: 184

Emp ID	Name	Deducted Last Posting	Deduction Amt. Per Pay Period
ABD01	SHARIF S ABDELAZIZ	4169.75	.00
ALE01	HALEY C ALEXANDER	3986.03	.00
ALL01	RYAN D ALLEN	2079.27	.00
ALV01	SANTINO A ALVAREZ	677.48	.00
ANT01	DARREN J ANTES	606.86	.00
ARA00	CIARA ARANIEGO	928.19	.00
BAR05	HILO BARAJAS	1863.18	.00
BER00	AIDAN L BERGINNIS	258.58	.00
BER03	JIM BERMUDEZ	5808.99	.00
		500.00	500.00
BLO01	DELBERT R BLOCK JR	2805.65	.00
BRA05	JASON C BRASSFIELD	6873.43	.00
BRY02	JOHN E. BRYAN	3281.49	.00
BUT01	RONALD BUTTS	2285.64	.00
CAM02	TYLER J CAMIGI	4115.71	.00
CAN02	ALVIN J CANGCO	4546.98	.00
CAP01	RICKY CAPERTON	5208.96	.00
CAR06	LISA A. CARLOCK	4603.18	.00
CAS02	JADE A CASTILLO-KUD	329.54	.00
CLA01	TRENTON J CLARK	756.28	.00
CLO01	LEILA I CLOUD	685.87	.00
COL01	JOSE L COLIN	3527.40	.00
COL02	JAMIR R COLLINS	595.33	.00
COL03	TAYLOR COLLINS	3100.83	.00
CON05	TIFFANY N CONAMA	2215.33	.00
		1000.00	1000.00
COO01	BRANDI COOK	3533.00	.00
COR02	JUAN M. CORTEZ	2465.92	.00
COR03	SHERRI L. CORRALES	1725.77	.00
COR05	CRISTIAN A CORTES	448.82	.00
DAN01	ROBERTA J. DANIEL	2073.58	.00
		500.00	500.00
DAN02	JOSHUA S DANNER	5276.95	.00
DAW02	JENALEE M DAWSON	901.47	.00
DEL03	MARIBEL DE LA CRUZ	2896.81	.00
		150.00	150.00
DEL04	MATEO DE LOA	129.29	.00
DEM03	RYAN A DEMELLO	4664.23	.00
DEO01	LAKHWINDER K DEOL	5575.86	.00
		100.00	100.00
DIA01	NAPOLEON W. DIAZ II	3200.64	.00
DOO01	CHRISTOPHER J DOOLEY	5242.33	.00
DOW01	JEFFREY D DOWNEY	2902.74	.00
DUC01	JUSTIN M DUCHSCHER	4412.38	.00
DUM01	AMANDA DUM	2789.97	.00
		100.00	100.00
		75.00	75.00
ELM01	MICHAEL L ELM	2412.06	.00
ESC04	NICHOLAS J ESCOBEDO	2494.83	.00
ESC05	SHARON ESCOBAR	713.56	.00
ESP00	RYAN J ESPARZA	4227.09	.00
ESP02	TRISTAN M ESPERANZA-IB	624.23	.00
FAR01	ANDREW L FARRELL	2880.41	.00
FIE01	ALEXANDER FIERRO	6026.79	.00
FLO00	AISHA FLORES	4787.11	.00
FLO02	GLADIS FLORES	365.71	.00
FRI01	MARYFLOR FRIAS RICO	150.85	.00
GAL04	NOE GALLEGOS-ARE	3471.41	.00
GAT01	JOSEPH J GATMEN	3106.62	.00
GEL01	GEMMA V. GELUZ	2272.00	.00
GID02	KAMANI GIDDINGS	933.85	.00
GOL03	JASON R GOLTIAO	3768.54	.00
HEA01	DANIEL J. HEALY	5459.59	.00
HEI03	SCOTT J HEINE	4358.12	.00
HEL01	JACOB T HELTON	2679.10	.00
HEN02	JEFF T. HENDERSON	5054.39	.00
HER00	ALMA R HERNANDEZ	312.10	.00
HER01	JAMES A. HERROD	3820.90	.00
HUL01	JANET HULL	2192.37	.00
		300.00	300.00
		1750.00	1750.00
		500.00	500.00
JAC01	TRISTAN K JACKSON	757.47	.00
JON03	JANINE S JONES	671.99	.00
KEA02	JOHN T. KEARNS	3363.78	.00
KEG01	ANDREW D KEGLE	4159.62	.00
KEN02	AMBER M. KENT	4935.41	.00
KEN03	EMILY M KENT	2087.91	.00
KHA01	FRANKIE KHANTIGNA	2951.12	.00
KIN00	CAMRYN R KING	2487.39	.00
KIN02	KATHLEEN S KING	2325.94	.00
LAZ00	JULIA M LAZARO	4257.64	.00
		1600.00	1600.00
LEH01	HOANG D LE	3377.54	.00
LEM01	AARON P LEMING	2666.50	.00
LET01	THOMAS LETTERMAN	3454.19	.00
		1122.38	.00
LIN02	SOLANGE LINCOLN-BERR	796.92	.00
LIT01	DIANA A. LITTLES	2512.63	.00
		75.00	75.00
LOM01	TIFFANEY LOMBARD	3939.39	.00
LOP00	BELTHZABEL LOPEZ-DE LOA	2112.48	.00
LOP03	BRAD L LOPEZ	5130.21	.00
LOP04	VANESSA A LOPEZ	864.45	.00
LOP05	CHRISTIAN G LOPEZ	2025.95	.00

Emp ID	Name	Deducted Last Posting	Deduction Amt. Per Pay Period
LOZ01	NICODEMUS G LOZANO	3189.48	.00
LUJ01	CHRISTOPHER J LUJAN	4651.26	.00
LUN01	ELIZABETH N. LUNA	3576.36	.00
		50.00	50.00
		100.00	100.00
LUN03	OSCAR N LUNA	817.54	.00
MAR03	SHERRON L. MARTIN	1456.79	.00
		500.00	500.00
		50.00	50.00
MAR15	DEAN R MARTIN	5107.84	.00
MAR18	BRIANNA D MARQUITZ	2074.60	.00
MAR19	CAROLANN E MARTINEZ	2195.32	.00
MCH01	HAYLEY J MCHENRY	1561.59	.00
		669.25	.00
MER01	GLORIA MERCADO-MART	2683.16	.00
MOR01	MARVIN J MORA	2989.78	.00
MUN01	MARIA L MUNOZ	2532.23	.00
MUR00	HAYLEY A MURPHY	1717.91	.00
NAS01	ASHLEY A NASH	5508.57	.00
NER01	SIGFRED D NERI	6466.45	.00
OKO01	NICHOLAS OKODOGBE	3577.29	.00
OLS02	JAMES C OLSEN	4759.41	.00
ORE01	NIKKI C O'REILLY	62.33	.00
ORT03	JOSE O ORTIZ GARCIA	2257.12	.00
PAN01	FERNANDO J PANTOJA	1429.46	.00
PEC01	LUIS PECH	2644.47	.00
PEN01	CHRISTINA Y PENLAND	5092.22	.00
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PER04	MICHAEL W PERGAMIT	1927.42	.00
PER06	GIZELLE ANNE PERRY	1897.95	.00
PIC02	KAILEY I PICKERING	1071.47	.00
POC01	DONNA J. POCK	1951.22	1951.22
		325.00	325.00
POR01	TAI R PORTER	912.30	.00
PRE01	BRET T PREBULA	7177.56	.00
PRI03	RAESHAUN D PRIEST	249.34	.00
RAM02	CHRISTOPHER A RAMIREZ	171.22	.00
RAN01	ADRIANNA C RANSOM	1148.83	.00
REN01	GREG M RENUCCI	4115.23	.00
RIV03	LUIS R RIVERA	4114.29	.00
ROB00	KARA C ROBINSON	3182.73	.00
ROB03	ROWLAND H. ROBERTS	4454.77	.00
ROB05	JUAN D ROBLES CASTI	2005.78	.00
ROM03	MARIA L ROMERO	2108.84	.00
ROT01	AARON C ROTH	6335.48	.00
SAE02	MOHAMED SAEED	445.16	.00
SAG01	ANNE SAGAMI	2978.83	.00
SAL03	TEVITA VAEA P SALT	2439.43	.00
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SAL06	BEYONCE O SALCEDA	834.15	.00
SAL08	KRISTINE SALCEDA	658.80	.00
SAM02	JERAMY J. SAMO	2518.75	.00
SAN09	ASHLEY D SANTOS	892.53	.00
SCR01	MARINA H SCRIVNER	640.14	.00
SEL01	KAYLEY E SELBY	3015.98	.00
SHE02	PARISE S SHEPHERD	274.26	.00
SHI01	HARRISON SHING-CHUN	3524.06	.00
SIF01	JONATHAN SIFUENTES	1613.76	.00
SIL01	BRAYAN O SILVA ZAMORA	2052.29	.00
SIN01	JUSTEEN K SINGLEY	2829.50	.00
SKI02	ANITA L SKINNER	303.09	.00
SOT02	FRANCISCO J SOTO-POMEROY	5743.69	.00
SZM02	ROBERT SZMURLO	1504.25	.00
TAT01	MONICA L TATNEY-MORRI	730.06	.00
TAY02	AMIA C TAYLOR	174.54	.00
TEW01	VINAY P TEWARI	190.08	.00
TKA01	OLIVIA F TKACZ	827.62	.00
TOD02	KATIE A TODD	1986.38	.00
TRA01	JOSHUA TRAN	2733.92	.00
VAL01	JASON D VALDE	2613.66	.00
VAN00	CHAO C VANG	1932.87	.00
VAN01	JASON S VANDER MEER	3607.61	.00
VAS01	BIANCA M VASQUEZ	1522.29	.00
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VER02	ERIC VERA	3834.45	.00
VIL01	TREVOR A VILLANUEVA	918.40	.00
VUE00	LUE VUE	2352.39	.00
VUE01	NOUAE A VUE	5862.70	.00
WAD01	ANEKKA S WADDELL	2071.17	.00
WAG01	LUKAS P WAGNER	544.40	.00
WAS02	PRINCESS K WASHINGTON	937.21	.00
WHA01	JUDE WHALEY	227.98	.00
WOO02	APRIL E WOODEN	1564.58	.00
YAN01	GE H YANG	2171.99	.00
ZAR01	ERNESTO Z ZARAGOZA	4307.15	.00
ZUN02	MICHELLE E. ZUNINO	2520.87	.00
Sub-Total:		427158.10	
Grn-Total:		427158.10	

Count: 184

Check Number	Check Date	Employee ID	Employee Name	Gross Amount	Check Amount
22795	12/12/2025	BER05	BERBER, KATRINA C	2,453.60	1,930.14
22796	12/12/2025	NAS01	NASH, ASHLEY A	3,148.58	308.21
22797	12/12/2025	POC01	POCK, DONNA J.	4,384.55	293.29
22798	12/12/2025	AME01	AMEZCUA-ALVA, ESMERALDA	499.56	461.35
22799	12/12/2025	AZE01	AZEVEDO, ATHINA N	541.01	499.63
22800	12/12/2025	BOW01	BOWMAN, WILLIAM D	880.65	791.31
22801	12/12/2025	COH00	COHEN, LANCE M	367.02	338.94
22802	12/12/2025	COH01	COHEN, SCOTT M	241.02	222.59
22803	12/12/2025	FLO03	FLOWERS, FRANK E.	333.72	308.19
22804	12/12/2025	NAV02	NAVARRO, NAYLEA	779.45	697.55
22805	12/12/2025	ORT00	ORTEGA, ARIANA E	224.29	207.13
22806	12/12/2025	ORT02	ORTEGA, LUTHER M	222.48	205.46
22807	12/12/2025	PLA02	PLANCARTE-NO, ISABELLA	614.54	567.53
22808	12/12/2025	POR02	PORTER, RAYE B	499.56	461.35
22809	12/12/2025	RIV05	RIVERA, WILLY R	315.18	291.07
22810	12/12/2025	ROD03	RODRIGUEZ-MA, CARLOS M	685.98	626.85
22811	12/12/2025	SIM01	SIMMONS, KAREN R	305.60	282.22
22812	12/12/2025	THO00	THOMPSON, AMARIYAE P.	397.61	367.19
22813	12/12/2025	BIS03	KATHRYN BISHOP	0.00	1,508.50
22814	12/12/2025	FRA01	FRANCHISE TAX BOARD	0.00	400.00
22815	12/26/2025	BER05	BERBER, KATRINA C	2,453.60	1,930.14
22816	12/26/2025	POC01	POCK, DONNA J.	4,384.55	393.29
22817	12/26/2025	DEM02	DEMELLO, KYLE	420.00	387.87
22818	12/26/2025	GOE00	GOETZE, JAKE	560.00	517.16
22819	12/26/2025	AME01	AMEZCUA-ALVA, ESMERALDA	927.75	817.54
22820	12/26/2025	AZE01	AZEVEDO, ATHINA N	824.64	734.11
22821	12/26/2025	BOW01	BOWMAN, WILLIAM D	917.74	821.56
22822	12/26/2025	COH00	COHEN, LANCE M	953.23	838.16
22823	12/26/2025	COH01	COHEN, SCOTT M	222.48	205.46
22824	12/26/2025	COR06	CORTEZ, JUAN	621.00	572.94
22825	12/26/2025	FLO03	FLOWERS, FRANK E.	667.44	611.47
22826	12/26/2025	HAT01	HATTEN, KAREN S.	133.70	120.47
22827	12/26/2025	NAV02	NAVARRO, NAYLEA	1,523.20	1,286.26
22828	12/26/2025	ORT00	ORTEGA, ARIANA E	489.36	434.86
22829	12/26/2025	ORT02	ORTEGA, LUTHER M	426.42	382.65
22830	12/26/2025	PLA02	PLANCARTE-NO, ISABELLA	1,013.73	887.10
22831	12/26/2025	POR02	PORTER, RAYE B	922.65	813.42
22832	12/26/2025	RIV05	RIVERA, WILLY R	648.90	596.09
22833	12/26/2025	ROD03	RODRIGUEZ-MA, CARLOS M	546.93	505.09
22834	12/26/2025	SIM01	SIMMONS, KAREN R	573.00	529.16
22835	12/26/2025	TEO01	TEODORO, FRANK	403.68	466.43
22836	12/26/2025	THO00	THOMPSON, AMARIYAE P.	708.55	645.58
22837	12/26/2025	BIS03	KATHRYN BISHOP	0.00	1,508.50
22838	12/26/2025	FRA01	FRANCHISE TAX BOARD	0.00	400.00
Z62785	12/12/2025	BER03	BERMUDEZ, JIM	9,333.47	0.00
Z62786	12/12/2025	ELM01	ELM, MICHAEL L	2,854.34	0.00

Z62787	12/12/2025	MER01	MERCADO-MART, GLORIA	2,080.69	0.00
Z62788	12/12/2025	PEN01	PENLAND, CHRISTINA Y	8,471.90	0.00
Z62789	12/12/2025	PRE01	PREBULA, BRET T	11,399.19	0.00
Z62790	12/12/2025	VAS01	VASQUEZ, BIANCA M	2,877.60	0.00
Z62791	12/12/2025	CAP01	CAPERTON, RICKY	8,339.20	0.00
Z62792	12/12/2025	KEA02	KEARNS, JOHN T.	5,516.35	0.00
Z62793	12/12/2025	WOO02	WOODEN, APRIL E	2,145.00	0.00
Z62794	12/12/2025	DAW02	DAWSON, JENALEE M	1,085.52	0.00
Z62795	12/12/2025	HER00	HERNANDEZ, ALMA R	614.74	0.00
Z62796	12/12/2025	PAL01	PAL, AMIT	100.00	0.00
Z62797	12/12/2025	SHE02	SHEPHERD, PARISE S	597.24	0.00
Z62798	12/12/2025	SKI02	SKINNER, ANITA L	532.29	0.00
Z62799	12/12/2025	TEW01	TEWARI, VINAY P	197.64	0.00
Z62800	12/12/2025	WAS02	WASHINGTON, PRINCESS K	1,185.52	0.00
Z62801	12/12/2025	COR03	CORRALES, SHERRI L.	3,085.84	0.00
Z62802	12/12/2025	DAN01	DANIEL, ROBERTA J.	3,884.86	0.00
Z62803	12/12/2025	DEO01	DEOL, LAKHWINDER K	8,547.80	0.00
Z62804	12/12/2025	LIT01	LITTLES, DIANA A.	3,855.16	0.00
Z62805	12/12/2025	LOP05	LOPEZ, CHRISTIAN G	3,094.96	0.00
Z62806	12/12/2025	LUN01	LUNA, ELIZABETH N.	6,022.04	0.00
Z62807	12/12/2025	MAR03	MARTIN, SHERRON L.	3,271.28	0.00
Z62808	12/12/2025	ROM03	ROMERO, MARIA L	2,908.12	0.00
Z62809	12/12/2025	TOD02	TODD, KATIE A	2,676.42	0.00
Z62810	12/12/2025	VAL01	VALDE, JASON D	3,892.41	0.00
Z62811	12/12/2025	ANT01	ANTES, DARREN J	280.00	0.00
Z62812	12/12/2025	BER00	BERGINNIS, AIDAN L	140.00	0.00
Z62813	12/12/2025	BRA05	BRASSFIELD, JASON C	8,789.27	0.00
Z62814	12/12/2025	COL01	COLIN, JOSE L	6,168.36	0.00
Z62815	12/12/2025	DAN02	DANNER, JOSHUA S	2,513.56	0.00
Z62816	12/12/2025	DEL04	DE LOA, MATEO	140.00	0.00
Z62817	12/12/2025	DUC01	DUCHSCHER, JUSTIN M	7,802.66	0.00
Z62818	12/12/2025	ESP00	ESPARZA, RYAN J	6,804.11	0.00
Z62819	12/12/2025	FAR01	FARRELL, ANDREW L	3,346.79	0.00
Z62820	12/12/2025	HEL01	HELTON, JACOB T	6,545.47	0.00
Z62821	12/12/2025	KEG01	KEGLE, ANDREW D	9,158.99	0.00
Z62822	12/12/2025	LEM01	LEMING, AARON P	6,321.37	0.00
Z62823	12/12/2025	LOP03	LOPEZ, BRAD L	8,494.13	0.00
Z62824	12/12/2025	LUJ01	LUJAN, CHRISTOPHER J	7,528.94	0.00
Z62825	12/12/2025	MAR15	MARTIN, DEAN R	12,978.51	0.00
Z62826	12/12/2025	REN01	RENUCCI, GREG M	6,972.00	0.00
Z62827	12/12/2025	RIV03	RIVERA, LUIS R	5,754.35	0.00
Z62828	12/12/2025	SOT02	SOTO-POMEROY, FRANCISCO J	10,264.51	0.00
Z62829	12/12/2025	TAY04	TAYLOR JR, TIMOTHY D	280.00	0.00
Z62830	12/12/2025	VAN01	VANDER MEER, JASON S	6,614.02	0.00
Z62831	12/12/2025	ZUN02	ZUNINO, MICHELLE E.	3,282.96	0.00
Z62832	12/12/2025	GOL03	GOLTIAO, JASON R	4,872.98	0.00
Z62833	12/12/2025	LOP00	LOPEZ-DE LOA, BELTHZABEL	3,216.75	0.00

Z62834	12/12/2025	MUN01	MUNOZ, MARIA L	3,395.60	0.00
Z62835	12/12/2025	ROB03	ROBERTS, ROWLAND H.	7,772.46	0.00
Z62836	12/12/2025	ABD01	ABDELAZIZ, SHARIF S	5,356.92	0.00
Z62837	12/12/2025	ALE01	ALEXANDER, HALEY C	7,409.74	0.00
Z62838	12/12/2025	BUT01	BUTTS, RONALD	2,895.83	0.00
Z62839	12/12/2025	CAM02	CAMIGI, TYLER J	6,817.20	0.00
Z62840	12/12/2025	CAN02	CANGCO, ALVIN J	6,063.37	0.00
Z62841	12/12/2025	CAR08	CARDINALLI, MARK S	13,169.69	0.00
Z62842	12/12/2025	CAR06	CARLOCK, LISA A.	7,269.81	0.00
Z62843	12/12/2025	COL03	COLLINS, TAYLOR	4,162.19	0.00
Z62844	12/12/2025	CON05	CONAMA, TIFFANY N	5,241.46	0.00
Z62845	12/12/2025	COO01	COOK, BRANDI	3,505.20	0.00
Z62846	12/12/2025	DEM03	DEMELLO, RYAN A	8,410.37	0.00
Z62847	12/12/2025	DOO01	DOOLEY, CHRISTOPHER J	9,433.33	0.00
Z62848	12/12/2025	FIE01	FIERRO, ALEXANDER	4,560.18	0.00
Z62849	12/12/2025	FLO00	FLORES, AISHA	5,426.66	0.00
Z62850	12/12/2025	GAL04	GALLEGOS-ARE, NOE	6,103.25	0.00
Z62851	12/12/2025	HEA01	HEALY, DANIEL J.	8,119.93	0.00
Z62852	12/12/2025	HEI03	HEINE, SCOTT J	7,900.92	0.00
Z62853	12/12/2025	HEN02	HENDERSON, JEFF T.	8,119.93	0.00
Z62854	12/12/2025	KEN02	KENT, AMBER M.	7,388.44	0.00
Z62855	12/12/2025	KEN03	KENT, EMILY M	2,677.42	0.00
Z62856	12/12/2025	KHA01	KHANTIGNA, FRANKIE	5,102.91	0.00
Z62857	12/12/2025	KIN00	KING, CAMRYN R	3,764.07	0.00
Z62858	12/12/2025	LAZ00	LAZARO, JULIA M	13,742.19	0.00
Z62859	12/12/2025	LEH01	LE, HOANG D	4,155.46	0.00
Z62860	12/12/2025	LET01	LETTERMAN, THOMAS	6,534.22	0.00
Z62861	12/12/2025	LOM01	LOMBARD, TIFFANEY	7,059.44	0.00
Z62862	12/12/2025	MAR18	MARQUITZ, BRIANNA D	4,589.60	0.00
Z62863	12/12/2025	MAR19	MARTINEZ, CAROLANN E	2,846.62	0.00
Z62864	12/12/2025	MER02	MERICAL, PATRICIA	1,602.67	0.00
Z62865	12/12/2025	MUR00	MURPHY, HAYLEY A	2,644.92	0.00
Z62866	12/12/2025	NER01	NERI, SIGFRED D	9,925.34	0.00
Z62867	12/12/2025	OKO01	OKODOGBE, NICHOLAS	4,674.48	0.00
Z62868	12/12/2025	OLS02	OLSEN, JAMES C	9,349.65	0.00
Z62869	12/12/2025	ROB00	ROBINSON, KARA C	3,500.97	0.00
Z62870	12/12/2025	ROT01	ROTH, AARON C	11,246.65	0.00
Z62871	12/12/2025	SAG01	SAGAMI, ANNE	5,659.39	0.00
Z62872	12/12/2025	SEL01	SELBY, KAYLEY E	6,002.44	0.00
Z62873	12/12/2025	SHI01	SHING-CHUN, HARRISON	6,637.67	0.00
Z62874	12/12/2025	SZM02	SZMURLO, ROBERT	1,067.60	0.00
Z62875	12/12/2025	TRA01	TRAN, JOSHUA	4,030.62	0.00
Z62876	12/12/2025	VER02	VERA, ERIC	5,901.86	0.00
Z62877	12/12/2025	WAD01	WADDELL, ANEKKA S	2,522.29	0.00
Z62878	12/12/2025	ZAR01	ZARAGOZA, ERNESTO Z	6,193.94	0.00
Z62879	12/12/2025	BAR05	BARAJAS, HILO	2,688.56	0.00
Z62880	12/12/2025	BLO01	BLOCK JR, DELBERT R	2,456.00	0.00

Z62881	12/12/2025	BRY02	BRYAN, JOHN E.	4,931.10	0.00
Z62882	12/12/2025	COR02	CORTEZ, JUAN M.	3,182.10	0.00
Z62883	12/12/2025	DEL03	DE LA CRUZ, MARIBEL	5,817.64	0.00
Z62884	12/12/2025	DIA01	DIAZ II, NAPOLEON W.	3,736.36	0.00
Z62885	12/12/2025	DUM01	DUM, AMANDA	4,335.16	0.00
Z62886	12/12/2025	ESC04	ESCOBEDO, NICHOLAS J	2,706.00	0.00
Z62887	12/12/2025	GEL01	GELUZ, GEMMA V.	3,430.17	0.00
Z62888	12/12/2025	HER01	HERROD, JAMES A.	5,981.98	0.00
Z62889	12/12/2025	LEE06	LEE, RACHEL C	4,139.93	0.00
Z62890	12/12/2025	LOZ01	LOZANO, NICODEMUS G	5,619.38	0.00
Z62891	12/12/2025	ORT03	ORTIZ GARCIA, JOSE O	3,371.20	0.00
Z62892	12/12/2025	PEC01	PECH, LUIS	2,515.12	0.00
Z62893	12/12/2025	PER04	PERGAMIT, MICHAEL W	2,861.34	0.00
Z62894	12/12/2025	ROB05	ROBLES CASTI, JUAN D	2,589.20	0.00
Z62895	12/12/2025	SAL03	SALT, TEVITA VAEA P	6,380.62	0.00
Z62896	12/12/2025	SAM02	SAMO, JERAMY J.	3,572.56	0.00
Z62897	12/12/2025	SIF01	SIFUENTES, JONATHAN	2,319.15	0.00
Z62898	12/12/2025	SIL01	SILVA ZAMORA, BRAYAN O	4,598.04	0.00
Z62899	12/12/2025	VAN00	VANG, CHAO C	2,628.00	0.00
Z62900	12/12/2025	VUE00	VUE, LUE	2,882.88	0.00
Z62901	12/12/2025	VUE01	VUE, NOUAE A	9,385.41	0.00
Z62902	12/12/2025	YAN01	YANG, GE H	2,936.80	0.00
Z62903	12/12/2025	ALL01	ALLEN, RYAN D	3,059.18	0.00
Z62904	12/12/2025	ALV01	ALVAREZ, SANTINO A	342.00	0.00
Z62905	12/12/2025	ARA00	ARANIEGO, CIARA	489.36	0.00
Z62906	12/12/2025	CLA01	CLARK, TRENTON J	723.06	0.00
Z62907	12/12/2025	CLO01	CLOUD, LEILA I	427.50	0.00
Z62908	12/12/2025	COL02	COLLINS, JAMIR R	414.00	0.00
Z62909	12/12/2025	COR05	CORTES, CRISTIAN A	346.50	0.00
Z62910	12/12/2025	DOW01	DOWNEY, JEFFREY D	4,299.08	0.00
Z62911	12/12/2025	ESP02	ESPERANZA-IB, TRISTAN M	346.67	0.00
Z62912	12/12/2025	FLO02	FLORES, GLADIS	378.00	0.00
Z62913	12/12/2025	GAT01	GATMEN, JOSEPH J	4,134.41	0.00
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Z62915	12/12/2025	HAT01	HATTEN, KAREN S.	391.55	0.00
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Z62919	12/12/2025	KIN02	KING, KATHLEEN S	3,174.14	0.00
Z62920	12/12/2025	KOS01	KOSTA, ABIGAYLE J	474.53	0.00
Z62921	12/12/2025	LIN02	LINCOLN-BERR, SOLANGE	525.04	0.00
Z62922	12/12/2025	LOP04	LOPEZ, VANESSA A	560.75	0.00
Z62923	12/12/2025	LUN03	LUNA, OSCAR N	474.07	0.00
Z62924	12/12/2025	MCH01	MCHENRY, HAYLEY J	3,726.83	0.00
Z62925	12/12/2025	MOR01	MORA, MARVIN J	4,612.09	0.00
Z62926	12/12/2025	PAN01	PANTOJA, FERNANDO J	1,532.44	0.00
Z62927	12/12/2025	PER06	PERRY, GIZELLE ANNE	2,475.20	0.00

Z62928	12/12/2025	PIC02	PICKERING, KAILEY I	667.29	0.00
Z62929	12/12/2025	POR01	PORTER, TAI R	611.22	0.00
Z62930	12/12/2025	RAN01	RANSOM, ADRIANNA C	714.34	0.00
Z62931	12/12/2025	SAE02	SAEED, MOHAMED	778.68	0.00
Z62932	12/12/2025	SAL06	SALCEDA, BEYONCE O	519.75	0.00
Z62933	12/12/2025	SAL08	SALCEDA, KRISTINE	369.00	0.00
Z62934	12/12/2025	SAN09	SANTOS, ASHLEY D	393.94	0.00
Z62935	12/12/2025	SCR01	SCRIVNER, MARINA H	378.00	0.00
Z62936	12/12/2025	SIN01	SINGLEY, JUSTEEN K	2,549.46	0.00
Z62937	12/12/2025	TAT01	TATNEY-MORRI, MONICA L	388.69	0.00
Z62938	12/12/2025	TKA01	TKACZ, OLIVIA F	504.24	0.00
Z62939	12/12/2025	VIL01	VILLANUEVA, TREVOR A	509.75	0.00
Z62940	12/12/2025	WAG01	WAGNER, LUKAS P	220.50	0.00
Z62941	12/12/2025	WHA01	WHALEY, JUDE	288.89	0.00
Z62942	12/26/2025	BER03	BERMUDEZ, JIM	9,333.47	0.00
Z62943	12/26/2025	ELM01	ELM, MICHAEL L	3,396.80	0.00
Z62944	12/26/2025	ESC05	ESCOBAR, SHARON	797.42	0.00
Z62945	12/26/2025	MER01	MERCADO-MART, GLORIA	3,519.47	0.00
Z62946	12/26/2025	NAS01	NASH, ASHLEY A	5,895.84	0.00
Z62947	12/26/2025	PEN01	PENLAND, CHRISTINA Y	8,471.90	0.00
Z62948	12/26/2025	PRE01	PREBULA, BRET T	11,399.19	0.00
Z62949	12/26/2025	VAS01	VASQUEZ, BIANCA M	2,877.60	0.00
Z62950	12/26/2025	CAP01	CAPERTON, RICKY	8,320.10	0.00
Z62951	12/26/2025	KEA02	KEARNS, JOHN T.	5,516.35	0.00
Z62952	12/26/2025	WOO02	WOODEN, APRIL E	1,885.00	0.00
Z62953	12/26/2025	DAW02	DAWSON, JENALEE M	985.52	0.00
Z62954	12/26/2025	HER00	HERNANDEZ, ALMA R	514.74	0.00
Z62955	12/26/2025	SHE02	SHEPHERD, PARISE S	497.24	0.00
Z62956	12/26/2025	SKI02	SKINNER, ANITA L	532.29	0.00
Z62957	12/26/2025	TEW01	TEWARI, VINAY P	197.64	0.00
Z62958	12/26/2025	WAS02	WASHINGTON, PRINCESS K	985.52	0.00
Z62959	12/26/2025	COR03	CORRALES, SHERRI L.	3,085.84	0.00
Z62960	12/26/2025	DAN01	DANIEL, ROBERTA J.	3,884.86	0.00
Z62961	12/26/2025	DEO01	DEOL, LAKHWINDER K	8,547.80	0.00
Z62962	12/26/2025	LIT01	LITTLES, DIANA A.	4,189.60	0.00
Z62963	12/26/2025	LOP05	LOPEZ, CHRISTIAN G	2,846.78	0.00
Z62964	12/26/2025	LUN01	LUNA, ELIZABETH N.	6,022.04	0.00
Z62965	12/26/2025	MAR03	MARTIN, SHERRON L.	3,271.28	0.00
Z62966	12/26/2025	ROM03	ROMERO, MARIA L	2,844.10	0.00
Z62967	12/26/2025	TOD02	TODD, KATIE A	2,615.40	0.00
Z62968	12/26/2025	VAL01	VALDE, JASON D	3,580.18	0.00
Z62969	12/26/2025	ANT01	ANTES, DARREN J	700.00	0.00
Z62970	12/26/2025	BER00	BERGINNIS, AIDAN L	280.00	0.00
Z62971	12/26/2025	BRA05	BRASSFIELD, JASON C	10,432.81	0.00
Z62972	12/26/2025	COL01	COLIN, JOSE L	6,168.36	0.00
Z62973	12/26/2025	DAN02	DANNER, JOSHUA S	8,645.54	0.00
Z62974	12/26/2025	DEL04	DE LOA, MATEO	140.00	0.00

Z62975	12/26/2025	DUC01	DUCHSCHER, JUSTIN M	7,017.62	0.00
Z62976	12/26/2025	ESP00	ESPARZA, RYAN J	5,974.93	0.00
Z62977	12/26/2025	FAR01	FARRELL, ANDREW L	4,444.26	0.00
Z62978	12/26/2025	HEL01	HELTON, JACOB T	5,558.03	0.00
Z62979	12/26/2025	KEG01	KEGLE, ANDREW D	6,378.42	0.00
Z62980	12/26/2025	LEM01	LEMING, AARON P	5,418.48	0.00
Z62981	12/26/2025	LOP03	LOPEZ, BRAD L	8,494.13	0.00
Z62982	12/26/2025	LUJ01	LUJAN, CHRISTOPHER J	7,418.21	0.00
Z62983	12/26/2025	MAR15	MARTIN, DEAN R	8,658.04	0.00
Z62984	12/26/2025	REN01	RENUCCI, GREG M	6,972.00	0.00
Z62985	12/26/2025	RIV03	RIVERA, LUIS R	6,940.14	0.00
Z62986	12/26/2025	SOT02	SOTO-POMEROY, FRANCISCO J	9,753.46	0.00
Z62987	12/26/2025	VAN01	VANDER MEER, JASON S	6,266.78	0.00
Z62988	12/26/2025	ZUN02	ZUNINO, MICHELLE E.	3,646.65	0.00
Z62989	12/26/2025	GOL03	GOLTIAO, JASON R	4,872.98	0.00
Z62990	12/26/2025	LOP00	LOPEZ-DE LOA, BELTHZABEL	3,145.60	0.00
Z62991	12/26/2025	MUN01	MUNOZ, MARIA L	3,395.60	0.00
Z62992	12/26/2025	ROB03	ROBERTS, ROWLAND H.	7,772.46	0.00
Z62993	12/26/2025	ABD01	ABDELAZIZ, SHARIF S	6,517.51	0.00
Z62994	12/26/2025	ALE01	ALEXANDER, HALEY C	6,248.78	0.00
Z62995	12/26/2025	BUT01	BUTTS, RONALD	2,916.92	0.00
Z62996	12/26/2025	CAM02	CAMIGI, TYLER J	6,594.70	0.00
Z62997	12/26/2025	CAN02	CANGCO, ALVIN J	7,104.48	0.00
Z62998	12/26/2025	CAR06	CARLOCK, LISA A.	7,034.66	0.00
Z62999	12/26/2025	COL03	COLLINS, TAYLOR	4,589.69	0.00
Z63000	12/26/2025	CON05	CONAMA, TIFFANY N	5,241.46	0.00
Z63001	12/26/2025	COO01	COOK, BRANDI	4,407.63	0.00
Z63002	12/26/2025	DEM03	DEMELLO, RYAN A	7,205.14	0.00
Z63003	12/26/2025	DOO01	DOOLEY, CHRISTOPHER J	8,161.73	0.00
Z63004	12/26/2025	FIE01	FIERRO, ALEXANDER	10,058.71	0.00
Z63005	12/26/2025	FLO00	FLORES, AISHA	7,678.30	0.00
Z63006	12/26/2025	GAL04	GALLEGOS-ARE, NOE	5,297.50	0.00
Z63007	12/26/2025	HEA01	HEALY, DANIEL J.	8,119.93	0.00
Z63008	12/26/2025	HEI03	HEINE, SCOTT J	6,940.80	0.00
Z63009	12/26/2025	HEN02	HENDERSON, JEFF T.	8,119.93	0.00
Z63010	12/26/2025	KEN02	KENT, AMBER M.	7,942.82	0.00
Z63011	12/26/2025	KEN03	KENT, EMILY M	2,677.42	0.00
Z63012	12/26/2025	KHA01	KHANTIGNA, FRANKIE	5,102.91	0.00
Z63013	12/26/2025	KIN00	KING, CAMRYN R	3,762.39	0.00
Z63014	12/26/2025	LAZ00	LAZARO, JULIA M	9,668.10	0.00
Z63015	12/26/2025	LEH01	LE, HOANG D	5,156.80	0.00
Z63016	12/26/2025	LET01	LETTERMAN, THOMAS	7,589.53	0.00
Z63017	12/26/2025	LOM01	LOMBARD, TIFFANEY	5,664.65	0.00
Z63018	12/26/2025	MAR18	MARQUITZ, BRIANNA D	3,603.44	0.00
Z63019	12/26/2025	MAR19	MARTINEZ, CAROLANN E	2,846.62	0.00
Z63020	12/26/2025	MUR00	MURPHY, HAYLEY A	2,205.02	0.00
Z63021	12/26/2025	NER01	NERI, SIGFRED D	11,405.20	0.00

Z63022	12/26/2025	OKO01	OKODOGBE, NICHOLAS	4,769.45	0.00
Z63023	12/26/2025	OLS02	OLSEN, JAMES C	11,999.00	0.00
Z63024	12/26/2025	ROB00	ROBINSON, KARA C	5,086.43	0.00
Z63025	12/26/2025	ROT01	ROTH, AARON C	11,246.65	0.00
Z63026	12/26/2025	SAG01	SAGAMI, ANNE	4,840.56	0.00
Z63027	12/26/2025	SEL01	SELBY, KAYLEY E	5,241.46	0.00
Z63028	12/26/2025	SHI01	SHING-CHUN, HARRISON	6,634.91	0.00
Z63029	12/26/2025	SZM02	SZMURLO, ROBERT	1,946.80	0.00
Z63030	12/26/2025	TRA01	TRAN, JOSHUA	4,043.88	0.00
Z63031	12/26/2025	VER02	VERA, ERIC	5,901.86	0.00
Z63032	12/26/2025	WAD01	WADDELL, ANEKKA S	2,522.29	0.00
Z63033	12/26/2025	ZAR01	ZARAGOZA, ERNESTO Z	6,382.32	0.00
Z63034	12/26/2025	BAR05	BARAJAS, HILO	2,577.20	0.00
Z63035	12/26/2025	BLO01	BLOCK JR, DELBERT R	3,837.50	0.00
Z63036	12/26/2025	BRY02	BRYAN, JOHN E.	3,816.87	0.00
Z63037	12/26/2025	COR02	CORTEZ, JUAN M.	3,182.10	0.00
Z63038	12/26/2025	DEL03	DE LA CRUZ, MARIBEL	4,622.43	0.00
Z63039	12/26/2025	DIA01	DIAZ II, NAPOLEON W.	5,374.36	0.00
Z63040	12/26/2025	DUM01	DUM, AMANDA	4,335.16	0.00
Z63041	12/26/2025	ESC04	ESCOBEDO, NICHOLAS J	3,314.94	0.00
Z63042	12/26/2025	GEL01	GELUZ, GEMMA V.	3,430.17	0.00
Z63043	12/26/2025	HER01	HERROD, JAMES A.	5,981.98	0.00
Z63044	12/26/2025	LOZ01	LOZANO, NICODEMUS G	5,619.38	0.00
Z63045	12/26/2025	ORT03	ORTIZ GARCIA, JOSE O	3,193.72	0.00
Z63046	12/26/2025	PEC01	PECH, LUIS	3,600.88	0.00
Z63047	12/26/2025	PER04	PERGAMIT, MICHAEL W	2,861.34	0.00
Z63048	12/26/2025	ROB05	ROBLES CASTI, JUAN D	2,589.20	0.00
Z63049	12/26/2025	SAL03	SALT, TEVITA VAEA P	4,103.10	0.00
Z63050	12/26/2025	SAM02	SAMO, JERAMY J.	3,751.63	0.00
Z63051	12/26/2025	SIF01	SIFUENTES, JONATHAN	1,777.71	0.00
Z63052	12/26/2025	SIL01	SILVA ZAMORA, BRAYAN O	2,829.60	0.00
Z63053	12/26/2025	VAN00	VANG, CHAO C	2,628.00	0.00
Z63054	12/26/2025	VUE00	VUE, LUE	3,164.40	0.00
Z63055	12/26/2025	VUE01	VUE, NOUAE A	9,385.41	0.00
Z63056	12/26/2025	YAN01	YANG, GE H	2,936.80	0.00
Z63057	12/26/2025	ALL01	ALLEN, RYAN D	3,059.18	0.00
Z63058	12/26/2025	ALV01	ALVAREZ, SANTINO A	747.00	0.00
Z63059	12/26/2025	ARA00	ARANIEGO, CIARA	1,014.40	0.00
Z63060	12/26/2025	CAS02	CASTILLO-KUD, JADE A	356.83	0.00
Z63061	12/26/2025	CLA01	CLARK, TRENTON J	880.65	0.00
Z63062	12/26/2025	CLO01	CLOUD, LEILA I	765.00	0.00
Z63063	12/26/2025	COL02	COLLINS, JAMIR R	648.00	0.00
Z63064	12/26/2025	COR05	CORTES, CRISTIAN A	486.00	0.00
Z63065	12/26/2025	DOW01	DOWNEY, JEFFREY D	4,299.08	0.00
Z63066	12/26/2025	ESP02	ESPERANZA-IB, TRISTAN M	682.83	0.00
Z63067	12/26/2025	FLO02	FLORES, GLADIS	396.00	0.00
Z63068	12/26/2025	FRI01	FRIAS RICO, MARYFLOR	163.35	0.00

Z63069	12/26/2025	GAT01	GATMEN, JOSEPH J	4,134.41	0.00
Z63070	12/26/2025	GID02	GIDDINGS, KAMANI	1,071.51	0.00
Z63071	12/26/2025	HUL01	HULL, JANET	7,565.92	0.00
Z63072	12/26/2025	JAC01	JACKSON, TRISTAN K	897.16	0.00
Z63073	12/26/2025	JON03	JONES, JANINE S	727.65	0.00
Z63074	12/26/2025	KIN02	KING, KATHLEEN S	3,414.52	0.00
Z63075	12/26/2025	LIN02	LINCOLN-BERR, SOLANGE	902.26	0.00
Z63076	12/26/2025	LOP04	LOPEZ, VANESSA A	1,003.75	0.00
Z63077	12/26/2025	LUN03	LUNA, OSCAR N	927.75	0.00
Z63078	12/26/2025	MCH01	MCHENRY, HAYLEY J	3,726.83	0.00
Z63079	12/26/2025	MOR01	MORA, MARVIN J	4,612.09	0.00
Z63080	12/26/2025	ORE01	O'REILLY, NIKKI C	67.50	0.00
Z63081	12/26/2025	PAN01	PANTOJA, FERNANDO J	1,827.14	0.00
Z63082	12/26/2025	PER06	PERRY, GIZELLE ANNE	2,475.20	0.00
Z63083	12/26/2025	PIC02	PICKERING, KAILEY I	1,244.87	0.00
Z63084	12/26/2025	POR01	PORTER, TAI R	1,076.64	0.00
Z63085	12/26/2025	PRI03	PRIEST, RAESHAUN D	270.00	0.00
Z63086	12/26/2025	RAM02	RAMIREZ, CHRISTOPHER A	185.40	0.00
Z63087	12/26/2025	RAN01	RANSOM, ADRIANNA C	1,344.64	0.00
Z63088	12/26/2025	SAE02	SAEED, MOHAMED	482.04	0.00
Z63089	12/26/2025	SAL06	SALCEDA, BEYONCE O	940.50	0.00
Z63090	12/26/2025	SAL08	SALCEDA, KRISTINE	724.50	0.00
Z63091	12/26/2025	SAN09	SANTOS, ASHLEY D	966.46	0.00
Z63092	12/26/2025	SCR01	SCRIVNER, MARINA H	702.00	0.00
Z63093	12/26/2025	SIN01	SINGLEY, JUSTEEN K	3,966.80	0.00
Z63094	12/26/2025	TAT01	TATNEY-MORRI, MONICA L	798.38	0.00
Z63095	12/26/2025	TAY02	TAYLOR, AMIA C	189.00	0.00
Z63096	12/26/2025	TKA01	TKACZ, OLIVIA F	940.20	0.00
Z63097	12/26/2025	VIL01	VILLANUEVA, TREVOR A	1,121.45	0.00
Z63098	12/26/2025	WAG01	WAGNER, LUKAS P	589.50	0.00
Z63099	12/26/2025	WHA01	WHALEY, JUDE	246.87	0.00
					27,173.81

FINANCE DEPARTMENT

City of Suisun City, 701 Civic Center Blvd, Suisun, CA 94585
Telephone (707) 421-7320 Fax (707) 421-7366

MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers

PREPARED BY: Sherri Corrales, Account Clerk III

APPROVED BY: Lakhwinder Deol, Finance Director

RE: Accounts Payable checks for

December 2025

Total for GENERAL FUND & OTHER A/P $8,419,897.68



SUISUN CITY, CA

Check Report

By Check Number

Date Range: 12/01/2025 - 12/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: WestAmerica Bank-General Checking Account						
AMA00	AMAZON CAPITAL SERVICES	12/05/2025	EFT	0.00	1,217.35	948
KIN15	ANISA KINSEY	12/05/2025	EFT	0.00	918.00	949
ATH05	ATHENS INSURANCE SERVICE,	12/05/2025	EFT	0.00	2,673.00	950
ATH04	ATHENS INSURANCE SERVICE,	12/05/2025	EFT	0.00	39,696.23	951
CHAVX	CHAPLIN AND HILL INVESTIG	12/05/2025	EFT	0.00	9,599.78	952
HAT00	DONALD HATTALA	12/05/2025	EFT	0.00	1,188.00	953
GAM01	JUDY GAMET	12/05/2025	EFT	0.00	1,016.00	954
V00591	MEGAN LYNN SMITH	12/05/2025	EFT	0.00	1,200.00	955
V00554	OHAWAIIFORNIA LLC	12/05/2025	EFT	0.00	300.00	956
AMP00	ROBERT BELL SR.	12/05/2025	EFT	0.00	3,052.50	957
V00711	STOEL RIVES LLP	12/05/2025	EFT	0.00	157,705.50	958
AMA00	AMAZON CAPITAL SERVICES	12/15/2025	EFT	0.00	3,484.01	959
KOC00	JANICE K. KOCH	12/15/2025	EFT	0.00	825.00	960
V00841	NOVELTY LIGHTS, LLC	12/15/2025	EFT	0.00	16,098.05	961
V00413	OPTIMIZED INVESTMENT PARTNERS LLC	12/15/2025	EFT	0.00	2,678.51	962
WEX00	WEX INC	12/15/2025	EFT	0.00	16,114.37	963
AMA00	AMAZON CAPITAL SERVICES	12/19/2025	EFT	0.00	3,111.04	964
ATH04	ATHENS INSURANCE SERVICE,	12/19/2025	EFT	0.00	104,542.66	965
COR16	US BANK	12/24/2025	EFT	0.00	50,960.86	966
AMA00	AMAZON CAPITAL SERVICES	12/29/2025	EFT	0.00	4,347.53	981
V00536	RICHARDS, WATSON & GERSHON	12/29/2025	EFT	0.00	55,935.20	982
V00711	STOEL RIVES LLP	12/29/2025	EFT	0.00	136,926.25	983
SEN01	AARON DANTE SENCIL	12/05/2025	Regular	0.00	100.00	157987
ENA01	ALBERT ENAULT	12/05/2025	Regular	0.00	100.00	157988
ALK01	ALKAR	12/05/2025	Regular	0.00	4,519.80	157989
ALL12	ALL STAR RENTS	12/05/2025	Regular	0.00	105.06	157990
V00836	ANDRES MERINO	12/05/2025	Regular	0.00	445.00	157991
AT&11	AT&T	12/05/2025	Regular	0.00	238.45	157992
BRA30	BRADY COMPANIES, LLC	12/05/2025	Regular	0.00	118.50	157993
DEP38	CA DEPT OF FISH & WILDLIF	12/05/2025	Regular	0.00	6,698.00	157994
STA12	CALIF STATE LANDS COMMSN	12/05/2025	Regular	0.00	2,025.00	157995
CAS11	CASCADE FIRE EQUIPMENT CO	12/05/2025	Regular	0.00	280.53	157996
V00260	CHARLENE UMBRERO	12/05/2025	Regular	0.00	434.00	157997
CHA10	CHARLES LOMELI, TAX COLLE	12/05/2025	Regular	0.00	3,010.36	157998
CIN01	CINTAS CORPORATION #2	12/05/2025	Regular	0.00	1,539.36	157999
V00150	CORETTA GRAYSON	12/05/2025	Regular	0.00	179.00	158000
CUL04	CULLIGAN OF SACRAMENTO	12/05/2025	Regular	0.00	98.90	158001
LEB02	DONNA M LEBLANC	12/05/2025	Regular	0.00	100.00	158002
ONP01	EDGE ENGRAVING	12/05/2025	Regular	0.00	45.76	158003
V00839	ELAINE PERKINS-SMITH	12/05/2025	Regular	0.00	750.00	158004
COO10	ESSEX COOK	12/05/2025	Regular	0.00	100.00	158005
V00530	GOVINVEST INC	12/05/2025	Regular	0.00	29,950.00	158006
GRN00	GRN VLY ALOHA SAW & MOWER	12/05/2025	Regular	0.00	383.52	158007
HEA05	HEALTH EDUCATION SVCS	12/05/2025	Regular	0.00	135.00	158008
DAR10	HERBERT I DARDON	12/05/2025	Regular	0.00	100.00	158009
JCN01	JC NELSON SUPPLY CO	12/05/2025	Regular	0.00	78.79	158010
DOW12	JEFFREY DOWNEY	12/05/2025	Regular	0.00	752.95	158011
V00562	JOE A GONZALVES & SON	12/05/2025	Regular	0.00	4,000.00	158012
HAR63	JOHN WESLEY HARTER	12/05/2025	Regular	0.00	100.00	158013
V00643	JUAN M SALGADO VAZQUEZ	12/05/2025	Regular	0.00	100.00	158014
ELD01	KRISTINA MARIE ELDER	12/05/2025	Regular	0.00	100.00	158015
CLE11	MARK A. CLEMENTI, Ph.D.	12/05/2025	Regular	0.00	2,532.00	158016
V00463	MOTOROLA SOLUTIONS, INC.	12/05/2025	Regular	0.00	856.04	158017
PG&01	PG&E	12/05/2025	Regular	0.00	14,875.88	158018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
V00732	RACE RESULT AMERICAS INC	12/05/2025	Regular	0.00	2,658.93	158020
RAM09	RAMOS OIL COMPANY, INC	12/05/2025	Regular	0.00	148.00	158021
S&J01	S&J ADVERTISING	12/05/2025	Regular	0.00	345.00	158022
V00838	SF BAY CONSERVATION & DEVELOPMENT COM	12/05/2025	Regular	0.00	4,420.00	158023
V00361	SHAW HR CONSULTING INC	12/05/2025	Regular	0.00	1,275.00	158024
SOL19	SOLANO IRRIGATION DIST	12/05/2025	Regular	0.00	412,572.51	158025
WES65	TERRENCE EDWIN WEST	12/05/2025	Regular	0.00	100.00	158026
V00479	THE HALLE GROUP LLC	12/05/2025	Regular	0.00	2,500.00	158027
KAM01	THOMAS KAMIN	12/05/2025	Regular	0.00	100.00	158028
TYL00	TYLER TECHNOLOGIES, INC.	12/05/2025	Regular	0.00	110,651.00	158029
WAL32	WALKUP INVESTIGATIONS	12/05/2025	Regular	0.00	2,000.00	158030
WES57	WEST COAST CODE CONSULTANT INC	12/05/2025	Regular	0.00	16,564.04	158031
V00644	WILLIE JAMES NICKSON JR	12/05/2025	Regular	0.00	100.00	158032
SUI13	CITY OF SUISUN CITY	12/10/2025	Regular	0.00	37,901.55	158033
AIR10	AIRGAS USA, LLC	12/12/2025	Regular	0.00	315.95	158034
ALA06	ALARMTECH SECURITY SYSTEM	12/12/2025	Regular	0.00	150.00	158035
ALK01	ALKAR	12/12/2025	Regular	0.00	2,238.98	158036
ALL49	ALLIED NETWORK SOLUTIONS,	12/12/2025	Regular	0.00	200.00	158037
V00771	APEX TECHNOLOGY MANAGEMENT, LLC	12/12/2025	Regular	0.00	135.00	158038
ASS06	ASSISTANCE PLUS	12/12/2025	Regular	0.00	550.12	158039
AT&11	AT&T	12/12/2025	Regular	0.00	189.79	158040
AT&16	AT&T	12/12/2025	Regular	0.00	3,495.51	158041
AT&18	AT&T-1714, 7335	12/12/2025	Regular	0.00	380.17	158042
CIN01	CINTAS CORPORATION #2	12/12/2025	Regular	0.00	1,226.73	158043
COM48	COMCAST	12/12/2025	Regular	0.00	158.67	158044
COM59	COMCAST	12/12/2025	Regular	0.00	1,578.43	158045
V00768	COMCAST BUSINESS	12/12/2025	Regular	0.00	485.98	158046
COR01	CORBIN WILLITS SYSTEM INC	12/12/2025	Regular	0.00	1,671.43	158047
DAI01	DAILY REPUBLIC	12/12/2025	Regular	0.00	189.88	158048
DKF01	DKF SOLUTIONS GROUP, LLC	12/12/2025	Regular	0.00	3,612.50	158049
ECO06	ECONOMIC & PLANNING SYSTEMS, INC.	12/12/2025	Regular	0.00	6,012.50	158050
FAD00	FAD-ENGELL COMPANY, LLC	12/12/2025	Regular	0.00	200.00	158051
V00376	FARID E KOKA, INC	12/12/2025	Regular	0.00	311.75	158052
FCS00	FCS INTERNATIONAL,INC.	12/12/2025	Regular	0.00	4,727.20	158053
V00846	FERRO AUTOMOTIVE GROUP INC	12/12/2025	Regular	0.00	1,496.24	158054
GRN00	GRN VLY ALOHA SAW & MOWER	12/12/2025	Regular	0.00	509.74	158055
HCI00	HCI SYSTEMS, INC.	12/12/2025	Regular	0.00	3,115.00	158056
HUN12	HUNTERS SERVICES INC.	12/12/2025	Regular	0.00	715.00	158057
INH00	IN HOUSE LEASING, INCORPO	12/12/2025	Regular	0.00	4,000.86	158058
CALG7	J.J.R. ENTERPRISES, INC	12/12/2025	Regular	0.00	2,230.81	158059
JCN01	JC NELSON SUPPLY CO	12/12/2025	Regular	0.00	33.81	158060
V00583	LANCE, SOLL & LUNGHARD LLP	12/12/2025	Regular	0.00	942.50	158061
LAN11	LANDCARE HOLDING, INC	12/12/2025	Regular	0.00	4,765.10	158062
V00837	LAW ENFORCEMENT DRONE ASSOCIATION	12/12/2025	Regular	0.00	1,039.50	158063
LES03	LES SCHWAB TIRE CENTER	12/12/2025	Regular	0.00	842.05	158064
V00844	LEWIS ENTERPRISE GROUP LLC	12/12/2025	Regular	0.00	875.00	158065
LIN11	LINDE GAS & EQUIPMENT, IN	12/12/2025	Regular	0.00	185.52	158066
V00843	LIVEVIEW TECHNOLOGIES, INC.	12/12/2025	Regular	0.00	28,809.00	158067
V00847	MICHAEL CONTY	12/12/2025	Regular	0.00	118.74	158068
NBS01	NBS GOVT FINANCE GROUP	12/12/2025	Regular	0.00	1,851.25	158069
NEW25	NEW LOOK POWER WASH	12/12/2025	Regular	0.00	638.00	158070
NOR60	NORTHERN CALIF GLOVES	12/12/2025	Regular	0.00	370.92	158071
OAK01	OAKVILLE PUMP SERVICE	12/12/2025	Regular	0.00	160.00	158072
V00238	PARTNERS PERSONNEL MANAGEMENT SVCS LL	12/12/2025	Regular	0.00	1,576.88	158073
PET05	PETTY CASH-FINANCE DEPT	12/12/2025	Regular	0.00	248.02	158074
PG&01	PG&E	12/12/2025	Regular	0.00	6,184.99	158075
V00840	POLIMORPHIC, INC	12/12/2025	Regular	0.00	23,200.00	158076
RAM09	RAMOS OIL COMPANY, INC	12/12/2025	Regular	0.00	71.94	158077
REP05	REPUBLIC SERVICES #846	12/12/2025	Regular	0.00	6,073.89	158078
SOL17	SOLANO CNTY WATER AGENCY	12/12/2025	Regular	0.00	13,325.00	158079
SOL12	SOLANO COUNTY DOIT-ADMIN	12/12/2025	Regular	0.00	670.74	158080

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
SOLG4	SOLANO DIVERSIFIED SERVIC	12/12/2025	Regular	0.00	2,099.00	158081
SOLH1	SOLITUDE LAKE MANAGEMENT	12/12/2025	Regular	0.00	824.00	158082
V00845	SRFPOA	12/12/2025	Regular	0.00	100.00	158083
STA71	STANTEC CONSULTING SERVIC	12/12/2025	Regular	0.00	49,100.00	158084
V00560	STATE OF CA, DEPT IND REL, OFFICE OF SELF INS	12/12/2025	Regular	0.00	6,503.25	158085
STO10	STONEYARD MASONRY	12/12/2025	Regular	0.00	452.48	158086
SUP07	SUPERIOR BUILDING SERVICE	12/12/2025	Regular	0.00	9,220.00	158087
STA28	SWRCB ACCOUNTING OFFICE	12/12/2025	Regular	0.00	3,945.00	158088
V00842	TAWNY WALTON	12/12/2025	Regular	0.00	445.00	158089
TRA40	TRANSUNION RISK AND ALTER	12/12/2025	Regular	0.00	346.30	158090
TRI01	TRI-CITY GLASS & MIRROR	12/12/2025	Regular	0.00	1,260.00	158091
V00529	TRIPEPI SMITH AND ASSOCIATES, INC.	12/12/2025	Regular	0.00	3,040.25	158092
USP01	US POSTMASTER	12/12/2025	Regular	0.00	3,200.00	158093
V00382	VESTIS GROUP INC	12/12/2025	Regular	0.00	134.94	158094
V00848	WILFREDO RUBIA MANZANO	12/16/2025	Regular	0.00	207.76	158096
5ST00	5 STAR DETAIL & WASH INC.	12/19/2025	Regular	0.00	100.76	158097
AAA04	AAA VINTAGE GASSES, INC.	12/19/2025	Regular	0.00	81.00	158098
ALA06	ALARMTECH SECURITY SYSTEM	12/19/2025	Regular	0.00	200.00	158099
ALK01	ALKAR	12/19/2025	Regular	0.00	2,741.18	158100
V00631	ANCHOR QEA, INC	12/19/2025	Regular	0.00	8,157.50	158101
ASS06	ASSISTANCE PLUS	12/19/2025	Regular	0.00	1,200.71	158102
AT&11	AT&T	12/19/2025	Regular	0.00	1,768.57	158103
V00360	BBP ADMIN	12/19/2025	Regular	0.00	75.40	158104
BOU05	BOUND TREE MEDICAL LLC.	12/19/2025	Regular	0.00	554.23	158105
VUL00	CALMAT CO	12/19/2025	Regular	0.00	1,911.08	158106
ROS21	CAROLINA ROSARIO	12/19/2025	Regular	0.00	434.00	158107
CIN01	CINTAS CORPORATION #2	12/19/2025	Regular	0.00	611.21	158108
CIT06	CITY OF FAIRFIELD	12/19/2025	Regular	0.00	15,889.86	158109
CIT45	CITY OF VACAVILLE, TREASU	12/19/2025	Regular	0.00	6,383.97	158110
CIT52	CITYGATE ASSOCIATES, LLC	12/19/2025	Regular	0.00	3,660.38	158111
COM64	COMMUNITY FIRST NATIONAL	12/19/2025	Regular	0.00	50,416.85	158112
CRE04	CRESCO EQUIPMENT RENTALS	12/19/2025	Regular	0.00	420.39	158113
CRI00	CRITICAL REACH, INC.	12/19/2025	Regular	0.00	520.00	158114
DAI01	DAILY REPUBLIC	12/19/2025	Regular	0.00	1,000.00	158115
DKS00	DKS ASSOCIATES	12/19/2025	Regular	0.00	12,879.85	158116
DLT00	DLT SOLUTIONS, LLC	12/19/2025	Regular	0.00	1,615.88	158117
V00855	FELICIA HEMPHILL	12/19/2025	Regular	0.00	222.00	158118
V00846	FERRO AUTOMOTIVE GROUP INC	12/19/2025	Regular	0.00	1,195.18	158119
GRN00	GRN VLY ALOHA SAW & MOWER	12/19/2025	Regular	0.00	601.55	158120
HAN15	HANKIN SPECIALTY ELEVATOR	12/19/2025	Regular	0.00	400.00	158121
HOM12	HOME DEPOT CREDIT SERVICE	12/19/2025	Regular	0.00	438.82	158122
HOR06	HORIZON	12/19/2025	Regular	0.00	448.72	158123
V00850	HURRICANE BUTTERFLY LAW ENFORCEMENT, L	12/19/2025	Regular	0.00	287.37	158124
RAM25	J RAMIREZ TOWING	12/19/2025	Regular	0.00	250.00	158125
CALG7	J.J.R. ENTERPRISES, INC	12/19/2025	Regular	0.00	307.08	158126
V00754	KOSMONT REAL ESTATE SERVICES	12/19/2025	Regular	0.00	2,203.50	158127
KRO03	KRONICK,MOSKOVITZ,TIEDEMA	12/19/2025	Regular	0.00	4,490.00	158128
LEX04	LEXISNEXIS COPLOGIC SOLUT	12/19/2025	Regular	0.00	1,018.46	158129
CLE11	MARK A. CLEMENTI, Ph.D.	12/19/2025	Regular	0.00	844.00	158130
GRA41	MARK GRAHAM	12/19/2025	Regular	0.00	525.00	158131
V00857	MARY JALAPIT	12/19/2025	Regular	0.00	445.00	158132
MCKREC	MCKENZIE HARDWARE	12/19/2025	Regular	0.00	249.75	158133
MCKBLD	MCKENZIE HARDWARE/2	12/19/2025	Regular	0.00	290.01	158134
MCKMAR	MCKENZIE HARDWARE-M	12/19/2025	Regular	0.00	66.17	158135
MCKPW	MCKENZIE HARDWARE-PW	12/19/2025	Regular	0.00	758.17	158136
V00859	MEL ELECTRIC, INC.	12/19/2025	Regular	0.00	275.00	158138
V00854	MELANIE MIRRAN	12/19/2025	Regular	0.00	434.00	158139
MUN11	MES I ACQUISITION INC	12/19/2025	Regular	0.00	780.92	158140
V00663	MISSION SAMOA INC.	12/19/2025	Regular	0.00	4,853.00	158141
GON18	NANCY GONZALEZ	12/19/2025	Regular	0.00	434.00	158142
V00238	PARTNERS PERSONNEL MANAGEMENT SVCS LL	12/19/2025	Regular	0.00	1,051.25	158143

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PG&01	PG&E	12/19/2025	Regular	0.00	2,235.88	158144
RAM09	RAMOS OIL COMPANY, INC	12/19/2025	Regular	0.00	1,829.04	158145
REC03	RECREATION PUBLICATIONS	12/19/2025	Regular	0.00	120.00	158146
V00852	RSG, INC.	12/19/2025	Regular	0.00	2,378.75	158147
V00856	RUBEN TEXIDOR	12/19/2025	Regular	0.00	3,000.00	158148
V00849	SAN FRANCISCO REGIONAL WATER QUALITY CC	12/19/2025	Regular	0.00	4,212.00	158149
V00542	SANBELL-BAY AREA	12/19/2025	Regular	0.00	3,176.40	158150
SMI38	SMITH & SONS WELDING AND	12/19/2025	Regular	0.00	3,875.20	158151
V00858	STEPHANIE LUNA	12/19/2025	Regular	0.00	445.00	158152
V00514	STEPHANIE N BEAUCHAINE	12/19/2025	Regular	0.00	8,088.13	158153
INS08	STEVEN C TUBBS	12/19/2025	Regular	0.00	2,182.22	158154
V00769	THE DESK, LLC	12/19/2025	Regular	0.00	1,550.00	158155
THE05	THE UPS STORE #5284	12/19/2025	Regular	0.00	35.00	158156
V00508	TPX COMMUNICATIONS	12/19/2025	Regular	0.00	2,871.74	158157
V00531	TRACTOR SUPPLY CREDIT PLAN	12/19/2025	Regular	0.00	580.72	158158
V00529	TRIPEPI SMITH AND ASSOCIATES, INC.	12/19/2025	Regular	0.00	6,595.00	158159
V00333	TYLER CAMIGI	12/19/2025	Regular	0.00	424.30	158160
USB03	U S BANK	12/19/2025	Regular	0.00	1,000.00	158161
V00853	VALYNCIA SMITH	12/19/2025	Regular	0.00	222.00	158162
V00382	VESTIS GROUP INC	12/19/2025	Regular	0.00	134.94	158163
V00851	ZANJERO, LLC	12/19/2025	Regular	0.00	14,737.50	158164
ALA06	ALARMTECH SECURITY SYSTEM	12/26/2025	Regular	0.00	524.00	158165
ASS04	ASSOCIATED SERVICES CO	12/26/2025	Regular	0.00	967.58	158166
AT&15	AT&T	12/26/2025	Regular	0.00	871.38	158167
AT&11	AT&T	12/26/2025	Regular	0.00	64.28	158168
BAY14	BAY AREA AIR QUALITY MGMT	12/26/2025	Regular	0.00	619.00	158169
BRA30	BRADY COMPANIES, LLC	12/26/2025	Regular	0.00	38.33	158170
CIT06	CITY OF FAIRFIELD	12/26/2025	Regular	0.00	32,148.37	158171
COL43	COLLICUTT SERVICES, INC.	12/26/2025	Regular	0.00	3,429.35	158172
V00812	EMBZONE GROUP INC	12/26/2025	Regular	0.00	5,088.84	158173
ICE01	ICE SAFETY SOLUTIONS	12/26/2025	Regular	0.00	1,770.00	158174
V00133	INTEGRITY AUTO COLLISION CTR FAIRFIELD INC	12/26/2025	Regular	0.00	4,970.19	158175
JCN01	JC NELSON SUPPLY CO	12/26/2025	Regular	0.00	346.40	158176
LIF01	LIFE-ASSIST INC	12/26/2025	Regular	0.00	958.36	158177
OFF02	OFFICE DEPOT	12/26/2025	Regular	0.00	95.36	158178
V00090	O'REILLY AUTOMOTIVE, INC.	12/26/2025	Regular	0.00	4.31	158179
PG&01	PG&E	12/26/2025	Regular	0.00	12,607.63	158180
V00807	RENTOKIL NORTH AMERICA INC	12/26/2025	Regular	0.00	292.00	158182
SHR01	SHRED-IT	12/26/2025	Regular	0.00	379.28	158183
SOLB5	SOLANO COUNTY	12/26/2025	Regular	0.00	965.99	158184
V00777	SPEKTREN ENGINEERING INC	12/26/2025	Regular	0.00	58,216.00	158185
STE33	STERICYCLE, INC.	12/26/2025	Regular	0.00	582.00	158186
VER09	VERIZON WIRELESS	12/26/2025	Regular	0.00	1,514.22	158187
VER16	VERIZON WIRELESS	12/26/2025	Regular	0.00	191.85	158188
VER08	VERIZON WIRELESS	12/26/2025	Regular	0.00	2,155.14	158189
VER01	VERIZON WIRELESS	12/26/2025	Regular	0.00	2,323.23	158190
WAU01	WAUSAU TILE INC	12/26/2025	Regular	0.00	2,187.98	158191
WES57	WEST COAST CODE CONSULTANT INC	12/26/2025	Regular	0.00	15,346.27	158192
SUI13	CITY OF SUISUN CITY	12/30/2025	Regular	0.00	31,091.98	158193
V00155	AMERICAN EXPRESS	12/05/2025	Bank Draft	0.00	313.76	DFT0001540
V00154	CLOVER	12/02/2025	Bank Draft	0.00	168.82	DFT0001541
V00456	SCPFA	12/02/2025	Bank Draft	0.00	119.99	DFT0001542
V00088	SCPOA	12/02/2025	Bank Draft	0.00	2,105.00	DFT0001543
V00085	SEIU UNION	12/02/2025	Bank Draft	0.00	643.88	DFT0001544
V00082	CHILD SUPPORT SERVICES	12/02/2025	Bank Draft	0.00	1,977.68	DFT0001545
V00080	MISSION SQUARE	12/02/2025	Bank Draft	0.00	1,445.26	DFT0001546
V00080	MISSION SQUARE	12/02/2025	Bank Draft	0.00	29,977.66	DFT0001547
V00084	INTERNATIONAL ASSOCATION OF FIRE FIGHTER	12/02/2025	Bank Draft	0.00	1,200.03	DFT0001548
V00086	SCMPEA	12/02/2025	Bank Draft	0.00	204.00	DFT0001549
V00080	MISSION SQUARE	12/02/2025	Bank Draft	0.00	6,000.00	DFT0001550
PAR02	PARS	12/02/2025	Bank Draft	0.00	2,802.54	DFT0001551

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PAR02	PARS	12/02/2025	Bank Draft	0.00	497.34	DFT0001552
V00100	CITY OF SUISUN HOUSING AUTHORITY	12/02/2025	Bank Draft	0.00	396,496.26	DFT0001553
WES44	WESTAMERICA BANK	12/01/2025	Bank Draft	0.00	5.92	DFT0001554
AME60	AMERICAN FIDELITY ADMIN SVCS, LLC.	12/03/2025	Bank Draft	0.00	1,393.32	DFT0001555
AME60	AMERICAN FIDELITY ADMIN SVCS, LLC.	12/03/2025	Bank Draft	0.00	6,793.66	DFT0001556
V00079	FRANCHISE TAX BOARD	12/03/2025	Bank Draft	0.00	29,910.45	DFT0001557
V00305	Paymentech LLC	12/03/2025	Bank Draft	0.00	20,141.78	DFT0001558
V00391	MUTUAL OF OMAHA	12/03/2025	Bank Draft	0.00	20,104.30	DFT0001559
V00078	CAL PERS RETIREMENT SYSTEM	12/04/2025	Bank Draft	0.00	115,486.60	DFT0001560
V00078	CAL PERS RETIREMENT SYSTEM	12/04/2025	Bank Draft	0.00	202,534.10	DFT0001561
V00835	LAIF	12/04/2025	Bank Draft	0.00	1,500,000.00	DFT0001562
V00128	FAIRFIELD-SUISUN SEWER DISTRICT	12/10/2025	Bank Draft	0.00	500,156.53	DFT0001563
V00154	CLOVER	12/11/2025	Bank Draft	0.00	84.95	DFT0001564
V00079	FRANCHISE TAX BOARD	12/15/2025	Bank Draft	0.00	36,896.42	DFT0001565
V00080	MISSION SQUARE	12/15/2025	Bank Draft	0.00	1,468.04	DFT0001566
V00086	SCMPEA	12/15/2025	Bank Draft	0.00	204.00	DFT0001567
V00084	INTERNATIONAL ASSOCATION OF FIRE FIGHTER	12/15/2025	Bank Draft	0.00	1,200.03	DFT0001568
PAR02	PARS	12/15/2025	Bank Draft	0.00	1,840.29	DFT0001569
INT42	INTERNAL REVENUE SERVICE	12/12/2025	Bank Draft	0.00	98,921.95	DFT0001570
V00456	SCPFA	12/16/2025	Bank Draft	0.00	119.99	DFT0001571
V00088	SCPOA	12/16/2025	Bank Draft	0.00	2,040.00	DFT0001572
V00085	SEIU UNION	12/16/2025	Bank Draft	0.00	797.08	DFT0001573
V00082	CHILD SUPPORT SERVICES	12/16/2025	Bank Draft	0.00	1,729.83	DFT0001574
V00080	MISSION SQUARE	12/16/2025	Bank Draft	0.00	30,757.94	DFT0001575
V00096	ENTERPRISE FLEET MANAGEMENT	12/22/2025	Bank Draft	0.00	248.64	DFT0001576
V00096	ENTERPRISE FLEET MANAGEMENT	12/22/2025	Bank Draft	0.00	940.02	DFT0001577
V00096	ENTERPRISE FLEET MANAGEMENT	12/22/2025	Bank Draft	0.00	10,565.11	DFT0001578
V00096	ENTERPRISE FLEET MANAGEMENT	12/22/2025	Bank Draft	0.00	35,635.20	DFT0001579
V00078	CAL PERS RETIREMENT SYSTEM	12/18/2025	Bank Draft	0.00	114,627.41	DFT0001580
V00657	INSURANCE AND BENEFITS TRUST OF PORAC	12/18/2025	Bank Draft	0.00	832.00	DFT0001581
V00657	INSURANCE AND BENEFITS TRUST OF PORAC	12/18/2025	Bank Draft	0.00	864.00	DFT0001582
V00580	CITY OF SUISUN CITY ASSET TRANSFER	12/18/2025	Bank Draft	0.00	193,911.20	DFT0001583
V00095	INTUIT-SUISUN CITY FIRE DEPARTMENT	12/24/2025	Bank Draft	0.00	17.02	DFT0001584
INT42	INTERNAL REVENUE SERVICE	12/24/2025	Bank Draft	0.00	97,834.70	DFT0001585
V00079	FRANCHISE TAX BOARD	12/26/2025	Bank Draft	0.00	36,491.20	DFT0001586
WES44	WESTAMERICA BANK	12/17/2025	Bank Draft	0.00	62.00	DFT0001588
V00095	INTUIT-SUISUN CITY FIRE DEPARTMENT	12/17/2025	Bank Draft	0.00	28.21	DFT0001589
V00835	LAIF	12/29/2025	Bank Draft	0.00	3,000,000.00	DFT0001590
V00456	SCPFA	12/30/2025	Bank Draft	0.00	119.99	DFT0001595
V00088	SCPOA	12/30/2025	Bank Draft	0.00	2,040.00	DFT0001596
V00085	SEIU UNION	12/30/2025	Bank Draft	0.00	727.24	DFT0001597
V00082	CHILD SUPPORT SERVICES	12/30/2025	Bank Draft	0.00	1,729.83	DFT0001598
V00080	MISSION SQUARE	12/30/2025	Bank Draft	0.00	1,535.02	DFT0001599
V00086	SCMPEA	12/30/2025	Bank Draft	0.00	204.00	DFT0001600
PAR02	PARS	12/30/2025	Bank Draft	0.00	497.34	DFT0001601
V00080	MISSION SQUARE	12/30/2025	Bank Draft	0.00	28,536.21	DFT0001602
V00084	INTERNATIONAL ASSOCATION OF FIRE FIGHTER	12/30/2025	Bank Draft	0.00	1,200.03	DFT0001603
PAR02	PARS	12/30/2025	Bank Draft	0.00	3,578.59	DFT0001604
V00080	MISSION SQUARE	12/30/2025	Bank Draft	0.00	1,300.00	DFT0001605

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
V00131	EDD	12/24/2025	Bank Draft	0.00	4,361.57	DFT0001606

Bank Code WestAmerica Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	390	203	0.00	1,251,881.91
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	62	62	0.00	6,554,425.93
EFT's	290	22	0.00	613,589.84
	742	**287**	**0.00**	**8,419,897.68**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	390	203	0.00	1,251,881.91
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	62	62	0.00	6,554,425.93
EFT's	290	22	0.00	613,589.84
	742	**287**	**0.00**	**8,419,897.68**

Fund Summary

Fund	Name	Period	Amount
990	POOLED CASH FUND	12/2025	8,419,897.68
			8,419,897.68

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AGENDA ITEM NO. 22.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on December 16, 2025.

FISCAL IMPACT: None

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: Pursuant to Government Code 40801, the City Clerk shall keep an accurate record of the proceedings of the City Council meetings. City Council minutes are prepared in a manner consistent with the intent of the Government Code. Minutes provide a record of when and where the meeting took place, type of meeting, and report any action taken, including the vote of each member of the City Council.

STAFF REPORT: Minutes of the City Council, Suisun City Council Acting as Successor Agency and Housing Authority held on December 16, 2025, are submitted for your approval..

STAFF RECOMMENDATION: City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on December 16, 2025.

DOCUMENTS ATTACHED:

1. Minutes - December 16, 2025 Regular Meetings of the City Council-Successor Agency-Housing Authority

PREPARED BY: Anita Skinner, City Clerk
REVIEWED BY: Bret Prebula, City Manager
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:

1. Minutes 2025 12 16 cc sa ha 630.docx

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CITY COUNCIL
MEETING
Alma Hernandez, Mayor
Jenalee Dawson, Mayor Pro Tem
Amit Pal, Councilmember
Parise Shepherd, Councilmember
Princess Washington,
Councilmember

CITY COUNCIL

MINUTES

REGULAR MEETING OF THE SUISUN CITY COUNCIL, SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY, AND SUISUN CITY HOUSING AUTHORITY

TUESDAY, DECEMBER 16, 2025

6:30 PM

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

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

ZOOM MEETING INFORMATION:
WEBSITE: https://zoom.us/join
MEETING ID: 843 1221 7671
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. – 822)
(Next City Council Res. No. 2025 – 141)
Next Suisun City Council Acting as Successor Agency Res. No. SA2025 - 06)
(Next Housing Authority Res. No. HA2025 – 11)

CALL TO ORDER

Mayor Hernandez called the meeting to order at 6:32pm.

ROLL CALL

PRESENT: Dawson, Hernandez, Pal, Shepherd, Washington
ABSENT: None

PLEDGE OF ALLEGIANCE

Led by Council Member Pal.

INVOCATION
Given by Clerk Skinner

APPROVAL OF REORDERING OF AGENDA
Motion by Vice Mayor Dawson to move Agenda Items 23, 25, 26, 27 to the January 20th meeting and seconded by Council Member Pal. Motion passed unanimously.

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.)

Council Member Pal has a conflict with Item 13, lives within 100' from property.
Vice Mayor Dawson asked for confirmation for property on Driftwood and Council Member Washington asked for confirmation on 3 properties.

REPORTS (Informational items only.)

1. City Manager Update - (Prebula: Bprebula@suisun.com).

    - City Hall closed 12/24-12/26
    - Cancelling 1/3/26 meeting
    - EV charging stations and parking lot changes
    - Thanked Council and staff or all the work done in 2025.

2. City Attorney Report - (Enright).
    - SB707 was passed
    - Changes to the Brown Act
    - Wished everyone Happy Holidays

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.)

Michelle Chavez shout out and thank you to Public Works for their quick response to requests; code enforcement more pro-active in 2026

Will Ayala, submitted documents pertaining to ADCO Towing issue

Steve Olry complimented Public Works; city is in economic despair, sidewalk vendors and homeless comments; California Forever won't be enough to take care of all the city problems;

Donna LeBlanc stated we had a very good year, some setbacks, proud of the jobs the council has done; need to get out more in the public in 2026 doing volunteer work; (ie Gingy house open needs volunteers); there is also a second house at 1516 El Prado that is fully decorated; Happy Holidays.

On Line
Lilia Dardon stated she had submitted a records request for California Forever but has not received a response; banner stating the Christmas Tree by California Forever, asked what did the city have to promise to get that done and why was banner taken done; why whenever council is asked for comments, Council Member Shepherd does not give her own ideas, just mimics other comments.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

3. Proclamation Recognizing the Retirement of Sergeant Bob Szmurlo - (Roth:Aroth@suisun.com).

Mayor Hernandez read proclamation presented to Sergeant Szmurlo by Council Members Dawson, Pal, Shepherd and Washington. Sgt. Szmurlo thanked Council, his wife and family for their support during his career.

Chief Roth gave a brief background and members of the department presented him with the first Inaugural Bob Szmurlo Impact Service Award
Comments from former Officers Andrew White and Michael Urlaub; Council Members
Council Member Pal asked if there was a key to the city so Sgt. Szmurlo can come back whenever he wants.

4. Presentation of Committee and Commission Updates
   a. Measure S Committee

Will be presented at a future date.

   b. Economic Development Committee

Michael Elm presented the report. Council thanked him for the update.

5. Approving Appointment of Suisun City Mayor Pro Tem - (Hernandez: Ahernandez@susiun.com).

Mayor Hernandez reappointed Vice Mayor Dawson. Vice Mayor Dawson accepted the appointment.

Motion by Mayor Hernandez and seconded by Council Member Pal to approve the appointment. Motion passed by the following vote:

AYES: Dawson, Hernandez, Pal, Shepherd, Washington
NOES: None
ABSENT: None

CONSENT CALENDAR

City Council

6. Council Adoption of Resolution No. 2025-141 Authorizing the City Manager to Execute an Agreement with Karste Consulting Inc. to Update the City of Suisun City's Emergency Operations Plan (EOP) - (Bllopez@suisun.com).
7. Council Approval of the Appointment of Mayor Pro Tem to Serve as Solano Transportation Authority (STA) Board Alternate and Solano County Water Agency (SCWA) Board Alternate - (Prebula: Bprebula@suisun.com).

8. Receive and File SB-165 Annual Reports for Community Facilities District No. 1, Community Facilities District No. 2, and Community Facilities District No. 3, to Comply with the Local Agency Special Tax Bond and Accountability Act. - (Vue: Nvue@suisun.com).
9. Council Adoption of Resolution No. 2025-142: Adopting the Updated 2025 Sewer System Management Plan (SSMP) and Designating the Legally Responsible Official (LRO) as Required by the State Board Water Discharge Requirements - (Vue - nvue@suisun.com).
10. Council Adoption of Resolution No. 2025-143: Authorizing the City Manager to Execute a Professional Services Agreement with Harris & Associates for Staff Support Services Related to the Processing of Development Applications for the Suisun Logistics Center Project and Determining that the Action is Exempt from the California Environmental Quality Act (CEQA) - (Caperton: Rcaperton@suisun.com).
11. Council Adoption of Resolution No. 2025-144: Authorizing the City Manager to Execute a Fourth Amendment to a Professional Services Agreement with First Carbon Solutions for Continued Services Preparing an Environmental Impact Report for the Suisun Logistics Center Project and Determining that the Action is Exempt from the California Environmental Quality Act (CEQA) - (Caperton: Rcaperton@suisun.com).
12. Council Adoption of Resolution No. 2025-145: Approving a Purchase and Sale Agreement of Real Property Between the City of Suisun City and TC Property Management, LTD, and determining that the action is exempt from the California Environmental Quality Act (CEQA) - (Caperton: Rcaperton@suisun.com).
13. Council Adoption of Resolution No. 2025-146 Declaring Assessor's Parcel Numbers (APNs) 0032-042-720, 0032-042-740, 0032-042-790, 0032-200-320, 0032-282-040, 0032-282-050, 0032-292-010 and 0173-684-010 surplus lands under the Surplus Land Act (SLA) (Government Code sections 54220 et seq.) - (Caperton: Rcaperton@suisun.com).
14. Council Adoption of Resolution No. 2025-147: Reaffirming the Necessity of the Development Impact Fees and Accepting the Annual Report on Development Impact Fees - (Luna: Eluna@suisun.com).
15. Council Adoption of Resolution No. 2025-148: Aligning Leave Cash Out Provisions for Temporary Full-Time Limited-Term Employees with IRS Constructive Receipt Requirements - (Penland: Cpenland@suisun.com).
16. Council Adoption of Resolution No. 2025-149: Implementing a 2.5% Cost-of-Living Adjustment for SCMPEA, SCPOA, SCPFA, Unrepresented and Executive Management Employees, and Temporary Full-Time Limited Term Employees Effective January 2, 2026 - (Penland: Cpenland@suisun.com).

Successor Agency

17. Successor Agency Adoption of Resolution No. SA2025-06: Receiving and Accepting a Recognized Obligation Payment Schedule 2025-26 (ROPS) for the Period of July 1, 2025 through June 30, 2026 - (Deol: Ldeol@suisun.com).

Joint City Council / Successor Agency

18. Council/Agency Approval of November 2025 Accounts Payable and Payroll Warrants - (Deol: Ldeol@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

19. City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on December 2, 2025 – (Skinner: Clerk@suisun.com).

Item 13
Development Services Director Caperton confirmed the following parcels

- Dawson – APNs 0032-282-040, 0032-282-050, 0032-292-010
- Pal -0173-684-010
- Shepherd, Washington, Hernandez – no conflict

Motion by Vice Mayor Dawson to approve Consent Calendar Items 6-19 and seconded by Council Member Shepherd. Motion passed by the following vote:

AYES: Dawson, Hernandez, Shepherd, Pal and Washington – Conflict on Item 13
NOES: None
ABSENT: None

PUBLIC HEARING

20. PUBLIC HEARING: Council Adoption of Ordinance No. 821 : An Ordinance of the City Council of the City of Suisun City Repealing and Replacing Chapter 15.04 (Permits-Uniform Code) of Title 15 (Buildings and Construction) of the Suisun City Municipal Code, and Adopting by Reference Part 1 Administrative Code, Part 2 Building Code, Part 2.5 Residential Code, Part 3 Electrical Code, Part 4 Mechanical Code, Part 5 Plumbing Code, Part 6 Energy Code, Part 7 Wildland-Urban Interface Code, Part 8 Historical Building Code, Part 9 Fire Code, Part 10 Existing Building Code, Part 11 Green Building Code, Part 12 Referenced Standards Code, Including Related Appendices, as Identified, of the California Code of Regulations Title 24, 2025 Edition of the California Building Standards Code, Together with Certain Additions, Insertions, Deletions and Changes Thereto, and Making a Determination of Exemption Under the California Environmental Quality Act - (Kearns: Jkearns@suisun.com).

Principal Planner John Kearns presented the report.

Vice Mayor Dawson asked clarifying questions.

Mayor Hernandez opened the Public Hearing. There being no comments, the Public Hearing was closed.

Motion by Vice Mayor Dawson to approve Ordinance No. 822 and seconded by Council Member Shepherd. Motion passed by the following vote:

AYES: Dawson, Hernandez, Pal, Shepherd, Washington
NOES: None
ABSENT: None

21. PUBLIC HEARING: Council Adoption of Resolution No. 2025-150; Approving Tentative Parcel Map (TPM) Application No. PLN 2025-00004, and Planned Unit Development (PUD) Application No. PLN 2025-00021 to Subdivide Approximately 5.12 Acres of Land into Four
(4) Parcels plus One (1) Remainder Parcel Ranging in Size from Approximately 0.95 Acres to 1.12 acres and Modified Development Standards on Property located North of Highway 12 and East of Sunset Avenue (APN 0173-390-200), and Determining that the Project is Exempt from the California Environmental Quality Act (CEQA) Pursuant to Section 15315

(Class 15: Minor Land Divisions) of the CEQA Guidelines, which Exempts Minor Land Divisions of Four (4) or Fewer Parcels - (Kearns: Jkearns@suisun.com).

Principal Planner John Kearns presented the report.
Council asked clarifying questions.

Mayor Hernandez opened the Public Hearing.

Steve Olry and Michelle Chavez commented on the narrow alleyway and stated that now is the time to widen it especially for emergency vehicles.

There being no further comments Mayor Hernandez closed the Public Hearing.

Council comments and questions were answered by Principal Planner Kearns, Fire Chief Lopez.

Motion by Vice Mayr Dawson to approve Item 21 and seconded by Council Member Shepherd. Motion passed by the following vote:

AYES: Dawson, Hernandez, Pal, Shepherd, Washington
NOES: None
ABSENT: None

22. Approval of the Annual Assessment Report and Consideration of Reauthorizing the Suisun City Historic Waterfront Improvement District - (Hull: Jhull@suisun.com)
    a. Council Adoption of Resolution No. 2025-151: Reauthorizing and Renewing the Historic Waterfront Business Improvement District and the Assessment Levy for the District.
    b. Council Adoption of Resolution No. 2025-152 Approving the Proposed Calendar-Based Fiscal Year 2026 Operating Budget for the Main Street Waterfront Business Improvement District.

RPMA Director Hull presented the report.

Council asked clarifying questions

Mayor Hernandez opened the Public Hearing. There being no comments the Public Hearing was closed.

Motion by Vice Mayor Dawson moved to approve Item 22 and seconded by Council Member Shepherd. Motion passed by the following vote:

AYES: Dawson, Hernandez, Pal, Shepherd, Washington
NOES: None
ABSENT: None

GENERAL BUSINESS
Items 23, 25, 26, and 27 have been moved to the January 26, 2026 meeting.

23. Community Action Partnership Solano Joint Powers Authority (CAP Solano JPA) - (Prebula: bprebula@suisun.com).

a. Introduction of Executive Director, DeShawn Waters, Community Action Partnership Solano Joint Powers Authority
b. Council Adoption of Resolution No. 2025-___: Authorizing the City Manager to Approve a Memorandum of Understanding between the Community Action Partnership Solano, Joint Powers Authority; Solano County; and the Cities of Benicia,
Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo to Partially Fund the Coordinated Entry System of Homeless Services.

24. Council Adoption of Resolution No. 2025 153 Authorizing the City Manager to Execute a Agreement with Paladin Drones for the Purchase of One Drone and One Year of Technical Support and Licensing in the Amount of $24,000 - (Lopez: Bllopez@suisun.com).

Fire Chief Lopez presented report.

Council asked clarifying questions

Motion by Vice Mayor Dawson to approve Item 23 and seconded by Council Members Shepherd. Motion passed by the following vote:

AYES: Dawson, Hernandez, Pal, Shepherd, Washington
NOES: None
ABSENT: None

25. Council Adoption of Resolution No. 2025 -__: A Resolution of the City Council of the City of Suisun City, California, Adopting Rules of Procedures and Conduct of Commissioners, Committee Members, and Board Members - (City Attorney).
26. Council Adoption of Resolution No. 2025 -__: A Resolution of the City Council of the City of Suisun City, California, Amending Council Norms and Procedures - (City Attorney).
27. Council Adoption of Resolution No. 2025 -__: A Resolution of the City Council of the City of Suisun City, California, Adopting a Social Media Policy - (City Attorney).

COUNCIL COMMENTS

Council Member Washington wished everyone a Happy New Year; privilege to serve city she grew up in; thanked Fire Department for saving her mother's life; we have the best staff; end goal is to make the city better; Vice Mayor thank you for serving again; Council Member Shepherd I apologize to you, this is a difficult job, you will be in a better position this time next year. Mayor thank you for your leadership; we are all doing our best, thank you to City Manager and to staff, City Attorney thank you for keeping us out of trouble.

Council Member Pal thank you Council Member Washington for your kind words; sacrifice made by each one of you; Gingy House is open from 6-9pm; move Council Comments to the front of the agenda when there is more public present; last March council meeting asked for itemized report for employee party can it be sent, Entertainment Zone policy on the agenda the first quarter of 2026; thanked everyone for all they do.

Council Member Shepherd commented she is coming up on her one year anniversary; thanked City Manager and staff; you have to be thick skin to be on the dais and be professional; Thanked her colleagues for the comments and the blessings as we go into the new year, and look forward to doing all the great work.

Vice Mayor Dawson thanked her colleagues for comments; shout out to city staff and residents that came out to tree lighting; Thursday, Menorah lighting, Kwanza event on 12/27 at the Nelson Center; congrats on a successful Police and Fire toy drives; Happy and Prosperous New Year, remember community and family.

Mayor Hernandez shout out to council and the Water Authority meeting comments; Solano Rail Hub project that will be looking at enhancing the area around the train station; upcoming meeting with mayor and vice mayor of Rio Vista; great level of personal sacrifice; connecting with people, 90% is volunteering of our time; grateful for all council and their families; thank you for showing up; defend the people's rights to speak out; thanked California Forever for sponsoring events; Edge Community Church helping put the flag back on top of City Hall and for their support in working with the homeless; point out a member of the recall and his respect in speaking with council; thank you to staff, city manager and city attorney.

Council Member Pal asked if staff could reach out and extend an offer to have outside pastors do the opening prayer.

REPORTS: (Informational items only)

28. Non-Discussion Items.

ADJOURNMENT

There being no further business the meeting was adjourned at 9:23pm.

_____

Anita Skinner, City Clerk

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AGENDA ITEM NO. 23.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-__: Authorizing the City Manager to Accept Grant Funds in the Amount of $209,712.00 from the Yocha Dehe Wintun Nation Doyuti T'uhkama Fund for the Suisun City Fire Department Fire Station Alerting System.

FISCAL IMPACT: Receive grant funds from the Yocha Dehe Wintun Nation Doyuti T'uhkama Grant Fund in the amount of $209,712.00.

STRATEGIC PLAN: Goal A - Public Safety

BACKGROUND: In 2016, the Yocha Dehe Wintun Nation created Doyuti T'uhkama as a mechanism to distribute funds made available through a landmark Tribal–State Gaming Compact with the State of California. This agreement allows the Tribe to direct a portion of revenues that would otherwise be paid to the State toward eligible charitable and community-focused purposes. Under the 2016 Compact, the Tribe may dedicate up to $24 million annually to qualifying programs and projects.

These resources, often referred to as compact credits, are managed by Doyuti T'uhkama and overseen by a Board of Directors appointed by, and accountable to, the Yocha Dehe Tribal Council. The name Doyuti T'uhkama translates to "to give the acorn" in the Tribe's Patwin language. Historically, acorns were a vital food source for California Indian communities and remain a meaningful cultural symbol for the Patwin people. The acorn represents Yocha Dehe's longstanding value of generosity and its commitment to supporting communities, particularly those with the greatest need.

Doyuti T'uhkama provides funding across the United States to Tribal governments, whether federally or state recognized, as well as to nonprofit organizations holding active 501(c)(3) status and for-profit entities engaged in charitable work. In addition, within the Patwin ancestral homeland, encompassing Yolo, Solano, Colusa, Napa, Lake, and Sutter counties, Doyuti T'uhkama supports local public agencies, including special districts, educational institutions, and social service providers.

STAFF REPORT: The Suisun City Fire Department (SCFD) evaluated multiple funding options for the Fire Station Alerting System project, including the use of General Fund resources, available capital improvement funds, and external grant opportunities. Following this evaluation, staff determined that pursuing grant funding was the most fiscally responsible approach to advance the project while minimizing the financial impact on City funding sources.

In December 2024, Fire Chief Lopez submitted a grant application to the Yocha Dehe Wintun Nation Doyuti T'uhkama fund to seek grant funding for the procurement and installation of a Fire Station Alerting System. On November 24, 2025, the City was notified that the grant application was approved for funding in the amount of $209,712.00. This funding represents a significant advancement in modernizing the Fire Department's station infrastructure and will substantially enhance firefighter wellness and emergency response capabilities

Key benefits of the grant-funded project include:

- Improved Firefighter Health and Wellness:
The new alerting system will reduce unnecessary nighttime activations, minimize sleep disruption, and decrease cumulative stress associated with the current pager-based notification system.

- Enhanced Emergency Response Times:
Automated, precise, and company-specific alerts will streamline dispatch processes, reduce response delays, and support faster, more effective responses to emergency incidents.

- Modernized Technology and Infrastructure:
The system aligns with NFPA standards and replaces outdated communication methods, ensuring Fire Department operations meet current safety, reliability, and performance expectations.

- Improved Community Safety:
Faster turnout, clearer incident information, and improved situational awareness will enhance the level of emergency service provided to Suisun City residents.

Representatives from the Yocha Dehe Wintun Nation will be present at the Council meeting to ceremonially present a grant award check to the City of Suisun City in recognition of the funding awarded for the Fire Station Alerting System project.

STAFF RECOMMENDATION: Staff recommends that the City Council authorize the City Manager to accept grant funds in the amount of $209,712.00 to support the Fire Station Alerting project and adopt Resolution No. 2026-__: Authorizing the City Manager to Accept Grant Funds in the Amount of $209,712.00 from the Yocha Dehe Wintun Nation Doyuti T'uhkama Fund for the Suisun City Fire Department Fire Station Alerting System.

DOCUMENTS ATTACHED:

1. Council Adoption of Resolution No. 2026-__ Authorizing the City Manager to Accept Grant Funds in the Amount of $209,712.00 from the Yocha Dehe Wintun Nation Doyuti T'uhkama Fund for the Suisun City Fire Department Fire Station Alerting System.
2. Yocha Dehe Wintun Nation Grant Decision.

PREPARED BY: Michelle Zunino, Administrative Technician
REVIEWED BY: Brad L. Lopez, Fire Chief
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:
1. Resolution No. 2026- Authorizing the City Manager to accept grant funds from the Yocha Dehe Wintun Nation Doyuti Tâ€™uhkama Fund.docx
2. Yocha Dehe Wintun Nation Grant Decision.

RESOLUTION NO. 2026-

AUTHORIZING THE CITY MANAGER TO ACCEPT GRANT FUNDS IN THE AMOUNT OF $209,712.00 FROM THE YOCHA DEHE WINTUN NATION DOYUTI T'UHKAMA FUND FOR THE SUISUN CITY FIRE DEPARTMENT FIRE STATION ALERTING SYSTEM.

WHEREAS, the Yocha Dehe Wintun Nation, Patwin ancestors lived in villages spanning from the Sonoma Valley, the Sacramento River, Clear Lake, to the San Pablo bay; and

WHEREAS, the City of Suisun City recognizes we sit on the territory of the Patwin, the ancestral and unceded land of the people of the Suisunes and Patwin of the Wintun nation; and

WHEREAS, Doyuti T'uhkama was established in 2016 by Yocha Dehe to support a variety of causes; and

WHEREAS, Doyuti T'uhkama means "to give the acorn'; and

WHEREAS, the acorn is a cherished symbol that reflects Yocha Dehe commitment to sharing its resources, particularly with those in need; and

WHEREAS, in late 2024 the Suisun City Fire Department applied to Doyuti T'uhkama for a grant to outfit the fire station with a state of the art alerting system, and

WHEREAS, the Yoche Dehe Wintun Nation awarded the fire department with $209,712.00; and

NOW, THEREFORE, be it here resolved by the City Council of Suisun City the Authorizing the City Manager to accept grant funds in the amount of $209,712.00 from the Yocha Dehe Wintun Nation Dyuti Tsukada fund for the Suisun City fire department fire station alerting system.

PASSED AND ADOPTED at a regular meeting of said City Council held on Tuesday, the 20th day of January 2026 by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2026.

_____

Anita Skinner,

From:	Lindsie Bear
To:	Brad L. Lopez
Subject:	Yocha Dehe Wintun Nation Grant Decision
Date:	Monday, November 24, 2025 4:02:43 PM
Attachments:	yochadehe_logo.png yochadehe_07_06.png yochadehe_07_08.png Suisun City Fire Department 2025 Final.pdf ACH Form.pdf

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Dear Chief Lopez,

I am delighted to let you know that a grant for the emergency notification system for the Suisun City Fire Department was approved by the Doyuti T'uhkama Board in the amount of $209,712. The increased amount is to cover the escalating costs of the system.

Attached please find a grant agreement. If it is amenable to you, please sign and return it. Once it has been countersigned by the Chair of the Doyuti Board, Anthony Roberts, you will receive a copy along with the grant payment.

The grant can be disbursed as a check or as direct deposit. If you would prefer the deposit, please also fill out the attached ACH form and return with a voided check.

And, as ever, please let us know if you have any questions. I am CCing my colleague, Christina Thomas, here to assist us in completing the grant process.

Best wishes,
Lindsie

Lindsie Bear
Director of Tribal Giving Program

Yocha Dehe Wintun Nation
PO Box 18 | Brooks, CA 95606
C 530.796.8945 P 530.796.3400 F 530.796.2143
lbear@yochadehe.gov
yochadehe.gov |

AGENDA ITEM NO. 24.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Introduction and Waive Reading of Ordinance No. ___: Amending the Suisun City Municipal Code adding Chapter 12.33 (Entertainment Zones) to Title 12 (Streets, Sidewalks and Public Places) of the Suisun City Municipal Code to Establish Entertainment Zones.

FISCAL IMPACT: There is no immediate fiscal impact.

STRATEGIC PLAN: Revitalize Downtown Waterfront District.

BACKGROUND: At the regular City Council meeting on September 16, 2025, the City Council introduced the subject ordinance and directed staff to evaluate the creation of additional zones beyond the two initially proposed zones. At the direction of City Council, Staff has updated the draft ordinance to expand the boundaries of the "entertainment zone."

Senate Bill 969 ("SB 969"), signed into law by Governor Gavin Newsom on September 28, 2024 (Attachment 2), authorizes local governments to create entertainment zones where licensed brick-and-mortar businesses may sell alcoholic beverages for on-site consumption in public spaces such as streets, sidewalks, and rights-of-way, during approved events and in accordance with local regulations.

The intent of SB 969 is to help stimulate local economies and support downtown revitalization efforts by allowing controlled alcohol consumption in public areas during special events. Importantly, only businesses with appropriate licenses and a physical location within the designated zone are permitted to sell alcohol under this ordinance. As such, the ordinance is designed to directly benefit those brick-and-mortar businesses operating within the entertainment zone boundaries. The goal of creating these entertainment zones is to attract visitors to the downtown area and support local businesses during designated events.

Community Outreach and Business Engagement

On March 10, 2025, businesses located within the initially proposed Entertainment Zones along Solano Street and Kellogg Street were formally notified of the potential creation of these zones and invited to participate in a virtual informational meeting held via Zoom on March 20, 2025. During this session, City Staff—represented by Administrative Technician Michael Elm—delivered a presentation outlining the proposed zone boundaries, the new provisions under SB 969, and the potential benefits to local brick-and-mortar businesses. Attendees were provided with an opportunity to ask questions, which Mr. Elm addressed during the meeting.

To continue engagement, City Staff hosted an in-person follow-up meeting on April 23, 2025, at City Hall. This meeting was intended to provide an update on the ordinance's progress, respond to additional questions, and gauge business interest in participating in the proposed zones. During this meeting, several business owners expressed hesitation about participating in an operational Entertainment Zone, citing concerns about liability and receiving conflicting information from the California Department of Alcoholic Beverage Control (ABC). In response, Mr. Elm offered to contact ABC for clarification and

invited businesses to submit specific questions in writing for compilation and follow-up. However, no written responses were received from businesses following this request.

Based on the lack of expressed interest and concerns raised by business owners, Staff concluded that there was limited willingness among local businesses to assume the perceived risks associated with participation in an Entertainment Zone at this time.

Despite this, City Council directed Staff to move forward with drafting the ordinance in preparation for potential future implementation—should business interest increase—ensuring the City remains ready to act proactively when the opportunity arises.

STAFF REPORT: This Ordinance would designate the maximum boundaries of the "Entertainment Zone" under the authority of Senate Bill 969 (SB 969), allowing qualified brick-and-mortar businesses within the designated areas to permit customers to leave their licensed premises with open containers for the purpose of consuming alcoholic beverages within the public areas of the zones during City-approved Entertainment Zone Events.

The Ordinance defines the Entertainment Zone's maximum geographical boundaries and operating hours. The Ordinance further authorizes the City Manager or designee to develop an Entertainment Zone Operations Manual that would manage the zone's activation through the City's existing Special Event Permit process. The Entertainment Zone would only be activated in conjunction with a Special Event Permit that would impose additional conditions, including the specific boundaries within the Entertainment Zone that will be activated during that Entertainment Zone Event. This provides the City flexibility in determining which areas to activate for specific events based on operational needs or the nature of the event, which helps ensure public safety and compatibility with surrounding operations and properties.

The Entertainment Zone Manual would also establish operational protocols and safety measures. This manual would include procedures and guidelines for zone management. As an administrative document, the Operations Manual may be amended at the staff level without further City Council action, allowing the City to respond efficiently to changes or unforeseen circumstances during the operation of the zones. Development of the manual would be a collaborative effort with the Suisun Police and Fire Departments and other appropriate divisions.

Under the Ordinance, outdoor consumption of alcoholic beverages would be permitted seven days a week, between the hours of 12:00 p.m. and 11:00 p.m. This activity would be limited to times when events are formally approved by the City and would remain subject to the requirements of the Special Event Permit, each business's Alcoholic Beverage Control (ABC) license, along with additional conditions outlined in the Entertainment Zone Operations Manual and any applicable land use entitlements.

If the Ordinance is approved, Staff would submit a copy of the Ordinance to the California Department of Alcoholic Beverage Control. ABC's role is limited to receiving and filing the documents; they do not approve or regulate the content of the ordinance or manual. Once the Entertainment Zone is officially established, individual licensees within the zone who wish to participate must notify ABC of their intent. Participation is voluntary, and no business is required to take part simply because they are located within the zone.

SB 969 is designed to promote the economic vitality of downtown areas by creating a controlled

environment for public alcohol consumption during special events. Adoption of the Ordinance would not obligate any business to participate but instead provides a legal and operational framework for those that choose to do so. Should the Ordinance be implemented, the City will closely monitor activity within the Entertainment Zones as events take place and will make any necessary adjustments to ensure safe, effective, and compliant operations.

Environmental Review

CEQA requires analysis of agency approvals of discretionary "Projects." A "Project," under CEQA, is defined as "the whole of an action, which has a potential for resulting in either a direct physical change in environment, or a reasonably foreseeable indirect physical change in the environment" (State CEQA Guidelines Section 15378). The proposed Project is a project under CEQA. However, this Project is exempt from CEQA under State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption).

STAFF RECOMMENDATION: Staff recommends that the City Council introduce and waive first reading of an ordinance amending adding Chapter 12.33 (Entertainment Zones) to Title 12 (Streets, Sidewalks and Public Places) of the Suisun City Municipal Code to Establish Entertainment Zones and determining that the action is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) (Common Sense Exemption).

DOCUMENTS ATTACHED:

1. Council Introduction and Waive First Reading of Ordinance No. ___: Amending the Suisun City Municipal Code adding Chapter 12.33 (Entertainment Zones) to Title 12 (Streets, Sidewalks and Public Places) of the Suisun City Municipal Code to Establish Entertainment Zones and determining the Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3).
2. Senate Bill 969 Text
3. Presentation

PREPARED BY:	Michael Elm, Administrative Technician
REVIEWED BY:	Ricky Caperton, AICP, Development Services Director
APPROVED BY:	Bret Prebula, City Manager

ATTACHMENTS:

1. Entertainment Zone Ordinance ATCH 1 ORD
2. Entertainment Zone Ordinance ATCH 2 SB 969 Text
3. Entertainment Zone Presentation.pdf

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ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, ADDING CHAPTER 12.33 (ENTERTAINMENT ZONES) TO TITLE 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) OF THE SUISUN CITY MUNICIPAL CODE TO ESTABLISH ENTERTAINMENT ZONES

WHEREAS, Senate Bill 969 (2024) authorizes any city, county, or city and county to pass an ordinance establishing an "entertainment zone;" and

WHEREAS, Section 23039.5 of the Business and Professions Code defines "entertainment zone" as a zone created by a city, county, or city and county ordinance on or after January 1, 2025, that authorizes consumption of one or more types of alcoholic beverages on public streets, sidewalks, or public right-of-ways; and

WHEREAS, pursuant to Senate Bill 969, the City Council of Suisun City ("City") desires to enact this ordinance to establish an entertainment zone for the purpose of allowing licensees to sell beer, wine, and mixed spirits alcoholic beverages for off-site consumption in designated public spaces during certain hours for the purpose of creating attracting more visitors and boosting spending at local establishments; and

WHEREAS, pursuant to Section 25692 of the Business and Professions Code, the City has notified local law enforcement and received feedback regarding (1) potential health and safety impacts that might be generated by the entertainment zone and strategies to mitigate those impacts and (2) the entertainment zone's proposed boundaries, days and hours of operation, types of alcoholic beverages permitted, and approved nonglass and nonmetal containers.

WHEREAS, licensees within the Entertainment Zone are not required to sell any alcoholic beverage for consumption off the premises; and

WHEREAS, pursuant to Sections 23357, 23358, and 23396 of the Business and Professions Code, any restrictions on licensee privileges on the exercise of off-sale privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY DOES ORDAIN AS FOLLOWS:

SECTION 1. The recitals set forth are true and correct and are incorporated herein by reference.

SECTION 2. Chapter 12.33 (Entertainment Zones) of the Suisun City Municipal Code is added to read as follows:

Chapter 12.33 - ENTERTAINMENT ZONES

12.33.010 - Purpose

The purpose of this chapter is to establish Entertainment Zones pursuant to the requirements of Senate Bill 969 (2024) to authorize the consumption of alcoholic beverages on public streets, sidewalks, or public right-of-way subject to the restrictions contained herein.

12.33.020 - Definitions

As used in this chapter, the following words and phrases shall have the following meanings:

"ABC" means the California Department of Alcoholic Beverage Control.

"Entertainment Zone" has the meaning set forth in Section 23039.5 of the California Business and Professions Code, as may be amended from time to time.

"Entertainment Zone Event" means an event that occurs within the boundaries of an Entertainment Zone established in accordance with this Chapter and within the hours permitted by this Chapter, any applicable Entertainment Zone Operations Manual, and subject to the requirements of a Special Event Permit issued under Chapter 12.32.

"Entertainment Zone Operations Manual" means a manual approved by the City Manager for the management and regulation of the Entertainment Zone.

12.33.030 - Entertainment Zone Establishment

Upon establishment or modification of an Entertainment Zone, the City Manager or designee shall provide the following information to ABC, pursuant to Section 25690 of the California Business and Professions Code:

A. A copy of the ordinance establishing or modifying the Entertainment Zone;

B. Information as may be necessary to identify the boundaries of the Entertainment Zone;

C. The days and hours of operation of the Entertainment Zone;

D. The types of alcoholic beverages permitted within the Entertainment Zone;

E. The approved non-glass and non-metal containers in which alcoholic beverages may be authorized.

12.33.040 - Entertainment Zone Location

A. The boundaries of the Suisun City Entertainment Zone are defined as follows: All plazas, public streets, sidewalks, and public rights-of-way, in the area beginning at the point of intersection of the south side of Solano Street and the west side of Main Street, then running north along the west side of Main Street to its intersection with Lotz Way, then running south along the east side of Main Street to the north side of Driftwood Drive, then running

east along Driftwood Drive and extending to the eastern edge of Shelton Plaza, then running south along the eastern edge of Shelton Plaza to the edge of the Suisun Slough, then running west along the Suisun Slough to the southwest corner of Shelton Plaza, then continuing south along the Suisun Slough to the south side of Solano Street, then running west along the south side of Solano Street back to the beginning point, and all premises specified in Section 12.33.060(B) that are adjacent thereto, subject to any additional limitations imposed by the Special Event Permit approved and issued pursuant to Chapter 12.32, including but not limited to more restrictive zones within the Entertainment Zone for the Entertainment Zone Event.

B. The boundaries of the Entertainment Zones may be amended from time to time by ordinance of the City Council.

C. A map of the boundaries shall be kept on file in the Office of the City Clerk.

12.33.050 - Hours for the Entertainment Zone

A. Outdoor consumption of alcoholic beverages within the Entertainment Zone is authorized seven days a week between the hours of 12:00 p.m. and 11:00 p.m., so long as at least one licensee within the boundaries of the Entertainment Zone is permitted to sell alcoholic beverages during those hours for consumption on the premises. Hours of operation are subject to any additional limitations imposed by any ABC permit or license and by the Entertainment Zone Operations Manual.

B. Off-site sale of open alcoholic containers by a participating holder of an ABC license or permit is subject to the conditions and limitations imposed on the establishment by their local entitlements or ABC privileges, and any additional limitations imposed by an adopted Entertainment Zone Operations Manual.

12.33.060 - Entertainment Zone Controls

A. All licensees and organizations sponsoring or selling alcoholic beverages within an Entertainment Zone shall comply with all applicable state and local laws and regulations, including, but not limited to, the following:

1. All applicable ABC license and permitting requirements;

2. Sections 23357, 23358, and 23396 of the California Business and Professions Code, as may be amended from time to time;

3. The Suisun City Municipal Code and all other laws governing the sale and consumption of alcoholic beverages and all permits and licenses issued pursuant thereto;

4. A Special Event Permit, pursuant to Chapter 12.32 of the Suisun City Municipal Code, is required to conduct an Entertainment Zone Event. The Special Event Permit may include requirements not otherwise imposed by state or local law, including but not limited to additional requirements for approved beverage containers, additional restrictions on the hours of operation for Entertainment Zone Events, and other time, place, and manner restrictions as deemed appropriate by the City Manager; and

5. Any applicable Entertainment Zone Operations Manual.

B. All open alcoholic beverages in an Entertainment Zone shall be purchased only from a premises located within the Entertainment Zone that is authorized under California Business and Professions Code Section 23357, 23358, or 23396, as may be amended from time to time, to permit consumers to leave the premises with open containers of alcoholic beverages for consumption off the premises, or an organization that is authorized by an ABC special event permit or license to make such sales within the Entertainment Zone.

C. Pursuant to Sections 23357, 23358, and 23396 of the Business and Professions Code, any restrictions on licensee privileges on the exercise of off-sale privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the Entertainment Zone.

D. Any holder of an ABC license or permit that wishes to allow customers to leave the premises with open containers of alcoholic beverages for consumption off the premises within the Entertainment Zone shall provide the City Manager or designee a copy of the notice provided to ABC under Sections 23357, 23358, or 23396 of the California Business and Professions Code, as applicable, at the same time such notice is provided to ABC.

12.33.070 - Restriction on Glass and Metal Containers

No alcoholic beverages purchased at a licensed premises may leave the premises in an open glass or metal container for consumption in an Entertainment Zone.

A licensed business within the Entertainment Zone must serve any alcoholic beverage for consumption in the Entertainment Zone during an Entertainment Zone Event in a compostable or reusable cup.

12.33.080 - Age Verification

During the duration of any Entertainment Zone Event, every patron purchasing an alcoholic beverage for consumption in the Entertainment Zone or drinking an alcoholic beverage within the Entertainment Zone must be wearing a wristband identifying them as 21 years of age or over. All of the businesses within the Entertainment Zone must use a single style of wristband agreed upon, and approved by the City, prior to the operation of any Entertainment Zone Event.

If a patron is not wearing a wristband, staff within licensed businesses may check patrons' IDs to confirm their age and provide them wristbands. Upon approval by the City Manager, for larger events, staff or volunteers may also choose to check patrons' IDs and distribute wristbands at the entrances to the Entertainment Zone Event or other locations within the Entertainment Zone.

12.33.090 - Signage

The boundaries of the Entertainment Zone must be clearly marked by easily visible signage posted at every intersection around the perimeter of the zone during an Entertainment Zone Event. This signage must instruct patrons not to carry alcoholic beverages outside the Entertainment Zone (e.g., "No Alcoholic Beverages Beyond This Point"). Signs must be illuminated well enough to be sufficiently visible during nighttime hours of the Entertainment Zone's operation during an Entertainment Zone Event.

12.33.100 - Type of Beverages Permitted in the Entertainment Zone

The following types of alcoholic beverages are permitted within the Entertainment Zone:

1. Beer;
2. Wine; and
3. Distilled spirits.

12.33.110 - Entertainment Zone Operations Manual

A. The City Manager or their designee may, at their discretion, adopt an Entertainment Zone Operations Manual to implement this Chapter and manage the regulation of Entertainment Zone Events. The Entertainment Zone Operations Manual may include requirements not otherwise imposed by state or local law, including but not limited to additional requirements for approved beverage containers, additional restrictions on the hours of operation of the Entertainment Zones and other time, place, and manner restrictions. The City Manager may amend an adopted Entertainment Zone Operations Manual from time to time as the City Manager deems appropriate.

B. Upon adoption or revision of an Entertainment Zone Operations Manual, the City Manager or designee shall transmit a copy of that manual to ABC.

12.33.120 - Two-year Review

The operation of the Entertainment Zone shall be reviewed no less than every two years following the adoption of the ordinance establishing the Entertainment Zone to ensure that the Entertainment Zone is being maintained in a manner that protects the health and safety of the general public. This review shall be conducted by the City Manager or designee and in consultation with local law enforcement agencies.

SECTION 3. SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or enforceability of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance be declared invalid or unconstitutional.

SECTION 4. CEQA. This Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Sections 15061(b)(3) of the CEQA Guidelines and is not a project which has the potential for causing a significant effect on the environment.

SECTION 5. ADOPTION AND EFFECTIVE DATE. This Ordinance shall be in full force and effect thirty (30) days after its second reading and adoption.

SECTION 6. CERTIFICATION. The City Clerk shall certify the adoption of this Ordinance and shall cause the same to be posted and codified in the manner required by law.

INTRODUCED at a regular meeting of the City Council of the City of Suisun City, California on the ___ day of January, 2026.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting of the City Council of the City of Suisun City, California on the ___ day of January, 2026, by the following vote:

_____
Alma Hernandez, Mayor

ATTEST:

_____
Anita Skinner, City Clerk

APPROVED AS TO FORM:

_____
Patrick Enright, City Attorney

CERTIFICATION

I, Anita Skinner, City Clerk of the City of Suisun City, do hereby certify that the above and foregoing ordinance was introduced at the regular meeting of the said City Council held on _____ ___, 2026, and passed and adopted at a regular meeting of said City Council held on _____ ___, 2026, by the following vote:

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

WITNESS my hand and the seal of said City this ___ day of January 2026.

_____
Anita Skinner, City Clerk

Suisun City Entertainment Zone



STATE OF CALIFORNIA
LEGISLATIVE COUNSEL BUREAU
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

Senate Bill No. 969

CHAPTER 869

An act to amend Sections 23039.5, 23357, 23358, 23396, and 25690 of, and to add Sections 25691 and 25692 to, the Business and Professions Code, relating to alcoholic beverages.

[Approved by Governor September 28, 2024. Filed with Secretary of State September 28, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

SB 969, Wiener. Alcoholic beverages: entertainment zones: consumption.

The Alcoholic Beverage Control Act contains various provisions regulating the application for, the issuance of, the suspension of, and the conditions imposed upon alcoholic beverage licenses by the Department of Alcoholic Beverage Control. Existing law defines "entertainment zone" for purposes of the act as a zone created by ordinance on or after January 1, 2024, in the City and County of San Francisco, that authorizes consumption of one or more types of alcoholic beverages on public streets, sidewalks, or public rights-of-way adjacent to and during a special event permitted or licensed by the department. Existing law authorizes the City and County of San Francisco to establish an entertainment zone, subject to certain requirements, including providing specified information relating to the entertainment zone to the department and establishing a process or procedure by which persons in possession of alcoholic beverages in the entertainment zone may be readily identifiable as being 21 years of age or older.

This bill would, instead, define "entertainment zone" as a zone created by a city, county, or city and county ordinance on or after January 1, 2025, that authorizes consumption of one or more types of alcoholic beverages on public streets, sidewalks, or public rights-of-way. The bill would additionally authorize any city, county, or city and county to establish an entertainment zone, subject to the above-described requirements. Before enacting an ordinance to establish or modify an entertainment zone, the bill would require a city, county, or city and county to notify local law enforcement and request feedback about specific information, including, among others, the entertainment zone's proposed boundaries and days and hours of operation. The bill would require a city, county, or city and county that establishes an entertainment zone, or its designated subordinate officer or body, to review the operation of the entertainment zone every 2 years following the adoption of the entertainment zone, as specified, and to make any reports produced during the review available to the department upon request.

Existing law authorizes a licensed beer manufacturer, a licensed winegrower, and any on-sale licensee to permit consumers to leave the

premises with open containers of alcoholic beverages for consumption off the premises within an entertainment zone, subject to certain conditions. Existing law specifies that a licensed beer manufacturer, a licensed winegrower, and any on-sale licensee whose privileges are restricted due to operating conditions or other statutory restrictions may be prohibited from exercising entertainment zone privileges that are contrary to their operating conditions. For this purpose, existing law requires any restrictions on the exercise of off-sale privileges to apply to the removal of alcoholic beverages from the licensed premises for consumption in the entertainment zone.

This bill would, instead, prohibit any restrictions on the exercise of off-sale privileges from applying to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

This bill would incorporate additional changes to Section 23358 of the Business and Professions Code proposed by AB 2177 to be operative only if this bill and AB 2177 are enacted and this bill is enacted last.

The people of the State of California do enact as follows:

SECTION 1. Section 23039.5 of the Business and Professions Code is amended to read:

23039.5. "Entertainment zone" means a zone created by a city, county, or city and county ordinance on or after January 1, 2025, that authorizes consumption of one or more types of alcoholic beverages on public streets, sidewalks, or public rights-of-way.

SEC. 2. Section 23357 of the Business and Professions Code is amended to read:

23357. (a) A licensed beer manufacturer may, at the licensed premises of production, sell to consumers for consumption off the premises beer that is produced and bottled by, or produced and packaged for, that manufacturer. Licensed beer manufacturers may also exercise any of the following privileges:

(1) Sell that beer to any person holding a license authorizing the sale of beer.

(2) Sell that beer to consumers for consumption on the manufacturer's licensed premises or on premises owned by the manufacturer that are contiguous to the licensed premises and which are operated by and for the manufacturer.

(3) Sell beer and wine, regardless of source, to consumers for consumption at a bona fide public eating place on the manufacturer's licensed premises or at a bona fide public eating place on premises owned by the manufacturer which are contiguous to the licensed premises and which are operated by and for the manufacturer.

(4) (A) Permit consumers to leave the premises with open containers of alcoholic beverages for consumption off the premises within an entertainment zone if all of the following conditions are satisfied:

(i) The premises is located within the entertainment zone.

(ii) Consumption of that type of alcoholic beverage is authorized by the ordinance creating the entertainment zone.

(iii) Open alcohol containers only leave the premises during the hours allowed by the ordinance establishing the entertainment zone.

(iv) Patrons with open containers exit the premises directly into an entertainment zone.

(v) All alcoholic beverages in the entertainment zone are purchased only at a licensed premises located within the entertainment zone.

(vi) The premises expressly prohibits open containers or closed containers of alcoholic beverages acquired outside their premises.

(vii) Delivery of alcoholic beverages to consumers within the entertainment zone by the licensee or by any third-party delivery service is expressly prohibited unless the delivery is to a residential building or private business that is not a licensee.

(viii) No alcoholic beverages purchased at the licensed premises may leave the premises in an open glass or metal container for consumption in an entertainment zone.

(ix) The licensee annually submits their notice of intent to participate in an open container entertainment zone to the department.

(B) This paragraph does not require a licensee to sell any alcoholic beverage for consumption off the premises within an entertainment zone.

(C) Licensees whose privileges are restricted due to operating conditions or other statutory restrictions may be prohibited from exercising entertainment zone privileges that are contrary to their operating conditions. For purposes of this paragraph, any restrictions on the exercise of off-sale privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

(b) Notwithstanding any other provision of this division, licensed beer manufacturers and holders of out-of-state beer manufacturer's certificates may be issued and may hold retail package off-sale beer and wine licenses. Alcoholic beverage products sold at or from the off-sale premises that are not produced and bottled by, or produced and packaged for, the beer manufacturer shall be purchased by the beer manufacturer only from a licensed wholesaler.

(c) Notwithstanding any other provision of this division, a licensed beer manufacturer may manufacture cider or perry at the licensed premises of production and may sell cider or perry to any licensee authorized to sell wine. For purposes of this subdivision, "cider" and "perry" have the meanings provided in Section 4.21(e)(8) of Title 27 of the Code of Federal Regulations. This subdivision does not alter or amend the classification of cider or perry as wine for any purpose other than that provided by this section.

(d) A beer manufacturer may also have upon the licensed premises, or on premises owned by the manufacturer that are contiguous to the licensed premises and are operated by and for the manufacturer all beers and wines, regardless of source, for sale or service only to guests during private events

or private functions not open to the general public. Alcoholic beverage products sold at the premises that are not produced and bottled by, or produced and packaged for, the beer manufacturer shall be purchased by the beer manufacturer only from a licensed wholesaler. All alcoholic beverages sold or served shall be produced by a licensee authorized to manufacture the product.

SEC. 3. Section 23358 of the Business and Professions Code is amended to read:

23358. (a) Licensed winegrowers, notwithstanding any other provisions of this division, may also exercise the following privileges:

(1) Sell wine and brandy to any person holding a license authorizing the sale of wine or brandy.

(2) Sell wine and brandy to consumers for consumption off the premises where sold.

(3) Sell wine to consumers for consumption on the premises.

(4) Sell all beers, wines, and brandies, regardless of source, to consumers for consumption on the premises in a bona fide eating place as defined in Section 23038, which is located on the licensed premises or on premises owned by the licensee that are contiguous to the licensed premises and which is operated by and for the licensee. At such a bona fide public eating place, beer, wine, and brandy may be used in the preparation of food and beverages to be consumed on the premises.

(5) (A) Permit consumers to leave the premises with open containers of alcoholic beverages for consumption off the premises within an entertainment zone if all of the following conditions are satisfied:

(i) The premises is located within the entertainment zone.

(ii) Consumption of that type of alcoholic beverage is authorized by the ordinance creating the entertainment zone.

(iii) Open alcohol containers only leave the premises during the hours allowed by the ordinance establishing the entertainment zone.

(iv) Patrons with open containers exit the premises directly into an entertainment zone.

(v) All alcoholic beverages in the entertainment zone are purchased only at a licensed premises located within the entertainment zone.

(vi) The premises expressly prohibits open containers or closed containers of alcoholic beverages acquired outside their premises.

(vii) Delivery of alcoholic beverages to consumers within the entertainment zone by the licensee or by any third-party delivery service is expressly prohibited unless the delivery is to a residential building or private business that is not a licensee.

(viii) No alcoholic beverages purchased at the licensed premises may leave the premises in an open glass or metal container for consumption in an entertainment zone.

(ix) The licensee annually submits their notice of intent to participate in an open container entertainment zone to the department.

(B) This paragraph does not require a licensee to sell any alcoholic beverage for consumption off the premises within an entertainment zone.

(C) Licensees whose privileges are restricted due to operating conditions or other statutory restrictions may be prohibited from exercising entertainment zone privileges that are contrary to their operating conditions. For purposes of this paragraph, any restrictions on the exercise of off-sale privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

(6) Produce spirits of wine and blend those spirits of wine into wine produced by the winegrower or sell those spirits of wine to an industrial alcohol dealer or a distilled spirits manufacturer.

(b) A winegrower may also have upon the premises all beers, wines, and brandies, regardless of source, for sale or service only to guests during private events or private functions not open to the general public. Alcoholic beverage products sold at the premises that are not produced and bottled by, or produced and packaged for, the winegrower shall be purchased by the winegrower only from a licensed wholesaler.

(c) A winegrower shall actually produce on the winegrower's licensed premises by conversion of grapes, berries, or other fruit, into wine, not less than 50 percent of all wines sold to consumers on the winegrower's licensed premises and any licensed branch premises.

(d) The department may, if it shall determine for good cause that the granting of any such privilege would be contrary to public welfare or morals, deny the right to exercise any on-sale privilege authorized by this section in either a bona fide eating place the main entrance to which is within 200 feet of a school or church, or on the licensed winery premises, or both.

(e) Nothing in this section or in Section 23390 is intended to alter, diminish, replace, or eliminate the authority of a county, city, or city and county from exercising land use regulatory authority by law to the extent the authority may restrict, but not eliminate, privileges afforded by these sections.

SEC. 3.5. Section 23358 of the Business and Professions Code is amended to read:

23358. (a) Licensed winegrowers, notwithstanding any other provisions of this division, may also exercise the following privileges:

(1) Sell wine and brandy to any person holding a license authorizing the sale of wine or brandy.

(2) Sell wine and brandy to consumers for consumption off the premises where sold.

(3) Sell wine to consumers for consumption on the premises.

(4) Sell all beers, wines, and brandies, regardless of source, to consumers for consumption on the premises in a bona fide eating place as defined in Section 23038, which is located on the licensed premises or on premises owned by the licensee that are contiguous to the licensed premises and which is operated by and for the licensee. At such a bona fide public eating place, beer, wine, and brandy may be used in the preparation of food and beverages to be consumed on the premises.

(5) (A) Permit consumers to leave the premises with open containers of alcoholic beverages for consumption off the premises within an entertainment zone if all of the following conditions are satisfied:

(i) The premises is located within the entertainment zone.

(ii) Consumption of that type of alcoholic beverage is authorized by the ordinance creating the entertainment zone.

(iii) Open alcohol containers only leave the premises during the hours allowed by the ordinance establishing the entertainment zone.

(iv) Patrons with open containers exit the premises directly into an entertainment zone.

(v) All alcoholic beverages in the entertainment zone are purchased only at a licensed premises located within the entertainment zone.

(vi) The premises expressly prohibits open containers or closed containers of alcoholic beverages acquired outside their premises.

(vii) Delivery of alcoholic beverages to consumers within the entertainment zone by the licensee or by any third-party delivery service is expressly prohibited unless the delivery is to a residential building or private business that is not a licensee.

(viii) No alcoholic beverages purchased at the licensed premises may leave the premises in an open glass or metal container for consumption in an entertainment zone.

(ix) The licensee annually submits their notice of intent to participate in an open container entertainment zone to the department.

(B) This paragraph does not require a licensee to sell any alcoholic beverage for consumption off the premises within an entertainment zone.

(C) Licensees whose privileges are restricted due to operating conditions or other statutory restrictions may be prohibited from exercising entertainment zone privileges that are contrary to their operating conditions. For purposes of this paragraph, any restrictions on the exercise of off-sale privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

(6) Produce spirits of wine and blend those spirits of wine into wine produced by the winegrower or sell those spirits of wine to an industrial alcohol dealer or any person holding a license authorizing the manufacture or rectification of distilled spirits.

(b) A winegrower may also have upon the premises all beers, wines, and brandies, regardless of source, for sale or service only to guests during private events or private functions not open to the general public. Alcoholic beverage products sold at the premises that are not produced and bottled by, or produced and packaged for, the winegrower shall be purchased by the winegrower only from a licensed wholesaler.

(c) A winegrower shall actually produce on the winegrower's licensed premises by conversion of grapes, berries, or other fruit, into wine, not less than 50 percent of all wines sold to consumers on the winegrower's licensed premises and any licensed branch premises.

(d) The department may, if it shall determine for good cause that the granting of any such privilege would be contrary to public welfare or morals,

deny the right to exercise any on-sale privilege authorized by this section in either a bona fide eating place the main entrance to which is within 200 feet of a school or church, or on the licensed winery premises, or both.

(e) Nothing in this section or in Section 23390 is intended to alter, diminish, replace, or eliminate the authority of a county, city, or city and county from exercising land use regulatory authority by law to the extent the authority may restrict, but not eliminate, privileges afforded by these sections.

SEC. 4. Section 23396 of the Business and Professions Code is amended to read:

23396. (a) Any on-sale license authorizes the sale of the alcoholic beverage specified in the license for consumption on the premises where sold. No alcoholic beverages, other than beers, may be sold or served in any bona fide public eating place for which an on-sale license has been issued unless the premises comply with the requirements prescribed in Section 23038, 23038.1, 23038.2, or 23038.3.

(b) (1) In addition to the privilege in subdivision (a), any on-sale license for a premises located in an entertainment zone authorizes the licensee to permit consumers to leave the licensed premises with open containers of alcoholic beverages for consumption off the premises within the entertainment zone if all of the following conditions are satisfied:

(A) The alcoholic beverage is specified in both the license and the ordinance creating the entertainment zone.

(B) Open alcohol containers only leave the premises during the hours allowed by the ordinance establishing the entertainment zone.

(C) Patrons with open containers exit the licensed premises directly into an entertainment zone.

(D) All alcoholic beverages in the entertainment zone are purchased only at a licensed premises located within the entertainment zone.

(E) The premises expressly prohibits open containers or closed containers of alcoholic beverages acquired outside their premises.

(F) Delivery of alcoholic beverages to consumers within the entertainment zone by the licensee or by any third-party delivery service is expressly prohibited unless the delivery is to a residential building or private business that is not a licensee.

(G) No alcoholic beverages purchased at the licensed premises may leave the premises in an open glass or metal container for consumption in an entertainment zone.

(H) The licensee annually submits their notice of intent to participate in an open container entertainment zone to the department.

(2) This subdivision does not require a licensee to sell any alcoholic beverage for consumption off the premises within an entertainment zone.

(3) Licensees whose privileges are restricted due to operating conditions or other statutory restrictions may be prohibited from exercising entertainment zone privileges that are contrary to their operating conditions. For purposes of this paragraph, any restrictions on the exercise of off-sale

privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

SEC. 5. Section 25690 of the Business and Professions Code is amended to read:

25690. A city, county, or city and county that establishes an entertainment zone shall do both of the following:

(a) Establish a process or procedure by which persons in possession of alcoholic beverages in the entertainment zone may be readily identifiable as being 21 years of age or older.

(b) Upon establishing or modifying the entertainment zone, provide all of the following to the department:

(1) A copy of the ordinance establishing or modifying the entertainment zone.

(2) Information as may be necessary to identify the boundaries of the entertainment zone.

(3) The days and hours of operation of the entertainment zone.

(4) The types of alcoholic beverages permitted within the entertainment zone.

(5) The approved nonglass and nonmetal containers in which alcoholic beverages may be authorized.

SEC. 6. Section 25691 is added to the Business and Professions Code, to read:

25691. (a) An ordinance establishing or modifying an entertainment zone shall not authorize consumption of alcoholic beverages during the hours in which sales of alcoholic beverages are prohibited under Section 25631.

(b) An ordinance establishing or modifying an entertainment zone may only authorize consumption of alcoholic beverages during the hours in which at least one licensee within the boundaries of the entertainment zone is permitted to sell alcoholic beverages for consumption on the premises.

SEC. 7. Section 25692 is added to the Business and Professions Code, to read:

25692. (a) Before enacting an ordinance to establish or modify an entertainment zone, a city, county, or city and county shall notify local law enforcement and request feedback about both of the following:

(1) Potential health and safety impacts that might be generated by the entertainment zone and strategies to mitigate those impacts.

(2) The entertainment zone's proposed boundaries, days and hours of operation, types of alcoholic beverages permitted, and approved nonglass and nonmetal containers.

(b) A city, county, or city and county that establishes an entertainment zone, or its designated subordinate officer or body, shall review the operation of the entertainment zone every two years following the adoption of the entertainment zone to ensure that the entertainment zone is being maintained in a manner that protects the health and safety of the general public. This review shall be conducted in consultation with local law enforcement

agencies and any reports produced during the review shall be made available to the department upon request.

SEC. 8. Section 3.5 of this bill incorporates amendments to Section 23358 of the Business and Professions Code proposed by both this bill and Assembly Bill 2177. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2025, (2) each bill amends Section 23358 of the Business and Professions Code, and (3) this bill is enacted after Assembly Bill 2177, in which case Section 3 of this bill shall not become operative.

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Introduction:

On September 28, 2024, Governor Gavin Newsom signed SB 969, authored by Senator Weiner.

- Key Provisions:
  - Amends the California Business and Professions Code related to alcoholic beverage open-consumption.
  - Allows local governments to establish “entertainment zones” starting January 1, 2025.

- Purpose:
  - Spur local business opportunities.
  - Level the playing field for neighborhood restaurants to participate in outdoor events.

2

Benefits for Local Economy:

- For On Site Brick and Mortar Businesses:
  - Provides new revenue opportunities.
  - SF Businesses in the zone reported 1000%+ increase in revenue.
  - Increased Business Exposure
- For Local Governments:
  - Promotes small businesses using economic development tools.
  - Activates designated zones to boost foot traffic.
  - Enhances community vibrancy and grows the local tax base.
- For Communities:
  - Creates intimate and vibrant common areas in plazas, streets, and gathering spaces.

3

Council Direction:

- At the City Council Meeting on September 16, 2025 Council directed staff to expand Entertainment Zone boundaries to give more businesses access to participate in the zone.
- At the direction of council, staff revised the two zones from the September meeting and expanded the boundary to include the following areas:
  - Main Street
    - From Solano Street to Lotz Way
  - Main Street Parking Lots
  - Shelton Plaza
- One large zone allows for flexibility and efficiency when issuing special event permits. By allowing the city to establish sub-zones through the operations manual.

4

Proposed Zone:



5

Zone Key Topics:

- **Who Can Sell Alcohol in the Zone:**
  - Brick and Mortar Restaurants, bars, winegrowers, music venues, beer manufacturers, and other ABC on-sale licensees.
  - Update: Third-Party ABC Licensees
- **Hours of Operation:**
  - 12:00pm to 11:00pm on day of approved event.
  - The zone is not open 24/7. Only during permitted events approved by the City.
- **Types of Approved Alcohol:**
  - Beer
  - Wine
  - Mixed Spirits

6

Operations Manual:

Entertainment Zone Operations Manual – Key Elements

- Purpose & Authority (ordinance, SB 969)
- Boundaries & Hours of Operation
- Permitted vs. Prohibited Activities
- Alcohol Rules (containers, vendor licensing, patron restrictions)
- Vendor/Business Participation (eligibility, responsibilities)
- Public Safety & Security (staffing, crowd control, emergencies)
- Code of Conduct & Enforcement
- Logistics (street closures, cleanup, signage)
- Agency Coordination (City, Police, Fire, ABC)
- Monitoring & Compliance (checklists, reporting, review)

7

Recap:

- Economic Development Opportunity. Brings in more foot traffic to local businesses and opportunities for people to discover Suisun City.
- One large boundary creates a vehicle for the city to establish sub-zones that are flexible to event preferences.
- Expansion or new zones can be created by the City Council in the future. Today's ordinance does not limit the city from changing, adding or removing Entertainment Zones
- Consistent Review of Ordinance – Every 2 years. Gives staff and City Council the opportunity to make changes to better the operation of the zone.

8

Recommendation:

Staff recommends that the City Council introduce and waive first reading of an ordinance amending adding Chapter 12.33 (Entertainment Zones) to Title 12 (Streets, Sidewalks and Public Places) of the Suisun City Municipal Code to Establish Entertainment Zones and determining that the action is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) (Common Sense Exemption).

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Questions?

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AGENDA ITEM NO. 25.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026 -__: A Resolution of the City Council of the City of Suisun City, California, Adopting Rules of Procedures and Conduct of Commissioners, Committee Members, and Board Members.

FISCAL IMPACT: None.

STRATEGIC PLAN: Good Governance.

BACKGROUND: In October 2024, the City Council updated its Norms and Procedures for City Council Members. This Resolution will adopt similar rules and procedures for the City's Commissions, Boards, and Committees. In particular, the Resolution addresses standards of conduct, demeanor, decorum, conduct during meetings, code of ethics, conflicts of interest, political activities, use of office for personal gain, and the representation of the Commissioner's Belief as the Belief of the Commission. On June 3, 2025, the City Council considered the draft Norms and Procedures for Commissions, Boards, and Committees. The Council requested that certain amendments be made to the draft and that input be received from Commissions, Boards, and Committees. The draft was presented to the Recreation, Parks, and Marina Commission on September 2, 2025, and to the Planning Commission on November 25, 2025.

STAFF REPORT:

In accordance with prior direction from Council, staff has prepared the attached draft Rules of Procedure for the Conduct of City Commissioners, Committee Members, and Board Members for the City Council's consideration.

Currently, there is no citywide policy that outlines procedural and conduct expectations for Commissioners, Committee Members, and Board Members. While these officials have been following implicit expectations, it is more prudent and appropriate to have a formal document that outlines their expectations and the consequences for failure to comply.

Specifically, this Resolution outlines six steps regarding commission decorum and meeting conduct. It requires officials who wish to speak to address the chair to be confined to the question under debate, not to interrupt one another, and to provide each other with utmost courtesy, and grants officials the right to move to require the chair to enforce these rules.

This Resolution requires every public official to follow a code of ethics and to conduct themselves in a manner that will preserve public confidence in and respect for the government they represent. This code requires each official to treat all citizens with courtesy, impartiality, and equality under the law, and to avoid any actual or potential conflicts between their private self-interests and the public interest.

This Resolution briefly describes the obligations of officials under the State Political Reform Act regarding Form 700 disclosures of economic interests and conflicts of financial or personal gain. It also

addresses conflicts related to incompatible employment, representation of private persons, and a prohibition on receipt of gifts and favors. It also prohibits officials from engaging in any political activity that would conflict with their official duties.

This Resolution prevents officials from using or attempting to use their roles with the City for personal gain, including financial, career, social, and personal-satisfaction-related gains. To more specifically implement this obligation, the Resolution prohibits officials from wearing any part of their City uniform to an event where they are not conducting official City business. It also prohibits officials from speaking on behalf of the City or their Commission, Board, or Committee. It encourages individual officials to clarify that they are speaking in their individual capacity whenever it may otherwise be unclear.

City officials have mostly been following these expectations so far, as they are generally implied in their roles with the City. However, it is wise for the City to formalize these expectations and rules in writing to avoid misunderstandings or future issues. This Resolution states that a violation of any ethical rules or the standards of conduct outlined in the Resolution may lead to the official's removal from their position.

Recreation, Parks & Marina Commission and Planning Commission Comments

The two commissions had similar comments on commission absences (and the removal for failure to attend regularly scheduled meetings), as well as on commissioner comments at engagements and on social media posts. There were also concerns about election-related activities or personal activities. To address these issues, the draft Code of Conduct includes a definition of unexcused absences and expands on activities with the press, social events, and political activities. I have included a redline version with the changes.

Staff recommends that the City Council consider the draft Resolution, provide direction to staff on any desired modifications, and consider adopting the Code of Conduct.

STAFF RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2026-__: A Resolution of the City Council of the City of Suisun City, California, Adopting Rules of Procedures and Conduct of Commissioners, Committee Members, and Board Members.

DOCUMENTS ATTACHED: 1. Resolution Rules of Procedure Commission Committee Board Members
2. Exhibit A - Social Media Policy
3. Presentation Proposed Commissioner Norms and Procedures

PREPARED BY: Patrick Enright, City Attorney
REVIEWED BY: City Attorney.
APPROVED BY: Bret Prebula, City Manager.

ATTACHMENTS:
1. Resolution Rules of Procedure Commission Committee Board Members.docx
2. Exhibit A - Social Media Policy.docx
3. Presentation Proposed Commissioner Norms and Procedures.pdf

RESOLUTION NO. 2026-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, TO ADOPT RULES OF PROCEDURE FOR THE CONDUCT OF COMMISSIONERS, COMMITTEE MEMBERS, AND BOARD MEMBERS

WHEREAS, the primary intent of California's open meeting law, the Brown Act, is that the people's business be conducted openly and transparently, after providing an opportunity to the largest number of members of the public to directly address a city commission, committee, or board before any action is taken on any item. The Brown Act mandates that city commissions, committee and boards adopt rules for "the conduct of business" and requires that agendas for regular meetings provide "an opportunity for members of the public to directly address the legislative body on any item of interest to the public" including agenda items before or during the legislative body's consideration of the item that is within the subject matter jurisdiction of the legislative body.

WHEREAS, the Brown Act provides that city councils "may adopt reasonable regulations to ensure the intent" of the Brown Act is carried out. As amended by the City Council of Suisun City, the rules of procedure provide an opportunity for members of the public to directly address the commission, committee, and board on any item on the agenda before consideration of the item, in full compliance with the Brown Act, at a reasonable time. The City Council of Suisun City periodically reviews and amends the commission, committee, and board rules of procedure to facilitate the efficient and transparent conduct of the City's business at a reasonable hour.

WHEREAS, the City Council desires to amend the rules of order to facilitate effective and efficient meeting management, greater transparency, and meaningful public participation.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT

The City Council, by ordinance, has established a number of commissions, committees and boards (collectively referred to herein as "Commissions") which receive information, investigate, review and make decisions and recommendations regarding many areas of the City's business. In creating these Commissions, the City Council has further obligated itself to establish procedural regulations and standards of conduct for commissioners, committee members, and board members in carrying out their duties on behalf of the City. The purpose of this Resolution is to set forth those procedural regulations and standards of conduct, with the intent that these regulations and standards will apply to all City commissioners, committee members, and board members (collectively referred to herein as "Commissioners").

It is specifically not the intent of this Resolution that the regulations and standards set forth herein should preempt or supersede conflicting regulations and standards or state or federal law. Where

a conflicting provision appears in state law or City ordinances relating to a particular Commission, the specific law or ordinance shall apply rather than the general provisions set forth herein.

SECTION 2. PROCEDURAL RULES AND STANDARDS OF CONDUCT

A. Commissioner Appointment: Members of each Commission shall be appointed and shall serve for the period of time set forth in the ordinance creating the Commission. Where there is no ordinance establishing a term, members of the Commission shall be appointed and shall serve terms concurrent with the appointing Council Member.

No person shall concurrently serve on two or more Commissions unless the City Council determines that there is no conflict in serving in those roles.

B. Commissioner Removal: Commissioners shall serve at the pleasure of Mayor and City Council. Commissioners may be removed by the Mayor without cause, as follows:

1. At the request of the Mayor, a Commissioner may be removed from office by a majority vote of the City Council.

2. At the request of a Council Member (with the Mayor dissenting), a Commissioner may be removed from office by a majority vote of the City Council.

Vacancies must be reported to the City Clerk and shall be filled in accordance with the law.

C. Commission Attendance: Commissioners are strongly encouraged to attend all regularly scheduled meetings. Any member of a Commission who misses more than three regularly scheduled meetings within any fiscal year, without being excused by the Commission, shall be deemed to have vacated their position on the Commission. The Chair of the Commission shall report to the Mayor or other person charged with appointing members of the Commission, to the City Clerk, and to the member whose position has been declared vacated that a vacancy exists.

An absence is unexcused if the Commissioner fails to notify the Chair of the absence and does not have a substantial and compelling reason for the absence. Compelling reasons, including emergencies, illness, or unavoidable circumstances, may justify the absence, while noncompelling reasons, such as personal convenience, would not justify the absence.

D. Terms of Office: Any Commissioner may be appointed and reappointed to an unlimited number of repeated terms of office.

E. Residency Requirements: No person who is not a resident of the City shall serve on any Commission having the authority to make binding decisions. Planning Commissioners shall be residents of Suisun City and shall maintain United States citizenship.

F. Commission Meetings: Each Commission shall hold regular meetings at times and dates established by resolution of each Commission, in accordance with meeting room and staff availability. Such meetings shall be held at the stated time and in a public place, and notice of such

meetings shall be given in accordance with the provisions of the Brown Act, Government Code Section 54950 et seq. Each Commission shall meet at least once a year for the purpose of reorganization.

G. Commission Members May Serve Without Pay: Except where otherwise specifically provided by ordinance or resolution, Commissioners may serve with pay as established by ordinance and resolution. Commissioners shall not be reimbursed for time lost from work on City business. Commissioners may be reimbursed for actual costs expended while on City business, with the prior approval of the City Manager. Commissioners may be reimbursed for the use of their personal vehicles for City business at the rate allowed per mile for City employees and officers using personal vehicles on City business, with the prior approval of the City Manager.

H. Commission Demeanor, Decorum and Conduct of Meetings:

1. Any Commissioner desiring to speak shall address the Chair and, upon recognition by the Chair, shall confine remarks to the question under debate.

2. A Commissioner desiring to question the staff shall address the Commissioner's question to the City Manager or City Attorney, in appropriate cases, who shall be entitled either to answer the inquiry personally or to designate some member of the staff for that purpose.

3. A Commissioner, once recognized, shall not be interrupted while speaking unless called to order by the Chair; unless another Commissioner raises a point of order; or unless the speaker chooses to yield to questions from another Commissioner.

4. Any Commissioner called to order while the Commissioner is speaking shall cease speaking immediately until the question of order is determined. If the Commissioner is ruled to be in order, the Commissioner shall be permitted to proceed. If the point or issue is ruled to be not in order, the Commissioner shall remain silent or shall alter the Commissioner's remarks so as to comply with these rules.

5. Commissioners shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Commission and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

6. Any Commissioner may move to require the Chair to enforce the rules, and the affirmative vote of a majority of the Commission shall require the Commissioner to so act.

I. Action by Resolution or Minute Action: Actions of Commissions shall be taken by resolution or minute action.

J. Code of Ethics: The public judges its government by the way public officials and employees conduct themselves in the posts to which they are elected or appointed. The people have a right to expect that all public officials will conduct themselves in a manner that will tend to

preserve public confidence in and respect for the government represented. Such confidence and respect can best be promoted if every public official and employee, whether paid or unpaid, and whether elected or appointed, will uniformly: (a) treat all citizens with courtesy, impartiality, fairness and equality under the law; and (b) avoid both actual and potential conflicts between their private self-interests and the public interest. This code of ethics should apply to all Commissioners.

K. Conflicts of Interest: The State Political Reform Act applies to all Commissioners. Two important provisions:

1. Form 700 Disclosure of Economic Interest. The Act requires public officials to disclose assets and income that may be materially affected by their official actions by filing a "Statement of Economic Interests" (also known as a "Form 700"). For this Resolution, the requirement applies to all Commissioners. Each must file the Form 700 within 30 days after assuming office, annually, and upon leaving office, a final statement. Confer with the City Clerk as to this requirement.

2. Financial or Personal Interest. Generally, in addition to the disclosure requirements for Form 700 filers, the Act requires all Commissioners to disqualify themselves from making, participating in making, or in any way attempting to use their official position to influence a governmental decision in which they know or have reason to know they have a financial interest. An official has a disqualifying financial interest in a decision if the decision will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, directly on the official or a member of the official's immediate family, or on certain financial interests identified in the Act. A public official's financial interests include certain business entities, real property, sources of income, donors of gifts, and certain personal finances of the public official and immediate family.

Whenever the performance of official duties shall require any Commissioner to vote on any matter involving a financial or personal interest, the Commissioner, prior to the consideration of the matter, must immediately:

(i) Identify each financial interest that gives rise to the conflict in detail sufficient to be understood by the public (except that disclosure of the exact street address of a residence is not required);

(ii) Publicly state the Commissioner's recusal from the matter; and

(iii) Leave the room until after the disposition of the matter unless the matter appears on a consent calendar.

Under limited circumstances, the Commissioner may appear before the board and speak as a member of the public regarding an applicable personal interest (e.g., a project may impact their residence). A former Commissioner shall not, within one year after the date of termination from office, represent any person or business in a matter in which the former Commissioner has performed an official act.

L. Representation of Private Persons: No Commissioner shall appear on behalf of any private

person, other than the Commissioner's self, before any Commission or the City Council on a matter which is within the jurisdiction of their Commission except with permission of Commission, where the Commissioner does not otherwise have a financial interest in the representation and where the Commissioner refrains from official participation in the matter.

M. Incompatible Employment: No Commissioner shall engage in private employment with or render services for, any private person who has business transactions with the City which may come before the Commission for recommendation or decision, unless the Commissioner has first made full public disclosure of the nature and extent of such employment services, and the City Attorney has determined that such outside position is not an "incompatible office."

N. Gifts and Favors: No Commissioner shall accept any gift whether in the form of money, thing, favor, loan, or promise, that would not be offered or given if the Commissioner were not in such a position.

O. Confidential Information: No Commissioner shall, without prior formal authorization of the City Council, disclose any confidential information concerning any other official or employee, or any other person, or any property or governmental affairs of the City. Whether or not it involves disclosure, no Commissioner shall use or permit the use of any such confidential information to advance the financial or personal interests of the Commissioner or any other person.

P. Fair and Equal Treatment: No Commissioner shall grant or make available to any person any consideration, treatment, advantage, or favor beyond that which it is the general practice to grant or make available to the public at large. No official or employee shall request, use, or permit the use of any publicly owned or publicly supported property, vehicle, equipment, labor, or service for the personal convenience or the private advantage of the official or employee or any other person.

Q. Political Activities: No Commissioner shall participate in any political activity which would be in conflict or incompatible with the performance of the Commissioner's official functions and duties for the City. No Commissioner may use the Commissioner's official authority or position for the purpose of influencing or interfering with or affecting the results of any election, nor shall the Commissioner solicit funds or contributions or accept or receive funds or contributions from City employees for political purposes. No Commissioner may distribute pamphlets, petitions or handbills while the Commissioner is performing the Commissioner's official functions and duties with the City. Nothing herein shall be construed to prohibit any Commissioner from participating in the political process in the Commissioner's capacity as a private citizen.

R. Use of Office for Personal Gain: Commissioners shall not use or attempt to use their role for personal gain. This includes financial, career, social, and personal-satisfaction-related gains, as well as any other benefits driven by self-interest. Commissioners shall not wear any part of their City uniform, badge or other City insignia to a meeting, an event or occasion a Commissioner attends where they are not conducting official City business.

S. Representation of Commissioner's Beliefs as Belief of Commission:

(1) Communication with the Public, Press and other Media. Commissioners shall not speak on behalf of the City or their Commission. Only the Commissioners as a whole have the authority to speak on behalf of the Commission. In order to avoid any appearance that a Commissioner is speaking on behalf of the Commission, the Commissioner should clarify that they are speaking in their individual capacity whenever there is risk of misunderstanding of authority.

There may be instances where it is appropriate for Commissioners to provide public statements about City events and policy matters to the public and press in an official capacity; however, Commissioners must coordinate with City staff and seek approval first from the Mayor and/or City Manager prior to giving such statements. Upon approval from the Mayor and/or City Manager, City staff will coordinate and organize public communication and inquiries from the media related to official statements to include the Chair of the Commission, or a representative designated by the Commission, who may clarify actions taken by the Commission, fairly and accurately recap Commission conversation, or outline next steps. The Chair or designee must not editorialize, offer personal opinion, or speculate on future actions when speaking in an official capacity. A Commissioner may recite Commission positions, activities, and actions taken and state factual accounts of those actions.

(2) Community Relations and Engagement/Social Media. Commissioners may not, in an official capacity, represent their Commission or the City to the general public without City Council approval. Commissioners may not use city logos, branding, name tag, business cards, or other collateral to represent their private, personal or political interests.

Any time that a Commissioner uses their Commission title, is wearing their Commissioner name badge or references their membership on a City Commission when speaking publicly or on social media, they must state that they are speaking in an individual capacity and not as a representative of the City of Suisun City.

(3) Election-related Activity or Personal Activity. Commissioners are prohibited from using their position as a Commissioner for political or personal gain. For example, while potential ballot measures are under consideration or while candidate campaigns are being carried out, Commissioners can elect to participate in campaign activity individually but cannot use City resources to support that activity. Thus, Commissioners may engage in election-related activity as community members, and may use their Commission title(s), current or former, for identification purposes, so long as they affirmatively declare that they do not represent the City or any legislative body of the City.

T. Violations of Ethical Rules or Standards of Conduct: Any violation of an ethical rule or standard of conduct may result in removal from the Commission.

U. Channels of Communication: Commissioners should communicate with City staff through the City Manager or the City employee who has been designated by the City Manager as staff liaison to the Commission.

SECTION 3. ADDRESSING THE COMMISSION - DECORUM AND ORDER

A. Manner of Addressing the Commission

1. Any member of the public desiring to address the Commission shall proceed to the podium and wait to be recognized by the Presiding Officer. After being recognized, the member of the public shall state their name and address for the record.

2. All remarks and questions shall be addressed to the Chair and not to any individual Commission Member, staff member or other person. During a public hearing, all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

3. Any member of the Commission who the Presiding Officer has recognized for such a purpose may address or respond to members of the public who have addressed the Commission pursuant hereto. Such an address or response shall not exceed three minutes in length, and shall be deemed to express the individual position or opinion of the Commissioner offering the same and shall not be construed to bind the Commission or the City in any manner. Unless otherwise directed by the Commission, the restrictions imposed by this Subsection (A) shall apply only to those portions of the Commission Agenda during which members of the public are permitted to make oral communications to the Commission.

B. Time Provided for Communications from the Public: Any member of the public desiring to address the Commission shall be provided three minutes for their statement unless further time has been granted by the Presiding Officer in the individual case, or is limited in accordance with Section 3(D). Public comments to the Commission may also be submitted to the City Clerk or Commission Secretary in written format, either by email or other form of written correspondence. The City Clerk or Commission Secretary shall provide all written public comments to the Commission when received and/or during the Commission meeting. The City Clerk or Commission Secretary is not required to read each comment into the record.

C. Addressing the Commission after Motion is Made: After a motion has been made, or after a public hearing has been closed, no member of the public shall address the Commission.

D. Limitations Regarding Communications from the Public and Reports: The making of oral communications to the Commission by any member of the public during the "Communications from the Public" portion of the agenda shall be subject to the following limitations:

1. At any time, before or after the oral communication has commenced, the Presiding Officer may, if the Presiding Officer deems it preferable, direct that the communication be made instead either to the Development Services Director or other appropriate staff member during regular business hours, or in writing, for subsequent submittal to Commissioners.

2. The Presiding Officer may limit the number of speakers heard on non-agenda topics at a single meeting. Those whose presentations are postponed shall be given priority at the next meeting during the "Communications from the Public" agenda item.

3. If it appears that several speakers desire to speak regarding a single topic, the Presiding Officer may reasonably limit the number speaking, as to each side of an issue. In this regard, preference may be given to speakers who represent groups of persons who have designated a spokesperson.

E. Decorum and Order – Commissioners: The following Parliamentary Procedures are meant to establish a framework for the orderly conduct of meetings, encourage discussion, and facilitate decision making by the body. The rules of order are meant to create an atmosphere in which Commissioners and members of the public can conduct business efficiently, fairly, and with full participation. And at the same time, it is up to the Chair and Commissioners to maintain common courtesy and decorum. It is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak. The basic format for an agenda item discussion is as follows:

First, the Chair should clearly announce the agenda item number and should clearly state what the subject is.

Second, following the agenda format, the Chair should invite the appropriate people to report on the item.

Third, the Chair should ask Commissioners if they have any technical questions for clarification.

Fourth, the Chair should invite public comments.

Fifth, the Chair should invite a motion.

Sixth, the Chair should determine if any Commissioners wish to second the motion.

Seventh, if the motion is made and seconded, the Chair should make sure everyone understands the motion.

Eighth, the Chair should now invite the Commissioners to discuss the motion.

Ninth, the Chair takes a vote. Simply asking for "ayes" and then the "nays" is normally sufficient.

Tenth, the Chair should announce the result of the vote and should announce what action (if any) the body has taken.

F. Decorum and Order – Public: Members of the public attending any Commission meeting shall avoid any conduct that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.

As set forth in Government Code Section 54957.9, if any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting,

the members of the Commission may order the meeting room cleared and continue the session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Commission from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

The following guidelines shall apply to all interactions between the public and Commissioners:

1. All comments and interactions shall be conducted in a respectful manner.

2. Threats, including threats of violence, will not be tolerated.

3. Members of the public and Commissioners resolve to refrain from any behavior that disrupts or threatens to disrupt the Commission and governmental operations, including the following:

(a) Insulting, demeaning, intimidating, or offensive communications, including but not limited to, racial, ethnic, religious, sexual orientation or other offensive language against an individual or group of individuals;

(b) Harassment, threats or intimidation of any Commissioner, City staff or member of the public;

(c) Willful destruction of property damage;

(d) Conduct that threatens to provoke a violent reaction or that amounts to sexual harassment;

(e) A continuing pattern of disruptive behavior; and

(f) Notwithstanding the above, members of the public do have the right to make personal, critical or harsh remarks about any matter before the Commission.

G. Enforcement of Decorum: As set forth in Government Code Section 54957.95, the Presiding Officer may remove, or cause the removal of, an individual for disrupting the meeting. Prior to removing an individual, the Presiding Officer must warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The Presiding Officer may then remove the individual if they do not promptly cease their disruptive behavior. As used in this paragraph, "disrupting" means engaging in behavior during a meeting of the Commission that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.

Notwithstanding the preceding paragraph, if the individual disrupting the meeting is using force or a true threat of force, that individual may be removed without a prior warning to cease their behavior.

SECTION 4. MOTIONS

A. Processing of Motions: When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. The mover shall not withdraw a motion so stated without the consent of the person seconding it.

B. Motions out of Order: The Presiding Officer may at any time, by majority consent of the Commission, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

C. Division of Question: If the question contains two or more divisional propositions, the Presiding Officer may, and upon request of a member shall, divide the motion into two separate motions.

D. Precedence of Motions: When a motion is before the Commission, no motion shall be entertained except the following, which shall have precedence in the following order:

1. Adjourn
2. Fix Hour of Adjournment
3. Table
4. Limit or Terminate Discussion
5. Amend
6. Postpone

E. Motion to Adjourn (Not Debatable): A motion to adjourn shall be in order at any time, except as follows:

1. When repeated without intervening business or discussion;
2. When made as an interruption of a member while speaking;
3. When the discussion has been ended, and a vote on a motion is pending; and
4. While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

F. Motion to Fix Hour of Adjournment: Such a motion shall be set to a definite time at which to adjourn and shall be undebatable and shall be unamendable except by unanimous vote.

G. Motion to Table: A motion to table shall be used to bypass the subject temporarily. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject

under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

H. Motion to Limit or Terminate Discussion: Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall be undebatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

I. Motion to Amend: A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted on first, then the main motion as amended.

J. Motion to Continue: Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

K. When Multiple Motions are Before the Governing Body: Up to three motions may be on the floor simultaneously. When two or three motions are on the floor (after motions and seconds) at the same time, the first vote should be the last motion made.

SECTION 5. VOTING PROCEDURE

A. Voting Procedure: In acting upon every motion, the vote shall be taken by voice, roll call, or any other method by which the vote of each Commissioner present may be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The City Clerk or Commission Secretary shall call the names of all members seated when a roll call vote is ordered or required. The order of voting shall be the maker of the motion first. The second shall be next. The next two shall be alternated and the Chairperson shall be last. Members shall respond "aye," "no" or "abstain," provided that when a vote is collectively taken by voice or when a method of voting other than by voice or roll call is used, any Commissioner not audibly and clearly responding "no" or "abstain" or otherwise registering an objection shall have his vote recorded as "aye."

Any question before the Commission shall not require a roll call vote unless demanded by a member. It shall not be in order for members to explain their vote during roll call. Any member may change their vote before the next item of business.

B. Failure to Vote: Every Commissioner should vote unless disqualified for cause. Disqualification for cause includes but is not limited to, a conflict of interest in the decision that legally requires the Commissioner recusal and disqualification from the decision.

C. Reconsideration: Any Commissioner who voted with the majority may move a reconsideration of any action at the same meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the Commission.

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

SECTION 6. ADMINISTRATIVE OVERSIGHT OF AND ASSISTANCE TO COMMISSIONS

A. Each Commission shall be assigned appropriate administrative support, under the oversight of the City Manager, to provide administrative assistance with such matters as the preparation of agendas, recommendations for action, minutes, memoranda of decisions and official correspondence, and shall coordinate the clerical and technical work of the Commission in administering their official functions. Such administrative support shall attend Commission meetings, but shall serve in an advisory capacity only and shall have no voting rights.

B. The City Clerk shall be the custodian of records for all Commissions. Minutes of Commission meetings shall be provided to the City Council.

SECTION 7. This Resolution shall take effect immediately, and any other version of these Policies and Procedures is hereby repealed and replaced with the Policies and Procedures contained in this Resolution.

SECTION 8. The City Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on the 20th day of January 2026, by the following vote:

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

WITNESS my hand and the seal of said City this 20th day of January 2025.

_____
Anita Skinner
City Clerk

CITY SOCIAL MEDIA POLICY
PURPOSE

The purpose of this Social Media Policy is to establish guidelines on the use, management, and operation of social media sites by the City of Suisun City ("City") as a means of communicating information to the public. In addition, this Social Media Policy prescribes the City's Terms of Use applicable to all users of the City's social media sites.

This policy does not intend to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions, as well as other applicable laws.

SCOPE

This policy applies to all City employees, elected and appointed City Officials, contractors, and any other representatives acting on behalf of the City or any of its Departments and Divisions. This policy also applies to the public's use of City Social Media Accounts.

DEFINITIONS

Authorized User: An individual whom the City Manager or Designee has authorized to use Social Media in an official capacity for City business.

City: The City of Suisun City, California.

City Official: An elected or appointed representative who serves on a legislative or advisory body of the City, i.e., City Council members or Commissioners. Members of a committee or task force are not considered City Officials.

City Social Media Account: Any account on a Social Media site that the City establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the Social Media site's owner, vendors, or partners. City Social Media Accounts do not include the personal Social Media sites of any City official or employee of the City.

Comment: A user-submitted response to post(s) by an Authorized User or public user of the Social Media site.

Designee: A person whom the City Manager has designated to perform some duty or carry out a role specific to Social Media.

Emergency: A condition arising from unforeseen circumstances that creates an immediate danger to public property, health, peace, or safety within the City.

Moderator: An employee designated by their respective department director for maintaining one or more social media sites on behalf of that department. A Moderator's responsibilities may include, but are not limited to: adding, editing, and reviewing posts, as well as reviewing, flagging, and possibly removing comments in accordance with established policies and/or law.

Post(s): Information, texts, articles, images, videos, or any other form of content published on a Social Media site, including links to and re-posting of content that may also be viewable elsewhere on the Internet.

Social Media: Content created by individuals using accessible and scalable technologies through and on the Internet. Social Media websites facilitate interaction and engagement among individuals in a network or virtual community. Examples of Social Media include, but are not limited to, NextDoor, Pinterest, WhatsApp, Snapchat, Facebook, MySpace, YouTube, X (formerly Twitter), LinkedIn, Flickr, TikTok, and Instagram.

GENERAL POLICY

The City's official website at [INSERT WEBSITE] is the City's primary source and means of internet communication. To the extent possible, a link to the City's official website shall be included on any City Social Media Account.

Information posted by the City on City Social Media Accounts will supplement, not replace, required notices and standard communication methods.

While the City will work to engage with the community via Social Media, notices or requests for City services must be made through official communication methods identified on the City's website or by traditional notification methods recognized by the City. No comments or posts on the City's Social Media Accounts will be construed as providing notice to the City of any claim, deficiency, dangerous condition, request, or otherwise.

City Social Media Accounts must adhere to applicable federal, state, and local laws, regulations, and policies.

The City reserves the right to terminate any City Social Media Account at any time without notice.

ACCOUNT AND ADMINISTRATION MANAGEMENT

a. Content Management

i. Content posted on City Social Media Accounts must be reviewed and approved by the City Manager or Designee.
ii. The City Manager or Designee will monitor content on City Social Media Accounts and may edit or remove posts to ensure they align with this policy, support the City's goals, and comply with applicable laws.
iii. City Social Media Accounts may contain content, including but not limited to advertisements or hyperlinks, over which the City has no control. The City does not endorse any hyperlink or advertisement placed on City Social Media Accounts by the Social Media site's owners, vendors, or partners, or by public commenters.

b. City Social Media Account Creation

i. The City Manager or Designee is responsible for determining who is an Authorized User.
ii. City departments and representatives who want to create a social media account on the City's behalf must submit a written request to the City Manager for approval. The City Manager or Designee shall review all submitted requests and approve or deny the request.
iii. City representatives must obtain written approval from the City Manager or Designee prior to creating a social media site on the City's behalf.

iv. All Official Social Media Accounts shall utilize City contact information for account set-up, monitoring, and access.
v. All City Social Media Accounts must display the City's official name, seal, or logo.
vi. All City login, user, and password information for City Social Media Accounts must be provided to the City Manager. The Authorized User must immediately provide updated login information to the City Manager or Designee if it is changed for any reason. The City shall maintain a list of all City Social Media Accounts, including login and password information, to allow for the immediate removal of any content posted to a City Social Media Account in violation of or inconsistent with this Social Media Policy. To protect City Social Media Accounts from misuse and misappropriation, the City shall take all reasonable steps to prevent the disclosure of login and password for all City Social Media Accounts to the greatest extent permitted under applicable law.
vii. City Social Media Accounts are only allowed on sites that provide a mechanism for the City to remove posts that violate City policy.
viii. Wherever possible, City Social Media Accounts should include links back to the City's official website for forms, documents, online services and other information necessary to conduct business with the City.

c. Cybersecurity and Account Protection

i. All City Social Media Accounts must use strong, unique passwords that are updated regularly.
ii. Two-factor authentication must be enabled on all platforms where available.
iii. Access to accounts will be immediately revoked upon employee departure or role change.
iv. Administrators must report any security breaches to the City Manager or Designee immediately.

d. Employee Training. Authorized Users and their supervisors must complete mandatory training on this Policy, platform best practices, and content accessibility.

e. Accessibility

i. Social Media content must meet ADA compliance requirements to ensure it is accessible to all members of the community.
ii. All posts by Authorized Users to City Social Media Accounts must comply with accessibility guidelines, including but not limited to adding alt text for images, providing captions for video content, and using plain language to ensure readability.

CONTENT GUIDELINES

a. Content Ownership and Permission

i. The City shall have full permission or rights to any content posted by the City on its Social Media Accounts, including photographs and videos.
ii. City Social Media Accounts may only share or repost content from City partners. The City must have full permission or rights to all content posted on City Social Media Accounts. The City shall post no photos, images, graphics, video, music, or other creative content that is licensed or copyrighted unless proper permissions or rights have been granted.

b. Type of Content. The content posted on City Social Media Accounts shall only pertain to City-sponsored or City-endorsed programs, services, and events. Content includes, but is not limited to, information, photographs, videos, and hyperlinks.

c. Posting Content

i. City Officials, employees, and agents of the City, on City Social Media Accounts, will conduct themselves professionally and in accordance with all City policies.
ii. Authorized Users represent the City when using City Social Media Accounts and must conduct themselves as a representative of the City and in accordance with all City policies.
iii. Authorized Users shall not express personal views or concerns on City Social Media Accounts. All posts must reflect the City's official position.
iv. Authorized Users must review and comply with the Social Media platform's terms and conditions of use.
v. During times not scheduled to work, Authorized Users who are hourly employees shall not post onto the City's Social Media Accounts without express permission from their supervisor or department head. Time spent by the employee outside business hours shall be noted on the employee's time sheet.

d. Prohibited Content. Posts on City Social Media Accounts must NOT include:

i. Comments unrelated to the original post or discussion;
ii. Support for or opposition to political campaigns, candidates, or ballot measures;
iii. Profane, discriminatory, or offensive language or content;
iv. Content that promotes, fosters, or perpetuates discrimination based on protected categories (e.g., race, color, age, religion, disability, national origin)
v. Content that threatens or defames any person or organization;
vi. Sexual or obscene content or links to sexual or obscene content;
vii. Solicitations or advertisements for commercial products or services;
viii. Conduct or encouragement of illegal activity;
ix. Content that incites violence;
x. Information that could compromise public safety or the security of public systems;
xi. Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;
xii. Defamatory statements;
xiii. Threats to any person or organization;
xiv. Disclosure of confidential, sensitive, or proprietary information, or that violates another person's right to privacy;
xv. Images or video of a minor without the consent of the minor's parents.
xvi. Content that violates any federal, state, or local law.

e. Responses to Comments

i. Authorized Users shall use their best judgment in deciding whether to respond to a post or comment and shall avoid engaging any user in an argumentative or offensive manner.
ii. Any response by an Authorized User made on behalf of the City shall comply with all terms of this policy.

iii. Content in any post or response made on behalf of the City shall not specifically refer to any City vendor, supplier, member, contractor, employee, or official without the approval of the City Manager.

f. Monitoring Content and Comments

i. The City reserves the right to add, remove, or adjust social media content and features as needed.
ii. Authorized Users shall not block certain members of the public from accessing content posted to the City's Social Media Account's, or from interacting with the City's Social Media Accounts in the same way other members of the public are permitted.
iii. No Post, Comment, or other content shall be removed solely because it is critical of the City, City Officials, employees, or programs, or because City Staff disagrees with the viewpoint of the Comment, content, or submittal.
iv. Authorized Users shall not delete comments made on any City Social Media Account post unless the comment violates this Policy or the Social Media platform's terms and conditions.
v. Any content removed based on these guidelines must be retained, logged, including the time, date, and poster's identity (when available).
vi. On social media networks where the feature is available, a "strong" profanity filter should be enabled to prohibit comments and posts with profanity automatically.

PUBLIC ACCESS AND RECORD RETENTION

All City Social Media Accounts are subject to the California Public Records Act and, therefore, may be subject to public disclosure. This includes comments and other posts made by third parties on City Social Media Accounts, which may also be considered public records subject to disclosure. The City will maintain content on its Social Media Accounts pursuant to the City's records retention policy. Further, City Social Media Accounts shall be managed in accordance with the Ralph M. Brown Act and the Public Records Act.

The City must maintain a record of City Social Media Accounts, including, but not limited to:

a. A log file containing the name of the Social Media platform, City Social Media Account identification, passwords, registered email addresses, dates established, authorizing representative, and the name of the person who created the City Social Media Account; and

b. A record of the Social Media platform's usage agreement at the time the City Social Media Account was created and any updated versions; and

c. A list of Authorized Users; and

d. Any content removed based on this Policy must be retained, including the time, date, and identity of the poster, when available, for two years or such other period as required by the City records retention policy, provided that the City may remove content which violates this policy even if there is no reasonably practical means to retain that information.

USE OF SOCIAL MEDIA BY CITY OFFICIALS

The City does not create or provide support for individual Social Media accounts for City Officials. City Officials who maintain personal social and other digital media accounts should be aware that, similar to City emails or any other written or recorded communication related to the official conduct of City business,

digital communications, Social Media Posts and messages by City Officials regarding matters that are before the City for action or within City jurisdiction can be "official city business" subject to laws and policies regarding freedom of speech, records retention and production, and public transparency. Those laws and policies include but are not necessarily limited to: the California and United States Constitution, the California Public Records Act, the Ralph M. Brown Act, and the City's records retention regulations.

City Officials participating in digital or social media communications shall maintain separate accounts for official and personal/campaign statements, clearly delineating them, and take precautions to ensure that personal/campaign communications are not conveyed in a manner that suggests they represent the position of the City or its Legislative Body as a whole.

To avoid ambiguity, all statements, headings, profile pictures, or biographies on personal or campaign accounts shall:

- Not be made in the name of the position to which the City Official was elected or appointed;
- Clearly reflect that content on such accounts does not represent the official positions of the City or its Legislative Body;
- Not display the City logo or any other official City mark or title.

Councilmembers who choose to have a social media page or profile that identifies their office must include the disclaimer: "Content on this site does not represent any official position of the City of Suisun City, only that of [NAME] in (HIS/HER) personal capacity."

City Officials are prohibited from using the City logo or seal, or any variation of the City logo or seal, representing the City, or representing that they speak on behalf of the City, within their official or personal Social Media accounts or sites.

City Officials should not use their City email address or password in conjunction with a personal or professional Social Media profile or page.

City Officials are not authorized to use official City-owned headshot photographs on personal Social Media sites.

Digital records relating to public business must be handled in a manner that maintains the records for the applicable retention period, including through the use of highlights, bins, or archives for temporary and disappearing stories, reels, posts, or other content. Likewise, City Officials should avoid deleting Comments and should not block individuals on a City Official's pages or sites. Social Media content should be treated the same as any written document and retained in accordance with the City's retention schedules.

To avoid any violations of the Brown Act, consistent with the update provided by AB 992, City Officials are permitted to use a Social Media site to engage in conversations or communications on matters within the subject matter jurisdiction of the governing body:

- To answer questions;
- To provide information to the public; and
- To solicit information from the public.

However, the Brown Act prohibits a City Official from communicating directly with the Social Media of any other member on a subject within the jurisdiction of that Legislative Body. A majority of City Officials may

not use social media to "discuss among themselves" official business. The Brown Act broadly defines the meaning of "discuss among themselves" to include any "communications made, posted, or shared on an Internet-based social media network between members of a Legislative Body, including Comments or use of digital icons that express reactions to communications made by other members of the Legislative Body." Importantly, a violation still occurs even if fewer than a majority of the body's members directly communicate on social media.

City Officials should be cognizant that the posting of content, including simply “liking” or reacting to a post from another official, regarding City-related matters by a public official, could constitute a Brown Act violation.

City Officials must refrain from using the City's Social Media Accounts or any form of electronic communication to respond to, engage in, or conduct serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the body's subject matter jurisdiction without complying with the Brown Act.

City Officials should be honest and accurate when posting information or news, especially when communicating during a crisis or emergency. Any mistakes, misstatements, and/or factual errors must be corrected quickly upon discovery. City Officials should not post or share information known to be false or rumors about the City, its employees, constituents, officials, suppliers, vendors, contractors, or any other entities or individuals.

When possible, news of citywide importance should first be announced through the City's Social Media Accounts, including the City’s website. This information can then be shared by City Officials, linking back to the original Post or official City website, when possible.

City Officials should never represent themselves as spokesperson for the City administration, any City department, the City Council, or a City board or committee, unless the City Official has been designated to serve as a spokesperson.

City Officials are prohibited from using Social Media to engage in any activity that constitutes a conflict of interest.

City Officials are strongly encouraged to consider the potential impact of Social Media statements prior to posting.

City Officials are expected and required to conduct themselves in a manner consistent with the City’s policies and standards of conduct.

Using social media in a way that disrupts or hinders the mission and functions of the commission, board, council, department, or City is prohibited.

In summary,

City Officials may:

- Use Social Media in the City Official’s capacity to communicate with constituents to answer questions, provide information to the public, or solicit information from the public.

City Officials may not:

- Discuss on Social Media with a majority of the Legislative Body, the business of a specific nature that is within the subject matter jurisdiction of the Legislative Body.
- Comment on a post of another member of the Legislative Body, including "liking," sharing, reposting, or use of emojs.
- Block any member of the public from participating in your Social Media account if it is a moderated platform with content that pertains to City business.

CITY OFFICIAL VIOLATION PROCEDURES

The personal use of Social Media by an appointed City Official in a manner that violates this policy may result in disciplinary action in accordance with the City's Rules and Regulations, Policies, and Procedures. The severity of the disciplinary action will be determined based on the nature of the violation, up to and including removal. The City Council is strongly encouraged to provide the City Official with at least one warning prior to removing the City Official.

EMPLOYEE USE OF SOCIAL MEDIA

While the City does not monitor employees' personal Social Media accounts, this section when referring to the City. Following these principles helps ensure a distinction between sharing personal and agency views/information. The following rules and guidelines apply to all employees acting in an official capacity for the City of Suisun City:

- While employees may voluntarily choose to engage with the City on its Social Media Accounts, the City does not encourage or require any employee to follow or "like" City Social Media Accounts.
- The City does not condone the personal use by employees of Social Media during the employee's working hours by any means, including by using City-owned equipment.
- Employees have no right or expectation of privacy when using City-issued devices or systems. The City reserves the right to monitor, search, or disclose employee use of City resources.
- When an employee uses Social Media in a personal capacity, they are doing so for themselves, and they are not speaking or communicating on behalf of the City. Employees should ensure that it does not appear they are speaking or posting on behalf of the City unless they have been officially authorized to do so.
- Employees may not use their official City email addresses to create or maintain any personal Social Media account(s) or site(s).
- Employees are prohibited from using the City logo or seal or any variation of the City logo or seal, representing the City, or representing that they speak on behalf of the City within their personal Social Media account(s) or site(s). Employees must also make clear in any online activity that the views and opinions they express about work-related matters are their own, have not been reviewed by the City, and do not necessarily represent the views and opinions of the City.
- Employees are reminded and cautioned that nothing posted on the Internet is private. Content can easily be shared, forwarded, and distributed to broader audiences without your knowledge or permission.

- Information posted on Social Media may be used as evidence in disciplinary, administrative, or legal proceedings.
- The City will not require you to provide a password or other security information for your personal sites that are password-protected or otherwise non-public.
- The personal use of Social Media by an employee in a manner that violates any City policy or procedure will not be tolerated, and may be grounds for disciplinary action, up to and including termination. Employees are expected to comply with the same ethical and performance standards on-line as in the workplace. Using Social Media in a way that disrupts the workplace or hinders the mission and functions of the employee's job, department, or the City is prohibited.
- Employees may not post any content on the Internet or Social Media that constitutes or contains City confidential, proprietary, privileged, private, personnel, or other non-public information.

EXCEPTIONS

Authorized Users using Social Media in an authorized investigative or covert purposes - such as law enforcement activities - are exempt from the guidelines in this policy. Instead, such activities are governed by the applicable internal department or division policies specific to such investigative or covert efforts.

Employees' failure to comply with this policy may result in disciplinary action in accordance with the City's Rules and Regulations, Policies, and Procedures. The severity of the disciplinary action will be determined based on the nature of the violation and may include, but is not limited to, termination of employment.

SOCIAL MEDIA
ACKNOWLEDGEMENT

The social media accounts for the City of Suisun City are limited public forums. Posts shall abide by the City of Suisun City's "Social Media Policy," which includes the City's Social Media Terms of Use, federal, state, and local laws, regulations, and policies, as well as the rules and regulations of the site provider. By posting on the City's account, you consent to providing the City with full rights to the posted content, including photographs and videos. As provided in Section VI, posts and comments by the City staff on the City's Social Media Accounts shall NOT contain any of the following:

- Comments that are not typically related to the information posted;
- Comments in support of, or in opposition to, political campaigns, candidates, or ballot measures;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, or status about public assistance, national origin, physical or mental disability, or sexual orientation, or any other category protected by federal, state, or local law;
- Sexual or obscene content or links to sexual or obscene content;
- Solicitations of commerce or advertisements, including promotion or endorsement;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;
- Disclosure of confidential, sensitive, or proprietary information, or that violates another person's right to privacy; or
- Images or video of a minor without the consent of the minor's parents.

I acknowledge that I have read and understand the City of Suisun City's "Social Media Policy."

_____ _____ _____

Officer/Employee/Contractor Signature Name Date

APPENDIX A

CITY OF SUISUN CITY SOCIAL MEDIA TERMS OF USE

Disclaimer/Terms of Use

THIS SITE IS NOT MONITORED IN REAL TIME. IF YOU HAVE AN EMERGENCY OR KNOW OF A CRIME IN PROGRESS, PLEASE CALL 911 IMMEDIATELY. THIS SOCIAL MEDIA SITE IS NOT A PUBLIC FORUM. BY ENGAGING WITH THIS SOCIAL MEDIA SITE, YOU AGREE TO ADHERE TO THE TERMS OF USE OUTLINED AT https://[INSERT WEBSITE]

The City will publish the following information on its website at https://[INSERT WEBSITE]

These Terms of Use apply to all users of the City of Suisun City's social media accounts ("sites"). The City's social media sites are not public forums, and all Comments and Posts must comply with these Terms of Use and the host social media site's Terms of Use. The City's social media sites are intended to serve as a mechanism for communication between the City and the public to help further our mission. If any public Comments are allowed on these sites, the City reserves the right to hide or remove posts or comments at the City's sole discretion. Any Comment submitted to sites and their fans, followers, or subscribers may be considered a public record, which is subject to disclosure pursuant to the California Public Records Act. Public information requests must be directed to the City Clerk's office.

All Comments on the City's sites should be related to the topic of the original post to which the Comment is attached. The City reserves the right to hide or remove off-topic Comments that violate these Terms of Use. The City additionally reserves the right to report a user directly to the host social media network if the user's Post, Comment, or other content violates the network's Terms of Use.

To the extent public Comments are allowed on the site, the City welcomes questions and commentary, including constructive feedback and differing opinions, but please remember to be both relevant and respectful with what you post. The City does not tolerate harassment, abuse, or threats to others. Posts or comments including, including but not limited to the following, are inappropriate and subject to removal or restriction by the City:

- Profane, obscene, or violent content and/or language;
- Content that includes unlawful harassment or threats of violence;
- Sexually explicit, "adult-oriented" or pornographic content and/or language;
- Content that promotes, fosters, or perpetuates discrimination or harassment based on race, creed, color, age, religion, gender, national origin, sexual orientation, or any other category protected by local, state, or federal law;
- Defamatory content;
- Fraudulent, deceptive, libelous, misleading, or unlawful content;
- Encourages criminal or illegal activity;
- Comments or language that is abusive, harassing, stalking, threatening, or attacking others;
- Information that tends to compromise the safety or security of City employees, the public, public systems, or the City's technology resources;
- Violates any legal ownership interest, such as a copyright or trademark;
- Contains personal information such as home addresses, phone numbers, social security numbers, dates of birth, driver's license numbers, or other information in violation of the right to privacy;
- Solicitation of commerce, including any advertising or business services or products for sale;
- Violates any federal, state, or local laws;

- Not related to City posts, business, information, announcements, events, or comments not related to the original topic, including random or unintelligible posts;
- Spamming in nature, such as repetitive posts of the same material;
- Contains links to inappropriate websites, or links that do not directly relate to City services, issues, news, and events;
- Viruses or programs that could damage the operation of other people's computers;
- Comments or posts on topics or issues not within the jurisdictional purview of the City.

The above list is not necessarily exhaustive, and the City reserves the right to remove or restrict any Post or Comment that violates the purpose or spirit of this policy.

The City of Suisun City and its respective employees and its respective employees are not liable for any errors or omissions or for any loss or damages suffered as a result of anything appearing on this site. Any information or views provided on the City's social media pages are current as of the date indicated, and are subject to change without notice. The City's social media pages are intended to disseminate news, and promote upcoming events. Where such statements are based on information provided by third parties, they are not guaranteed to be accurate or complete. The City is not responsible for anything posted by third parties, and makes no representation as to the accuracy or completeness of information contained in such material. The City is not responsible for, and disclaims any liability in relation to anything posted by contributors to the City's social media pages, including public commenters.

A Comment posted by a member of the public on any City of Suisun City social media site is the opinion of the commentator or poster only City of Suisun City does not endorse it. The publication of a Comment does not imply endorsement of, or agreement by, the City of Suisun City, nor do such Comments necessarily reflect the opinions or policies of the City of Suisun City.

The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Notwithstanding the foregoing, the City of Suisun City is not obligated to take such actions. It disclaims all responsibility and liability for any materials posted by a member of the public.

By posting a Comment, users agree to indemnify the City of Suisun City, its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to content posted by users. If a user does not agree to these terms, the , as a violation of these terms may result in legal liability.

If you have any questions regarding these Terms of Use, please email us at [INSERT E-MAIL ADDRESS].

The above disclaimer and Terms of Use may not be altered without the prior approval of the City Manager or City Attorney (or their respective designees). The City Manager will work with authorized staff to properly set up the site and its disclaimers.

Summary of Proposed Commissioner Norms and Procedures

January 20, 2026

Presented by: Patrick Enright, City Attorney

1

1

Overview: Norms and Procedures

- The City updated its Norms and Procedures for City Councilmembers in late-2024
- Currently, there are no comparable Norms and Procedures for Commissioners, Board Members, and Committee Members
- Proposed Norms and Procedures provide comparable procedures for these officials
- These expectations have largely been followed implicitly up until this point, but it is prudent to put them in formal writing
- These Proposed Norms and Procedures were presented to City Council in June 2025, and Councilmembers sought input from Commissioners

2

2

Suisun City Current Commissioner Norms and Procedures

- **Currently no Citywide Policy**
  - No policy outlining procedural and conduct expectations for Commissioners, Committee Members, and Board Members
  - It is appropriate to have a formal document describing the expectations of these officials, and consequences for failure to comply

RWG LAW

3

Proposed Norms and Procedures

4

Proposed Norms and Procedures - Overview

- Fills the gap of expected norms and procedures for Commissioners, Committee Members, and Board Members
- Sets forth procedural regulations and standards of conduct with the intent that these regulations and standards will apply to all City Commissioners, Committee Members and Board Members

5

Standards of Conduct

- Standards of Conduct regarding appointment and removal processes, and expectations while sitting on Commission
  - Commissioners are appointed in the manner required by the establishing ordinance, and may be removed by the Mayor or by a majority vote of City Council
  - Commissioners are expected to attend all regularly scheduled meetings
  - Commissioners must live in the City and are expected to serve without pay

6

Demeanor, Decorum & Conduct of Meetings

- **Sets forth the expected procedures to be conducted in a meeting**
  - Commissioners shall address the chair if they desire to speak
  - Any question for staff shall be addressed to the Development Services Director or City Attorney, who may answer the question themselves or inquire of staff
  - Commissioners shall not interrupt one another
  - Calls to order require the speaker to immediately stop speaking
  - Commissioners shall afford courtesy to one another, staff, and the public
  - Any commissioner may move to require the chair to enforce these rules

RWG LAW

7

Code of Ethics

- **Requires every public official to follow a code of ethics**
  - Expected to conduct themselves in a manner that will preserve public confidence in and respect for the government they represent
  - Requires each official to treat all citizens with courtesy, impartiality, and equality under the law, and to avoid any actual or potential conflicts between their private self-interests and the public interest

RWG LAW

8

Conflicts of Interest and Political Activities

- **Briefly outlines conflict requirements of the State Political Reform Act**
  - Form 700 disclosures are required after assuming office, annually, and upon leaving office
  - Financial and personal interests generally require commissioners to disqualify themselves from making, participating in making, or attempting to use their official position to influence a governmental decision
- **Commissioners cannot participate in political activities which would be in conflict with their current official duties for the City**

RWG LAW

9

Use of Office for Personal Gain and Speaking on Behalf of City

- **Prohibits Use of Political Office for Personal Gain**
  - Includes financial, career, social, and personal satisfaction-related gains
  - Officials cannot wear any part of their City uniform to an event where they are not conducting official business for the City
- **Prohibits Speaking on Behalf of City or Commission**
  - Encourages individual commissioners to clarify that they are speaking in their individual capacity when it may be unclear

RWG LAW

10

Enforcement

- Violation of the ethical rules or standards of conduct is grounds for removal from office

11

Thank you!

Patrick Enright, City Attorney
Richards, Watson & Gershon
penright@rwglaw.com

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AGENDA ITEM NO. 26.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026 -__: A Resolution of the City Council of the City of Suisun City, California, Amending Council Norms and Procedures.

FISCAL IMPACT: None.

STRATEGIC PLAN: Good Governance.

BACKGROUND:

On October 15, 2024, the City Council updated its Norms and Procedures for City Council Members. The Council is adopting similar rules and procedures for the City's Commissions, Boards, and Committees. The purpose of this agenda item is to review the Council Norms and Procedures and determine if any amendments need to be made to the Norms. In particular, the Resolution addresses the following sections in the Council Norms:

1. Paragraph 8.4 addresses the Order of the Agenda. The current order in the Norms has Council Comments near the front of the agenda, whereas recently they have been at the end. In connection with this item, the Council may also want to consider amending Paragraph 6.3, which provides that no agenda items may begin after 10:00 p.m. without a majority vote of the Council
2. Paragraph 5.7 addresses comments of Council Members. To align with the Commissioner Norms, the Council may consider adding language that more specifically addresses Council Members' comments to the press, on social media, and in community engagements. It also addresses political comments.
3. New Paragraph 15 addresses the entering into and disclosure of when Council Members or staff enter into a Nondisclosure Agreement.

The Council may want to review and consider amending any other paragraph of the Council Norms

STAFF REPORT:

In light of the Council's review and consideration of the adoption of a Norms and Procedures for the City's Commissioners, Board Members, and Committee Members, it is recommended that the Council also review its own Council Norms. The Council Norms were adopted fourteen (14) months ago, and while an annual review is not required, it is best in the first year to address the adopted Council Norms and any changes that may be needed. Additionally, certain provisions in the Norms have recently been changed in practice, and the Norms should be amended to confirm the Council's practice.

1. Nondisclosure Agreements ("NDA") - Adds a new Paragraph 15. An NDA is a contractual provision that binds the parties to keep information specified in the contract secret. NDAs generally prohibit parties from disclosing the specified information to non-parties and often provide for damages if a party discloses it in violation of the NDA. NDAs are commonly used to protect sensitive and confidential information, including trade secrets and business negotiations. This year, the Legislature

passed, and the Governor signed on October 1, 2025, Assembly Bill 1370, adding Government Code Section 8923, which prohibits a member of the Legislature acting in their official capacity from entering into or requesting that another individual enter into a nondisclosure relating to the drafting, negotiation, or discussion of proposed legislation. The exceptions are for trade secrets, financial information, or proprietary information.

The City does not have a policy regarding the approval or execution of NDAs by City officials. Generally, all contracts must be approved by the City Council, unless the Council has delegated the authority to the Mayor, City Manager, or other City official.

The draft policy will allow the Mayor, Council Members, and City staff to enter into an NDA, except for limited purposes, such as protecting trade secrets, financial information, or proprietary information. If the Mayor, Council Member, or City staff member enters into a nondisclosure agreement, the Mayor, Council Member, or City Manager shall report the entering into the nondisclosure agreement at the next regular Council Meeting. The policy also specifies that the nondisclosure agreement is a public record subject to disclosure, and only the trade secrets, financial information, or proprietary information are not disclosable.

Trade secrets are defined as information, including a formula, pattern, compilation, program, device, method, technique, or process, that derives independent economic value, actual or potential, from not being generally known to the public or other persons who can obtain economic value from its disclosure or use; and it is the subject to efforts that are reasonable under the circumstances to maintain its secrecy. (Civil Code § 3426.1(d)) In summary, trade secrets are confidential information that derive economic value from their secrecy and are protected under the law as long as reasonable efforts are made to maintain their confidentiality.

Proprietary information generally refers to sensitive and confidential information that is protected from unauthorized dissemination or misuse. Proprietary information may include trade secrets, business strategies, or other confidential data that an individual or entity seeks to protect from public disclosure or unauthorized use.

2. Representation of Council Members' Beliefs as Beliefs of Council - Revises Paragraph 5.7 to address the comments of Council Members. The draft Council Norms adds language similar to the draft for the Commissioner Norms and Procedures, and prohibits Council Members from using or attempting to use their roles with the City for personal gain, including financial, career, social, and personal-satisfaction-related gains. To more specifically implement this obligation, the Resolution prohibits Council Members from wearing any part of their City uniform to an event where they are not conducting official City business. It also prohibits Council Members from speaking on behalf of the City or the Council without the City Council's prior approval. It requires individual Council Members to clarify that they are speaking in their individual capacity whenever it is unclear.

3. Order of Agenda - Consider amending Paragraph 8.4 to address the order of the Agenda.

4. Regular Meeting - Consider amending the time to conclude the Council's public business. The time is currently 10:00 p.m.

5. Agenda Request Policy. The Resolution adds that the City Attorney may place a Closed Session on the agenda.

City Attorney recommends that the City Council consider the draft revisions to the Council Norms Resolution and

provide direction to staff on any desired modifications.

STAFF RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2026-__: A Resolution of the City Council of the City of Suisun City, California, Amending Council Norms and Procedures.

DOCUMENTS ATTACHED:

1. Resolution of the City Council of the City of Suisun City, California, Amending Council Norms and Procedures
2. Redline Version of Council Norms and Procedures
3. Final Clean Version Council Norms and Procedures
4. Presentation Council Norms and Procedures

PREPARED BY: Patrick Enright, City Attorney
REVIEWED BY: Patrick Enright, City Attorney
APPROVED BY: Bret Prebula, City Manager

ATTACHMENTS:

1. Resolution Amending Council Norms and Procedures.docx
2. Redline Version - Suisun Norms and Procedures 01.20.26.docx
3. Final Clean Version - Suisun Norms and Procedures 01.20.26.docx
4. Presentation Council Norms and Procedures.pdf

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA AMENDING THE COUNCIL NORMS AND PROCEDURES AND RELEVANT POLICIES

WHEREAS, on July 30, 2019, the City Council of the City of Suisun City established the Norms and Procedures to promote communication, understanding, fairness, and trust among the members of the City Council and staff concerning their roles, responsibilities, and expectations for management of the business of the City of Suisun City; and

WHEREAS, on February 18, 2020, the City Council of the City of Suisun City amended the Council Norms and Procedures; and

WHEREAS, on February 15, 2022, the City Council of the City of Suisun City amended the Council Norms and Procedures; and

WHEREAS, on July 19, 2022, the City Council of the City of Suisun City amended the Council Norms and Procedures; and

WHEREAS, on October 15, 2024, the City Council of the City of Suisun City amended the Council Norms and Procedures; and

WHEREAS, the City Council reviewed the Council Norms and Procedures at the December 16, 2025 City Council meeting and provided directions to the City Attorney to prepare an amended Council Norms and Procedures; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City adopted the amended Norms and Procedures as set forth in the attached document entitled "City of Suisun City Council Norms and Procedures."

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th day of January 2026, 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 20th day of January 2026.

_____
ANITA SKINNER
City Clerk



SUISUN CITY COUNCIL:
Mayor Alma Hernandez
Mayor Pro Tem Jenalee Dawson
Councilmember Princess Washington
Councilmember Amit Pal
Councilmember Parise Shepherd

ORIGINAL ADOPTION:
July 30, 2019

AMENDED:
FEBRUARY 18, 2020
FEBRUARY 15, 2022
JULY 19, 2022
OCTOBER 15, 2024
JANUARY 20, 2026

SUISUN CITY COUNCIL NORMS & PROCEDURES

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SUISUN CITY COUNCIL
NORMS & PROCEDURES

Section 1. GENERAL

1.1 Purpose.

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

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

1.2 Code of Conduct.

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

- Our public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government,
- Our public officials will be independent, impartial and fair in their judgment and action,
- We will ensure the public office be used for the public good, and not for personal gain,
- Public deliberations and processes will be conducted openly, unless legally confidential, in an atmosphere of respect and civility, and
- Legally confidential discussions in closed sessions shall remain confidential to protect the City from liability and the processes of City governance.

In addition to the legal commitments noted above, the City of Suisun City Council agrees to the following governing norms:

- Be transparent and authentic; say what you mean and mean what you say.
- Afford each Council Member the time and opportunity to share their interest, and refrain from dominating the discussion.
- Be cooperative and assume one another's good intentions.
- Work as a team on behalf of the community, and not as competitors.
- Respect the Council / Manager form of government, including not directing staff.
- Following a Council vote, support the decision of the body.
- No personal attacks or profanity.

1.3 Overview of Council responsibilities.

Suisun City is a California General Law city with a Council/Manager form of government. The City Council, which is elected directly by City voters, is assisted by a number of appointed and separately elected officials to provide services for City residents. The City Council has the following duties and responsibilities:

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

The City Manager's annual review shall follow closely the format included in the City Manager's contract and include goals for the next period. Less formal evaluations may take place quarterly or every six (6) months at the pleasure of the Council. A separate procedure will be established for this evaluation.

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

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

(b) Establishment of boards, commissions, and committees (each a "City Body" and together "City Bodies"). With the consent of the Council, the Mayor may establish City Bodies.

(c) Legislative decisions. The Council is the legislative body; its members are the community's decision-makers. Power is centralized in the elected City Council collectively and not in individual members of the Council. The City Council approves the budget and determines the public services. It focuses on the community's goals, major projects and such long term considerations as community growth, financing and strategic planning. The City Council hires a professional City Manager to carry out administrative responsibilities and the City Council collectively supervises the City Manager's performance.

(d) Legislative Advocacy. The City Council, as the governing body, should develop where possible, with or without the assistance of outside professionals, a state and federal legislative platform. This platform shall be the guiding principles, which the City Council and City Manager use to advocate for the needs of Suisun City. From time to time, support or opposition letters or actions may be needed from the City, and often such action is required in short order, thereby preventing review by the full City Council. In such cases the following shall be the process:

i. When a letter or action is needed to request funding for Suisun City, the Mayor shall have the authority to sign such a letter or provide such direction.
ii. If the letter or action is to support or oppose a specific state or federal action or legislation, the proposed Suisun City position must be taken to a smaller body, such as a legislative subcommittee of the City Council comprised of the Mayor and one other City Council Member.

iii. The additional subcommittee member is appointed by the Mayor with Council consent. This appointment shall be made in December of each year for the following 12 months.

1.4 Overview of City Manager responsibilities.

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

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

- Department heads and department operations
- Budget development and fiscal management
- Policy implementation
- Personnel administration and human resources
- Labor relations
- Intergovernmental relations
- Service delivery
- Elected official support
- A variety of special projects and assignments

The City Manager appoints, removes, promotes, and demotes any and all officers and employees of the City except the City Clerk, City Attorney, and City Treasurer.

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

1.5 Annual Review.

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

1.6 Ralph M. Brown Act.

All conduct of each City Body, as well as Task Forces and Ad Hocs shall be in full compliance with the Ralph M. Brown Act.

SECTION 2. COUNCIL REORGANIZATION

2.1 Mayor Pro Tem Selection Process.

In December of each year, the Mayor shall select and appoint a Mayor Pro Tem, with consent of the City Council, from among all the members of the Council, irrespective of whether they were elected or appointed. Selection and appointment shall be at the first meeting of a new term following each General Municipal Election or at the first meeting in December during non-

election years. For all intents and purposes, the title Mayor Pro Tem and Vice Mayor are used interchangeably. The term of the appointment shall be for a 12-month period commencing on January 1st of each year, unless otherwise provided for by majority vote of the Council.

2.2 Duties of the Mayor Pro Tem/Vice Mayor

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

2.3 Appointment of a Council Vacancy.

In the event of a vacancy of office on the happening of any of the events provided in Government Code Section 1770, the Council shall appoint a new Council Member, within sixty (60) days after a vacancy or death or resignation becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Mayor, with the consent of the Council, shall determine by resolution the process for appointment prior to the application process and in accordance with State law.

SECTION 3. ADMINISTRATIVE MATTERS

3.1 Attendance.

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

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

3.2 Correspondence.

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

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

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

3.3 Regional Boards, Committees and Ad Hocs

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

Council representatives to such various boards shall keep the Council informed of ongoing business through written reports to the Council during properly posted Council meetings. City Council Members shall report to the Mayor and City Manager, through an electronic means created and provided to the City Council Members, any updates to the City Council and public, related to work as liaisons on Regional Boards, Commissions, Committees, or Ad Hoc Committees. These updates must be completed by 5 p.m. PST, the Wednesday before each City Council meeting. There may be weeks when no update is necessary, which should be noted in the document.

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

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

3.4 Distribution of Information.

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

The Mayor, by virtue of the position, may receive information in advance of other members of the Council in order for the City Manager to effectively proceed with the day-to-day operation of the City. The City Manager will make every effort to disseminate this information to the remaining members of the Council prior to the next City Council meeting or before the information becomes public, whether through the City Manager Weekly Update or at the City Manager's meetings with individual Council Members.

3.5 Reimbursement.

Every effort shall be made to limit the need to reimburse Council Members for expenses. City Council Members may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Council Member. The reimbursement of expenses is limited in the following manner: Members shall be reimbursed subject to the

Administrative Directive related to travel expense (AD1.) Any additional expenses that fall outside the scope of this policy may be reimbursed only if approved by the City Council, at a public meeting, before the expenses are incurred. Any request for reimbursement of expenses shall be accompanied by an expense form and receipts documenting the expenditure. These documents are public records subject to disclosure under the California Public Records Act.

3.6 Ethics and Sexual Harassment Prevention & Education Training.

Any member of the City Council or another City Body, Task Force or Ad Hoc formed by the City Council, shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her public service every two (2) years, as mandated by AB 1234, and at least two (2) hours of sexual harassment prevention training, as mandated by AB 1661. New members must receive this training within their first year of service for ethics and six (6) months for sexual harassment prevention training and education, and file a certificate of completion with the Deputy City Clerk. Members shall attend training sessions that are offered through the League of California Cities or locally in the immediate vicinity of Solano County, or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two (2) hours of each training every two (2) years to satisfy this requirement for all applicable public service positions. If the City offers either course, the City will use a course that has been reviewed and approved by the Fair Political Practices Commission and the California Secretary of State.

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

3.7 City Seal

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

The City Seal and any City Insignia shall only be used for purposes directly connected with the official business of the City of Suisun City, its City Council, boards and commissions, committees, officers or departments, except upon written authorization of the City Manager or his or her designee. City officers, employees, members of the City Council and members of City boards, commissions and committees may use stationary, printed materials and other articles with the City Seal or City Insignia while acting within the scope of their office or employment.

3.8 Use of City Email and Social Media.

Except for emergencies, public officials who are not City employees (“public officials”) conducting City business should not create any “public record” (as that term is defined in California Government Code Section 7920.530) by using any email account that is not a City email account, or by using any non-City-controlled social media account. Instead, public officials should use a City email or City-controlled social media account for City business.

Nothing in this policy is intended to limit a public official's use of private email and social media accounts for non-City business such as personal communications and campaign related activities.

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

Use of City Electronic Devices. In general, when creating or modifying public records in the conduct of City business on an electronic device that can create and modify public records (e.g. computers, mobile phones, tablets), public officials should only use City-issued devices. However, public officials may use non-City electronic devices to access an official City account, such as City email and City-controlled social media accounts.

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

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

3.9 Compensation.

The Mayor and Council members are compensated in accordance with California Government Code Sections 36516 and 36516.1. The amount is memorialized in the City's Municipal Code.

SECTION 4. COUNCIL RELATIONSHIP WITH STAFF

Suisun City is a Council/ Manager form of government. The Council establishes policy and the City Manager and their staff implement that policy. To effectively govern and maintain a healthy and productive relationship between City Council and all City staff, the Council and staff alike must respect and abide by the roles and responsibilities of each and commit to work through the City Manager.

4.1 City Manager.

The City Manager serves as the City's chief executive officer. The City Manager implements Council policy, provides professional recommendations and guidance to the Council, directs, supervises and manages all City staff, and day-to-day operations. The City Manager may delegate this responsibility to Department Heads, at their discretion.

City Council Members are always free to go to the City Manager to discuss City business. Issues concerning the performance of a department or any employee must be directed to the City Manager. The City Manager will be responsible for communicating with all Council Members.

4.2 Agenda Item Questions.

Council members are to work through the City Manager or City Attorney on all issues, concerns and questions. If a Council Member has a question on an agenda item, the Council Member should contact the City Manager, if at all possible, prior to any meeting at which the item may be discussed, to allow the City Manager and their staff time to provide the most complete answer to the Council Member's question. This does not restrict Council Members from asking questions during a Council meeting.

4.3 Individual Council Member's Requests.

Council Members shall make their requests for information to the City Manager or to a Department Head including the City Manager, to respond to an individual Council Member's request for any purpose or information.

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

5.1 Definitions of Various City Bodies, including Task Forces, Committees, Ad Hocs, Commissions, and Boards.

(a) Task Force: A temporary grouping of individuals and resources for the accomplishment of a specific objective.

(b) Committee: A group of people officially delegated to perform a function, such as investigating, considering reporting, or acting on a matter.

(c) Ad Hoc: Committees established for a specific purpose. Formed for or concerned with one specific purpose (e.g. ad hoc compensation committee); for the particular end or case at hand without consideration of wider application; formed or used for specific or immediate problems or needs; often improvised or impromptu; contrived purely for the purpose in hand rather than carefully planned in advance.

(d) Commission: A group of people officially authorized to perform certain duties or functions with certain powers or authority granted; the act of granting certain powers or the authority to carry out a particular task or duty; the rank and powers so conferred.

(e) Board: A group of persons having managerial, supervisory, or advisory powers. In parliamentary law, a board is a form of deliberative assembly and is distinct from a committee, which is usually subordinate to a board or other deliberative assembly – in having greater autonomy and authority.

5.2 Recruitment, Nomination and Appointment Process.

(a) On or before December 31st of each year, the Deputy City Clerk shall prepare and post a list of all Council-appointed terms of City Bodies that expire during the next calendar year in compliance with Government Code Section 54972.

(b) The Deputy City Clerk shall annually advertise for applicants wishing to be considered for appointment to a City Body. All persons seeking appointment to a City Body must complete and submit an application form to the Deputy City Clerk.

(c) Annually, and if an unscheduled vacancy occurs on a City Body during the year, the following steps should be taken to publicize the vacancy and fill the position:

1. Public announcement of the vacancy at a Council meeting.
2. Newspaper advertisement announcing the vacancy.
3. A recruitment period of at least ten (10) days.
4. A vacancy notice posted at City Hall, the Nelson Center, and on the City's website for at least 20 days.
5. Announcements in the local media, such a press releases, online news outlets and free weekly sales papers.
6. Distribution to appropriate professional and community organizations and all groups that have requested notification.

(d) All persons seeking appointment to a City board, commission or committee shall complete and submit an application form to the City Clerk as set forth in Section 5.2. Applications shall be kept on file for two (2) years in the City Clerk's office and vacancies may be considered from the applications on file, as well as new applications.

(e) Each year, the Mayor shall appoint a two-member Ad Hoc Committee to be known as the Nominating Committee, which committee shall review all applications and interview selected applicants and, based on those efforts, shall make recommendations to the Mayor for appointments to the open positions ensuring that all recommendations meet the requirements of the City Body to which they are recommended for appointment. The Mayor may then, pursuant to Government Code Section 40605, appoint the applicants suggested by the Nominating Committee, choose to appoint another applicant from the pool of applicants, or nominate and appoint another person of their choosing, so long as the appointee meets the requirements of the City Body to which they would be appointed. All appointments to City Bodies must be approved by the City Council.

(f) If a vacancy occurs outside of the annual recruitment cycle, the Mayor may appoint from the previous recommendation of the Nominating Committee or from the existing applications already on file if there is more than four (4) months remaining on the vacant seat. If there are less than four (4) month remaining, the Mayor may elect not to fill that seat and wait for the annual recruitment process, unless there is an urgent reason to appointment immediately such as need for a quorum. The Mayor may also request that a midyear recruitment be conducted to fill the vacancy if needed.

5.3 Requirement for Appointment.

(a) Any person appointed to a City Commission must be a resident of Suisun City. Should any person so appointed move from the City during their term of office, such office shall be forfeited.

(b) Any person appointed to any City Body other than a City Commission must be one of the following: 1) a resident of Suisun City, 2) a majority owner of a business located in Suisun City at the time of their appointment and shall remain so throughout their term of appointment, or 3) a subject matter expert on issues pertaining to the work of the City Body to which the person is appointed. Should any person appointed as a resident of Suisun City move from the City, or appointed as a business owner in Suisun City no longer hold majority ownership of that business, such office shall be forfeited.

(c) Except as provided by state or local statute, the appointee shall not be a current City employee or currently appointed to another City Body.

5.4 Council Notification.

By October 1 of each year, the Deputy City Clerk will notify all members of the City Council of expiring terms for members of City Bodies.

5.5 Incumbents.

(a) At the end of the first term, the incumbent City Body member may, at the discretion of the Mayor, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the member shall submit to the Deputy City Clerk a letter or email expressing interest in re-appointment sixty (60 days prior to the expiration of the member's first term.

(b) Any incumbent interested in re-appointment who has served two (2) or more terms must apply for reappointment as set forth in Section 5.2.

5.6 Attendance.

(a) Members of City Bodies are expected to regularly attend and participate on their respective City Body.

(b) All absences should be reported to the Mayor and Deputy City Clerk in advance of missing the meeting.

(c) A board, commission or committee member whose attendance is less than seventy-five percent (75%) of the required meetings over a period of a year may be subject to removal at the discretion of the City Council.

5.7 Norms and Procedures and Conflicts of Interest.

(a) All City Body members shall be expected to adhere to the Rules of Procedure for the Conduct of Commissioners, Committee Members and Board Members as adopted by the City Council and amended from time to time.

(b) All City Body members shall comply with all state and local laws with respect to ethics and conflicts of interests to the extent that such laws apply to their position, including state and local requirements to timely file Statements of Economic Disclosure if the member is designated as a filer by State law or by the City's Conflict of Interest Code.

(c) The City Council may by majority vote expel a member from any City Body for behavior that violates a provision of these Norms and Procedures.

(d) Representation of Council Member's Beliefs as Beliefs of Council:

(1) Communication with the Public, Press and other Media.

Council Members shall not speak on behalf of the City or the Council. Only the Council as a whole have the authority to speak on behalf of the Council. To avoid any appearance that a Council Member is speaking on behalf of the Council, the Council Member should clarify that they are speaking in their individual capacity whenever there is risk of misunderstanding of authority.

There may be instances where it is appropriate for Council Members to provide public statements about City events and policy matters to the public and press in an official capacity; however, Council Members must coordinate with City staff and seek approval from the Mayor and/or City Manager before making such statements. Upon approval from the Mayor and/or City Manager, City staff will coordinate and organize public communication and inquiries from the media related to official statements to include the Mayor, or a representative designated by the City Council, who may clarify actions taken by the City Council, fairly and accurately recap City Council's actions, or outline next steps. The Mayor or designee must not editorialize, offer personal opinion, or speculate on future actions when speaking in an official capacity. A Council Member may recite City Council positions, activities, and actions taken and state factual accounts of those actions.

(2) Community Relations and Engagement/Social Media.

The Mayor and Council Members may not, in an official capacity, represent the City Council or the City to the general public without City Council approval. The Mayor and Council Members may use City logos, branding, name tags, business cards or other collateral in their official roles as Mayor and Council Members. The Mayor and Council Members may not use City logos, branding, name tags, business cards, or other collateral to represent their private, personal or political interests.

The Mayor and Council Members shall explicitly state when their opinions and positions do not represent the legislative body when representing their personal opinions and positions publically, including on public social media accounts. Any time that the Mayor or Council Member uses their title and is wearing their Council Member name badge or references their position as a City Council Member when speaking in their personal capacity publicly or on social media, they must state that they are speaking in an individual capacity and not as a representative of the City of Suisun City.

(3) Election-related Activity or Personal Activity.

City Council Members are prohibited from using their position as a Council Member for political or personal gain. For example, while potential ballot measures are under consideration or while candidate campaigns are being carried out, Council Members can elect to participate in campaign activity individually but cannot use City resources to support that activity. Thus, City Council Members may engage in election-related activity as community members, and may use their Council Member title, current or former, for identification purposes, so long as they affirmatively declare that they do not represent the City.

5.8 Conflicts with Federal, State or Local Law.

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

SECTION 6. MEETINGS

6.1 Open to Public.

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

6.2 Broadcasting of City Council Meetings.

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

6.3 Regular Meetings.

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

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

The City Council hopes to conclude its public business at Regular Meetings by 10:00 p.m. Before an item can be taken up past 10:00 p.m., a vote must occur to continue the meeting. The meeting will only continue if a super majority of the City Council approves such an action. If the decision is to not continue, all remaining agenda items will be moved to the next regular City Council meeting.

6.4 Cancelling Meetings.

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

6.5 Special Meetings.

A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act. Written notice of any such meeting must specify the purpose of the meeting. Notice of the meeting must be given at least twenty-four (24) hours before the time of the meeting in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

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

6.6 Emergency Meetings.

An emergency meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act when an emergency situation, as defined by law, exists. In such circumstances, the twenty-four (24) hour notice necessary for a special meeting is not required, although one-hour telephone notice to the media may be required.

6.7 Closed Sessions.

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

(b) In order for three (3) Council Members to call a closed session, the following procedure shall be followed. A Council Member shall email or call a meeting with the City Manager or the City Attorney outlining the desire and reason a closed session should be called. The City Manager or City Attorney will interview other Council Members as to their desire to hold such a closed session. If two other Council Members agree that a closed session is warranted, a closed session will be agendized as soon as practicable at a date and time acceptable to the Council Members requesting the closed session.

6.8 Quorum.

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

Mayor, or in the absence of all Council Members, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

6.9 Minutes.
The City Clerk shall prepare minutes of all public meetings of the City Council. Electronic copies will be distributed to the Council for review prior to being placed on the City Council agenda for approval.

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

SECTION 7. POSTING NOTICE AND AGENDA

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

SECTION 8. AGENDA CONTENTS

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

8.2 Availability to the Public ad Description of Matters.
The agenda for any regular, special, or study session meeting of the City Council shall be made available to the general public and all items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda in accordance with the Ralph M. Brown Act.

8.3 Limitation to Act Only on Items on the Agenda.
No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:

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

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

8.4 Order and Timing of Agenda – Regular Meeting.

The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Roll Call, Public Comment if a Closed Session is scheduled, Closed Session, Adjourn to Open Session, Pledge of Allegiance, Invocation, Conflict of Interest Notifications, Closed Session Announcement, if any, Informational Reports (City Manager/City Attorney), Presentations/ Appointments, Public Comments on Items not on the Agenda, Council Comment, Consent Calendar, Public Hearings, General Business Items, Non-presented Reports, and Adjournment. The Mayor may "time" the agenda in a way that suggests how much time should be committed to any item such that the meeting may end at the established time.

8.5 Order of Agenda – Special Meeting – Closed Session.

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

8.6 Change in Order of Business.

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

8.7 Agenda Request Policy.

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

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

8.8 Presentations.

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

8.9 Proclamations.

Requests for proclamations may be submitted to the Mayor at any time. The Mayor has full discretion in creating proclamations and issuing special recognitions on behalf of the City and the full City Council.

Council Members other than the Mayor may each create two (2) proclamations and issue two (2) special recognitions per calendar year to be presented on behalf of that Council Member. Council Members may petition the balance of the Council to be permitted to create additional proclamations or issue additional special recognitions if so desired.

To ensure Council Meeting efficiency, a maximum of three (3) proclamations and two (2) special recognitions may be presented at any regular meeting of the City Council. The meeting agenda will include proclamations and special recognitions to be presented during the council meeting, as well as a list of proclamations and special recognitions to be presented outside of the meeting, for informational purposes. Additionally, the Mayor and Council Members presenting proclamations and special recognitions may choose to read a portion of the full language of the item during the Council Meeting.

Attached hereto **Appendix A,** which is incorporated by reference.

SECTION 9. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

9.1 Rules of Order.

Rosenberg's Rules of Order, Revised 2011, govern all City Council Meetings. These Rules clearly and concisely set forth the important role of the Chair (i.e., the Mayor) during a meeting; the process for making and voting on motions; the three (3) standard motions, including the basic motion, the motion to amend, and the substitute motion; the process of debate; other procedural motions, including motions to limit debate, motions to table, and motions to adjourn. All City Council Members are encouraged to review and familiarize themselves with the details contained in this seven-page document. A copy of Rosenberg's Rules of Order is attached hereto and available on the City's website.

9.2 Appeal Procedures.

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

9.3 Applicants.

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

9.4 Staff and Consultant Reports.

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

9.5 Public Comment.

(a) Persons present at meetings of the City Council, either in-person or participating remotely, may comment on individual items on the agenda at the time the items are scheduled to be heard. During Regular City Council meetings, comments may be offered

on items not on the agenda under that portion of the agenda identified for Public Comment.

(b) The limit for speakers will be up to three (3) minutes, depending on the number of speakers. Speakers are not allowed to delegate their time to another speaker. The Mayor may limit the time to be spent on an item and may continue the item, with the approval of the majority of the Council, to a future meeting at his/her discretion.

(c) Upon addressing the Council, each speaker is requested, but not required, to first state his/her name, whom they represent and/or city of residence.

(d) After the speaker has completed their remarks, the Mayor may direct the City Manager or City Attorney to briefly address the issues brought forth by the speaker. Council Members shall be respectful of the speakers and shall not enter into a debate with any member of the public nor discuss amongst themselves.

(e) All Council Members shall listen to all public discussion as part of the Council's community responsibility. Individual Council Members should remain open-minded to informational comments made by the public.

(f) The Mayor has the right to ask a member of the public to step down if over the allotted time or if the speaker's comments are not within the City's jurisdiction.

9.6 Council Member Respect.

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

SECTION 10. CLOSED SESSIONS

10.1 Purpose.

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

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

Pursuant to California Government Code Section 54963, City Council Members shall keep all written materials and verbal information provided to them in closed session in complete confidence to insure that the City's position is not compromised. No mention of information in these materials shall be made to anyone other than Council Members, the City Attorney or City Manager, except where authorized by a majority of the City Council.

10.2 Rule of Confidentiality.

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

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

10.3 Breach of Rule of Confidentiality.

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

10.4 Agenda.

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

10.5 Permissible Topics.

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

10.6 Rules of Decorum.

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

10.7 Conduct of Meeting.

(a) The Mayor will call the closed session to order promptly at its scheduled time.

(b) The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.

(c) If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions or disposal, a proposed or pending claim or litigation, or employee negotiations, all

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

10.8 Public Disclosure After Final Action.

The Ralph M. Brown Act requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the Mayor or City Attorney shall publicly report any final action taken in closed session, and the vote, including abstentions, at a publicly noticed meeting.

The report may be oral or written. The report will state only the action taken and the vote. Except for the action taken and the vote, all closed session discussions will remain confidential.

SECTION 11. DECORUM

11.1 Council Members.

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

11.2 City Employees.

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

11.3 Public.

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

11.4 Noise in the Chambers.

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

11.5 Removal.

Any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, may be ordered by the Mayor/Presiding Officer, pursuant to Government Code Section 54957.95, to be removed from the Council Chambers by the Police

Chief, or his/her designee, and may be barred from further attendance before the Council during that meeting.

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

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

SECTION 12. ENFORCEMENT OF DECORUM

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

Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Section. Nothing in this Section shall prohibit the City Council from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

SECTION 13. PUBLIC RELATIONS

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

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

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

SECTION 14. MAYOR’S OFFICE

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

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

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

SECTION 15. NONDISCLOSURE AGREEMENTS (NDAs)

An NDA is a provision in a contract that binds the parties to secrecy regarding information specified in the contract. NDAs generally prohibit parties from disclosing the specified information to non-parties and often provide for damages if a party discloses it in violation of the NDA. NDAs are commonly used to protect sensitive and confidential information, including trade secrets and business negotiations.

Except as provided below, the Mayor, Council Members or City staff acting in their official capacity should not enter into, or request that another individual enter into, a nondisclosure agreement, relating to the drafting, negotiation, or discussion of proposed ordinances, resolutions or policies or any development projects in the City without the approval of the City Council.

The Mayor, a Council Member, or City staff may enter into a nondisclosure agreement, or portion of a nondisclosure agreement, that prevents only the disclosure of trade secrets, financial information, or proprietary information. If a nondisclosure agreement is entered into for the limited purposes of this exception, the Mayor, Council Member, or City Manager shall report the entering into the nondisclosure statement at the next regular City Council Meeting. The nondisclosure agreement is a public record subject to disclosure under the California Public Records Act. The disclosure of trade secrets, financial information, or proprietary information is not disclosable, subject to the California Public Records Act.

SECTION 16. VIOLATIONS OF PROCEDURES

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

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



SUISUN CITY COUNCIL:
Mayor Alma Hernandez
Mayor Pro Tem Jenalee Dawson
Councilmember Princess Washington
Councilmember Amit Pal
Councilmember Parise Shepherd

ORIGINAL ADOPTION:
July 30, 2019

AMENDED:
FEBRUARY 18, 2020
FEBRUARY 15, 2022
JULY 19, 2022
OCTOBER 15, 2024
JANUARY 20, 2026

SUISUN CITY COUNCIL NORMS & PROCEDURES

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SUISUN CITY COUNCIL
NORMS & PROCEDURES

Section 1. GENERAL

1.1 Purpose.

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

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

1.2 Code of Conduct.

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

- Our public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government,
- Our public officials will be independent, impartial and fair in their judgment and action,
- We will ensure the public office be used for the public good, and not for personal gain,
- Public deliberations and processes will be conducted openly, unless legally confidential, in an atmosphere of respect and civility, and
- Legally confidential discussions in closed sessions shall remain confidential to protect the City from liability and the processes of City governance.

In addition to the legal commitments noted above, the City of Suisun City Council agrees to the following governing norms:

- Be transparent and authentic; say what you mean and mean what you say.
- Afford each Council Member the time and opportunity to share their interest, and refrain from dominating the discussion.
- Be cooperative and assume one another's good intentions.
- Work as a team on behalf of the community, and not as competitors.
- Respect the Council / Manager form of government, including not directing staff.
- Following a Council vote, support the decision of the body.
- No personal attacks or profanity.

1.3 Overview of Council responsibilities.

Suisun City is a California General Law city with a Council/Manager form of government. The City Council, which is elected directly by City voters, is assisted by a number of appointed and separately elected officials to provide services for City residents. The City Council has the following duties and responsibilities:

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

The City Manager's annual review shall follow closely the format included in the City Manager's contract and include goals for the next period. Less formal evaluations may take place quarterly or every six (6) months at the pleasure of the Council. A separate procedure will be established for this evaluation.

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

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

(b) Establishment of boards, commissions, and committees (each a "City Body" and together "City Bodies"). With the consent of the Council, the Mayor may establish City Bodies.

(c) Legislative decisions. The Council is the legislative body; its members are the community's decision-makers. Power is centralized in the elected City Council collectively and not in individual members of the Council. The City Council approves the budget and determines the public services. It focuses on the community's goals, major projects and such long term considerations as community growth, financing and strategic planning. The City Council hires a professional City Manager to carry out administrative responsibilities and the City Council collectively supervises the City Manager's performance.

(d) Legislative Advocacy. The City Council, as the governing body, should develop where possible, with or without the assistance of outside professionals, a state and federal legislative platform. This platform shall be the guiding principles, which the City Council and City Manager use to advocate for the needs of Suisun City. From time to time, support or opposition letters or actions may be needed from the City, and often such action is required in short order, thereby preventing review by the full City Council. In such cases the following shall be the process:

i. When a letter or action is needed to request funding for Suisun City, the Mayor shall have the authority to sign such a letter or provide such direction.
ii. If the letter or action is to support or oppose a specific state or federal action or legislation, the proposed Suisun City position must be taken to a smaller body, such as a legislative subcommittee of the City Council comprised of the Mayor and one other City Council Member.

iii. The additional subcommittee member is appointed by the Mayor with Council consent. This appointment shall be made in December of each year for the following 12 months.

1.4 Overview of City Manager responsibilities.

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

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

- Department heads and department operations
- Budget development and fiscal management
- Policy implementation
- Personnel administration and human resources
- Labor relations
- Intergovernmental relations
- Service delivery
- Elected official support
- A variety of special projects and assignments

The City Manager appoints, removes, promotes, and demotes any and all officers and employees of the City except the City Clerk, City Attorney, and City Treasurer.

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

1.5 Annual Review.

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

1.6 Ralph M. Brown Act.

All conduct of each City Body, as well as Task Forces and Ad Hocs shall be in full compliance with the Ralph M. Brown Act.

SECTION 2. COUNCIL REORGANIZATION

2.1 Mayor Pro Tem Selection Process.

In December of each year, the Mayor shall select and appoint a Mayor Pro Tem, with consent of the City Council, from among all the members of the Council, irrespective of whether they were elected or appointed. Selection and appointment shall be at the first meeting of a new term following each General Municipal Election or at the first meeting in December during non-

election years. For all intents and purposes, the title Mayor Pro Tem and Vice Mayor are used interchangeably. The term of the appointment shall be for a 12-month period commencing on January 1st of each year, unless otherwise provided for by majority vote of the Council.

2.2 Duties of the Mayor Pro Tem/Vice Mayor

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

2.3 Appointment of a Council Vacancy.

In the event of a vacancy of office on the happening of any of the events provided in Government Code Section 1770, the Council shall appoint a new Council Member, within sixty (60) days after a vacancy or death or resignation becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Mayor, with the consent of the Council, shall determine by resolution the process for appointment prior to the application process and in accordance with State law.

SECTION 3. ADMINISTRATIVE MATTERS

3.1 Attendance.

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

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

3.2 Correspondence.

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

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

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

3.3 Regional Boards, Committees and Ad Hocs

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

Council representatives to such various boards shall keep the Council informed of ongoing business through written reports to the Council during properly posted Council meetings. City Council Members shall report to the Mayor and City Manager, through an electronic means created and provided to the City Council Members, any updates to the City Council and public, related to work as liaisons on Regional Boards, Commissions, Committees, or Ad Hoc Committees. These updates must be completed by 5 p.m. PST, the Wednesday before each City Council meeting. There may be weeks when no update is necessary, which should be noted in the document.

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

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

3.4 Distribution of Information.

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

The Mayor, by virtue of the position, may receive information in advance of other members of the Council in order for the City Manager to effectively proceed with the day-to-day operation of the City. The City Manager will make every effort to disseminate this information to the remaining members of the Council prior to the next City Council meeting or before the information becomes public, whether through the City Manager Weekly Update or at the City Manager's meetings with individual Council Members.

3.5 Reimbursement.

Every effort shall be made to limit the need to reimburse Council Members for expenses. City Council Members may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Council Member. The reimbursement of expenses is limited in the following manner: Members shall be reimbursed subject to the

Administrative Directive related to travel expense (AD1.) Any additional expenses that fall outside the scope of this policy may be reimbursed only if approved by the City Council, at a public meeting, before the expenses are incurred. Any request for reimbursement of expenses shall be accompanied by an expense form and receipts documenting the expenditure. These documents are public records subject to disclosure under the California Public Records Act.

3.6 Ethics and Sexual Harassment Prevention & Education Training.

Any member of the City Council or another City Body, Task Force or Ad Hoc formed by the City Council, shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her public service every two (2) years, as mandated by AB 1234, and at least two (2) hours of sexual harassment prevention training, as mandated by AB 1661. New members must receive this training within their first year of service for ethics and six (6) months for sexual harassment prevention training and education, and file a certificate of completion with the Deputy City Clerk. Members shall attend training sessions that are offered through the League of California Cities or locally in the immediate vicinity of Solano County, or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two (2) hours of each training every two (2) years to satisfy this requirement for all applicable public service positions. If the City offers either course, the City will use a course that has been reviewed and approved by the Fair Political Practices Commission and the California Secretary of State.

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

3.7 City Seal

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

The City Seal and any City Insignia shall only be used for purposes directly connected with the official business of the City of Suisun City, its City Council, boards and commissions, committees, officers or departments, except upon written authorization of the City Manager or his or her designee. City officers, employees, members of the City Council and members of City boards, commissions and committees may use stationary, printed materials and other articles with the City Seal or City Insignia while acting within the scope of their office or employment.

3.8 Use of City Email and Social Media.

Except for emergencies, public officials who are not City employees (“public officials”) conducting City business should not create any “public record” (as that term is defined in California Government Code Section 7920.530) by using any email account that is not a City email account, or by using any non-City-controlled social media account. Instead, public officials should use a City email or City-controlled social media account for City business.

Nothing in this policy is intended to limit a public official's use of private email and social media accounts for non-City business such as personal communications and campaign related activities.

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

Use of City Electronic Devices. In general, when creating or modifying public records in the conduct of City business on an electronic device that can create and modify public records (e.g. computers, mobile phones, tablets), public officials should only use City-issued devices. However, public officials may use non-City electronic devices to access an official City account, such as City email and City-controlled social media accounts.

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

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

3.9 Compensation.

The Mayor and Council members are compensated in accordance with California Government Code Sections 36516 and 36516.1. The amount is memorialized in the City's Municipal Code.

SECTION 4. COUNCIL RELATIONSHIP WITH STAFF

Suisun City is a Council/ Manager form of government. The Council establishes policy and the City Manager and their staff implement that policy. To effectively govern and maintain a healthy and productive relationship between City Council and all City staff, the Council and staff alike must respect and abide by the roles and responsibilities of each and commit to work through the City Manager.

4.1 City Manager.

The City Manager serves as the City's chief executive officer. The City Manager implements Council policy, provides professional recommendations and guidance to the Council, directs, supervises and manages all City staff, and day-to-day operations. The City Manager may delegate this responsibility to Department Heads, at their discretion.

City Council Members are always free to go to the City Manager to discuss City business. Issues concerning the performance of a department or any employee must be directed to the City Manager. The City Manager will be responsible for communicating with all Council Members.

4.2 Agenda Item Questions.

Council members are to work through the City Manager or City Attorney on all issues, concerns and questions. If a Council Member has a question on an agenda item, the Council Member should contact the City Manager, if at all possible, prior to any meeting at which the item may be discussed, to allow the City Manager and their staff time to provide the most complete answer to the Council Member's question. This does not restrict Council Members from asking questions during a Council meeting.

4.3 Individual Council Member's Requests.

Council Members shall make their requests for information to the City Manager or to a Department Head including the City Manager, to respond to an individual Council Member's request for any purpose or information.

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

5.1 Definitions of Various City Bodies, including Task Forces, Committees, Ad Hocs, Commissions, and Boards.

(a) Task Force: A temporary grouping of individuals and resources for the accomplishment of a specific objective.

(b) Committee: A group of people officially delegated to perform a function, such as investigating, considering reporting, or acting on a matter.

(c) Ad Hoc: Committees established for a specific purpose. Formed for or concerned with one specific purpose (e.g. ad hoc compensation committee); for the particular end or case at hand without consideration of wider application; formed or used for specific or immediate problems or needs; often improvised or impromptu; contrived purely for the purpose in hand rather than carefully planned in advance.

(d) Commission: A group of people officially authorized to perform certain duties or functions with certain powers or authority granted; the act of granting certain powers or the authority to carry out a particular task or duty; the rank and powers so conferred.

(e) Board: A group of persons having managerial, supervisory, or advisory powers. In parliamentary law, a board is a form of deliberative assembly and is distinct from a committee, which is usually subordinate to a board or other deliberative assembly – in having greater autonomy and authority.

5.2 Recruitment, Nomination and Appointment Process.

(a) On or before December 31st of each year, the Deputy City Clerk shall prepare and post a list of all Council-appointed terms of City Bodies that expire during the next calendar year in compliance with Government Code Section 54972.

(b) The Deputy City Clerk shall annually advertise for applicants wishing to be considered for appointment to a City Body. All persons seeking appointment to a City Body must complete and submit an application form to the Deputy City Clerk.

(c) Annually, and if an unscheduled vacancy occurs on a City Body during the year, the following steps should be taken to publicize the vacancy and fill the position:

1. Public announcement of the vacancy at a Council meeting.
2. Newspaper advertisement announcing the vacancy.
3. A recruitment period of at least ten (10) days.
4. A vacancy notice posted at City Hall, the Nelson Center, and on the City's website for at least 20 days.
5. Announcements in the local media, such a press releases, online news outlets and free weekly sales papers.
6. Distribution to appropriate professional and community organizations and all groups that have requested notification.

(d) All persons seeking appointment to a City board, commission or committee shall complete and submit an application form to the City Clerk as set forth in Section 5.2. Applications shall be kept on file for two (2) years in the City Clerk's office and vacancies may be considered from the applications on file, as well as new applications.

(e) Each year, the Mayor shall appoint a two-member Ad Hoc Committee to be known as the Nominating Committee, which committee shall review all applications and interview selected applicants and, based on those efforts, shall make recommendations to the Mayor for appointments to the open positions ensuring that all recommendations meet the requirements of the City Body to which they are recommended for appointment. The Mayor may then, pursuant to Government Code Section 40605, appoint the applicants suggested by the Nominating Committee, choose to appoint another applicant from the pool of applicants, or nominate and appoint another person of their choosing, so long as the appointee meets the requirements of the City Body to which they would be appointed. All appointments to City Bodies must be approved by the City Council.

(f) If a vacancy occurs outside of the annual recruitment cycle, the Mayor may appoint from the previous recommendation of the Nominating Committee or from the existing applications already on file if there is more than four (4) months remaining on the vacant seat. If there are less than four (4) month remaining, the Mayor may elect not to fill that seat and wait for the annual recruitment process, unless there is an urgent reason to appointment immediately such as need for a quorum. The Mayor may also request that a midyear recruitment be conducted to fill the vacancy if needed.

5.3 Requirement for Appointment.

(a) Any person appointed to a City Commission must be a resident of Suisun City. Should any person so appointed move from the City during their term of office, such office shall be forfeited.

(b) Any person appointed to any City Body other than a City Commission must be one of the following: 1) a resident of Suisun City, 2) a majority owner of a business located in Suisun City at the time of their appointment and shall remain so throughout their term of appointment, or 3) a subject matter expert on issues pertaining to the work of the City Body to which the person is appointed. Should any person appointed as a resident of Suisun City move from the City, or appointed as a business owner in Suisun City no longer hold majority ownership of that business, such office shall be forfeited.

(c) Except as provided by state or local statute, the appointee shall not be a current City employee or currently appointed to another City Body.

5.4 Council Notification.

By October 1 of each year, the Deputy City Clerk will notify all members of the City Council of expiring terms for members of City Bodies.

5.5 Incumbents.

(a) At the end of the first term, the incumbent City Body member may, at the discretion of the Mayor, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the member shall submit to the Deputy City Clerk a letter or email expressing interest in re-appointment sixty (60 days prior to the expiration of the member's first term.

(b) Any incumbent interested in re-appointment who has served two (2) or more terms must apply for reappointment as set forth in Section 5.2.

5.6 Attendance.

(a) Members of City Bodies are expected to regularly attend and participate on their respective City Body.

(b) All absences should be reported to the Mayor and Deputy City Clerk in advance of missing the meeting.

(c) A board, commission or committee member whose attendance is less than seventy-five percent (75%) of the required meetings over a period of a year may be subject to removal at the discretion of the City Council.

5.7 Norms and Procedures and Conflicts of Interest.

(a) All City Body members shall be expected to adhere to the Rules of Procedure for the Conduct of Commissioners, Committee Members and Board Members as adopted by the City Council and amended from time to time.

(b) All City Body members shall comply with all state and local laws with respect to ethics and conflicts of interests to the extent that such laws apply to their position, including state and local requirements to timely file Statements of Economic Disclosure if the member is designated as a filer by State law or by the City's Conflict of Interest Code.

(c) The City Council may by majority vote expel a member from any City Body for behavior that violates a provision of these Norms and Procedures.

(d) Representation of Council Member's Beliefs as Beliefs of Council:

(1) Communication with the Public, Press and other Media.

Council Members shall not speak on behalf of the City or the Council. Only the Council as a whole have the authority to speak on behalf of the Council. To avoid any appearance that a Council Member is speaking on behalf of the Council, the Council Member should clarify that they are speaking in their individual capacity whenever there is risk of misunderstanding of authority.

There may be instances where it is appropriate for Council Members to provide public statements about City events and policy matters to the public and press in an official capacity; however, Council Members must coordinate with City staff and seek approval from the Mayor and/or City Manager before making such statements. Upon approval from the Mayor and/or City Manager, City staff will coordinate and organize public communication and inquiries from the media related to official statements to include the Mayor, or a representative designated by the City Council, who may clarify actions taken by the City Council, fairly and accurately recap City Council's actions, or outline next steps. The Mayor or designee must not editorialize, offer personal opinion, or speculate on future actions when speaking in an official capacity. A Council Member may recite City Council positions, activities, and actions taken and state factual accounts of those actions.

(2) Community Relations and Engagement/Social Media.

The Mayor and Council Members may not, in an official capacity, represent the City Council or the City to the general public without City Council approval. The Mayor and Council Members may use City logos, branding, name tags, business cards or other collateral in their official roles as Mayor and Council Members. The Mayor and Council Members may not use City logos, branding, name tags, business cards, or other collateral to represent their private, personal or political interests.

The Mayor and Council Members shall explicitly state when their opinions and positions do not represent the legislative body when representing their personal opinions and positions publically, including on public social media accounts. Any time that the Mayor or Council Member uses their title and is wearing their Council Member name badge or references their position as a City Council Member when speaking in their personal capacity publicly or on social media, they must state that they are speaking in an individual capacity and not as a representative of the City of Suisun City.

(3) Election-related Activity or Personal Activity.

City Council Members are prohibited from using their position as a Council Member for political or personal gain. For example, while potential ballot measures are under consideration or while candidate campaigns are being carried out, Council Members can elect to participate in campaign activity individually but cannot use City resources to support that activity. Thus, City Council Members may engage in election-related activity as community members, and may use their Council Member title, current or former, for identification purposes, so long as they affirmatively declare that they do not represent the City.

5.8 Conflicts with Federal, State or Local Law.

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

SECTION 6. MEETINGS

6.1 Open to Public.

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

6.2 Broadcasting of City Council Meetings.

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

6.3 Regular Meetings.

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

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

The City Council hopes to conclude its public business at Regular Meetings by 10:00 p.m. Before an item can be taken up past 10:00 p.m., a vote must occur to continue the meeting. The meeting will only continue if a super majority of the City Council approves such an action. If the decision is to not continue, all remaining agenda items will be moved to the next regular City Council meeting.

6.4 Cancelling Meetings.

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

6.5 Special Meetings.

A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act. Written notice of any such meeting must specify the purpose of the meeting. Notice of the meeting must be given at least twenty-four (24) hours before the time of the meeting in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

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

6.6 Emergency Meetings.

An emergency meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act when an emergency situation, as defined by law, exists. In such circumstances, the twenty-four (24) hour notice necessary for a special meeting is not required, although one-hour telephone notice to the media may be required.

6.7 Closed Sessions.

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

(b) In order for three (3) Council Members to call a closed session, the following procedure shall be followed. A Council Member shall email or call a meeting with the City Manager or the City Attorney outlining the desire and reason a closed session should be called. The City Manager or City Attorney will interview other Council Members as to their desire to hold such a closed session. If two other Council Members agree that a closed session is warranted, a closed session will be agendized as soon as practicable at a date and time acceptable to the Council Members requesting the closed session.

6.8 Quorum.

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

Mayor, or in the absence of all Council Members, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

6.9 Minutes.
The City Clerk shall prepare minutes of all public meetings of the City Council. Electronic copies will be distributed to the Council for review prior to being placed on the City Council agenda for approval.

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

SECTION 7. POSTING NOTICE AND AGENDA

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

SECTION 8. AGENDA CONTENTS

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

8.2 Availability to the Public ad Description of Matters.
The agenda for any regular, special, or study session meeting of the City Council shall be made available to the general public and all items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda in accordance with the Ralph M. Brown Act.

8.3 Limitation to Act Only on Items on the Agenda.
No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:

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

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

8.4 Order and Timing of Agenda – Regular Meeting.

The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Roll Call, Public Comment if a Closed Session is scheduled, Closed Session, Adjourn to Open Session, Pledge of Allegiance, Invocation, Conflict of Interest Notifications, Closed Session Announcement, if any, Informational Reports (City Manager/City Attorney), Presentations/ Appointments, Public Comments on Items not on the Agenda, Council Comment, Consent Calendar, Public Hearings, General Business Items, Non-presented Reports, and Adjournment. The Mayor may "time" the agenda in a way that suggests how much time should be committed to any item such that the meeting may end at the established time.

8.5 Order of Agenda – Special Meeting – Closed Session.

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

8.6 Change in Order of Business.

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

8.7 Agenda Request Policy.

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

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

8.8 Presentations.

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

8.9 Proclamations.

Requests for proclamations may be submitted to the Mayor at any time. The Mayor has full discretion in creating proclamations and issuing special recognitions on behalf of the City and the full City Council.

Council Members other than the Mayor may each create two (2) proclamations and issue two (2) special recognitions per calendar year to be presented on behalf of that Council Member. Council Members may petition the balance of the Council to be permitted to create additional proclamations or issue additional special recognitions if so desired.

To ensure Council Meeting efficiency, a maximum of three (3) proclamations and two (2) special recognitions may be presented at any regular meeting of the City Council. The meeting agenda will include proclamations and special recognitions to be presented during the council meeting, as well as a list of proclamations and special recognitions to be presented outside of the meeting, for informational purposes. Additionally, the Mayor and Council Members presenting proclamations and special recognitions may choose to read a portion of the full language of the item during the Council Meeting.

Attached hereto **Appendix A,** which is incorporated by reference.

SECTION 9. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

9.1 Rules of Order.

Rosenberg's Rules of Order, Revised 2011, govern all City Council Meetings. These Rules clearly and concisely set forth the important role of the Chair (i.e., the Mayor) during a meeting; the process for making and voting on motions; the three (3) standard motions, including the basic motion, the motion to amend, and the substitute motion; the process of debate; other procedural motions, including motions to limit debate, motions to table, and motions to adjourn. All City Council Members are encouraged to review and familiarize themselves with the details contained in this seven-page document. A copy of Rosenberg's Rules of Order is attached hereto and available on the City's website.

9.2 Appeal Procedures.

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

9.3 Applicants.

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

9.4 Staff and Consultant Reports.

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

9.5 Public Comment.

(a) Persons present at meetings of the City Council, either in-person or participating remotely, may comment on individual items on the agenda at the time the items are scheduled to be heard. During Regular City Council meetings, comments may be offered

on items not on the agenda under that portion of the agenda identified for Public Comment.

(b) The limit for speakers will be up to three (3) minutes, depending on the number of speakers. Speakers are not allowed to delegate their time to another speaker. The Mayor may limit the time to be spent on an item and may continue the item, with the approval of the majority of the Council, to a future meeting at his/her discretion.

(c) Upon addressing the Council, each speaker is requested, but not required, to first state his/her name, whom they represent and/or city of residence.

(d) After the speaker has completed their remarks, the Mayor may direct the City Manager or City Attorney to briefly address the issues brought forth by the speaker. Council Members shall be respectful of the speakers and shall not enter into a debate with any member of the public nor discuss amongst themselves.

(e) All Council Members shall listen to all public discussion as part of the Council's community responsibility. Individual Council Members should remain open-minded to informational comments made by the public.

(f) The Mayor has the right to ask a member of the public to step down if over the allotted time or if the speaker's comments are not within the City's jurisdiction.

9.6 Council Member Respect.

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

SECTION 10. CLOSED SESSIONS

10.1 Purpose.

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

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

Pursuant to California Government Code Section 54963, City Council Members shall keep all written materials and verbal information provided to them in closed session in complete confidence to insure that the City's position is not compromised. No mention of information in these materials shall be made to anyone other than Council Members, the City Attorney or City Manager, except where authorized by a majority of the City Council.

10.2 Rule of Confidentiality.

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

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

10.3 Breach of Rule of Confidentiality.

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

10.4 Agenda.

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

10.5 Permissible Topics.

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

10.6 Rules of Decorum.

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

10.7 Conduct of Meeting.

(a) The Mayor will call the closed session to order promptly at its scheduled time.

(b) The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.

(c) If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions or disposal, a proposed or pending claim or litigation, or employee negotiations, all

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

10.8 Public Disclosure After Final Action.

The Ralph M. Brown Act requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the Mayor or City Attorney shall publicly report any final action taken in closed session, and the vote, including abstentions, at a publicly noticed meeting.

The report may be oral or written. The report will state only the action taken and the vote. Except for the action taken and the vote, all closed session discussions will remain confidential.

SECTION 11. DECORUM

11.1 Council Members.

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

11.2 City Employees.

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

11.3 Public.

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

11.4 Noise in the Chambers.

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

11.5 Removal.

Any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, may be ordered by the Mayor/Presiding Officer, pursuant to Government Code Section 54957.95, to be removed from the Council Chambers by the Police

Chief, or his/her designee, and may be barred from further attendance before the Council during that meeting.

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

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

SECTION 12. ENFORCEMENT OF DECORUM

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

Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Section. Nothing in this Section shall prohibit the City Council from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

SECTION 13. PUBLIC RELATIONS

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

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

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

SECTION 14. MAYOR'S OFFICE

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

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

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

SECTION 15. NONDISCLOSURE AGREEMENTS (NDAs)

An NDA is a provision in a contract that binds the parties to secrecy regarding information specified in the contract. NDAs generally prohibit parties from disclosing the specified information to non-parties and often provide for damages if a party discloses it in violation of the NDA. NDAs are commonly used to protect sensitive and confidential information, including trade secrets and business negotiations.

Except as provided below, the Mayor, Council Members or City staff acting in their official capacity should not enter into, or request that another individual enter into, a nondisclosure agreement, relating to the drafting, negotiation, or discussion of proposed ordinances, resolutions or policies or any development projects in the City without the approval of the City Council.

The Mayor, a Council Member, or City staff may enter into a nondisclosure agreement, or portion of a nondisclosure agreement, that prevents only the disclosure of trade secrets, financial information, or proprietary information. If a nondisclosure agreement is entered into for the limited purposes of this exception, the Mayor, Council Member, or City Manager shall report the entering into the nondisclosure statement at the next regular City Council Meeting. The nondisclosure agreement is a public record subject to disclosure under the California Public Records Act. The disclosure of trade secrets, financial information, or proprietary information is not disclosable, subject to the California Public Records Act.

SECTION 16. VIOLATIONS OF PROCEDURES

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

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

Summary of Amending Council Norms and Procedures

January 20, 2026

Presented by: Patrick Enright, City Attorney

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Overview: Norms and Procedures

The City updated its Norms and Procedures for City Councilmembers on October 16, 2024

Consider amendments to Norms and Procedures

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Highlighted Proposals

Paragraph 8.4 addresses the Order of the Agenda

The current order in the Norms has Council Comments near the front of the agenda, whereas recently they have been at the end. In connection with this item, the Council may also want to consider amending Paragraph 6.3, which provides that no agenda items may begin after 10:00 p.m. without a majority vote of the Council.

Paragraph 5.7 addresses comments of Council Members

To align with the Commissioner Norms, the Council may consider adding language that more specifically addresses Council Members' comments to the press, on social media, and in community engagements. It also addresses political comments.

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Highlights – Nondisclosure Agreements

Currently no Citywide Policy

- New Paragraph 15 addresses the entering into and disclosure of when Council Members or staff enter into a Nondisclosure Agreement

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Proposed Revisions

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Order of Agenda



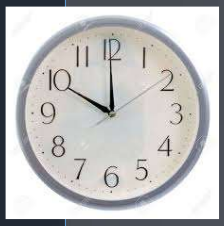
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The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Roll Call, Public Comment if a Closed Session is scheduled, Closed Session, Adjourn to Open Session, Pledge of Allegiance, Invocation, Conflict of Interest Notifications, Closed Session Announcement, if any, Informational Reports (City Manager/City Attorney), Presentations/ Appointments, Public Comments on Items not on the Agenda, Council Comment, Consent Calendar, Public Hearings, General Business Items, Non-presented Reports, and Adjournment. The Mayor may "time" the agenda in a way that suggests how much time should be committed to any item, such that the meeting may end at the established time.

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Concluding of Public Business



The City Council hopes to conclude its public business at Regular Meetings by 10:00 p.m. Before an item can be taken up past 10:00 p.m., a vote must occur to continue the meeting. The meeting will only continue if a super majority of the City Council approves such an action. If the decision is to not continue, all remaining agenda items will be moved to the next regular City Council meeting.

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Council Comments/Beliefs

Representation of Council Member's Beliefs as Beliefs of Council:

Communication with the Public, Press and other Media

- Council Members shall not speak on behalf of the City or the Council. Only the Council as a whole have the authority to speak on behalf of the Council. To avoid any appearance that a Council Member is speaking on behalf of the Council, the Council Member should clarify that they are speaking in their individual capacity whenever there is risk of misunderstanding of authority.

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Council Comments/Beliefs



There may be instances where it is appropriate for Council Members to provide public statements about City events and policy matters to the public and press in an official capacity; however, Council Members must coordinate with City staff and seek approval from the Mayor and/or City Manager before making such statements. Upon approval from the Mayor and/or City Manager, City staff will coordinate and organize public communication and inquiries from the media related to official statements to include the Mayor, or a representative designated by the City Council, who may clarify actions taken by the City Council, fairly and accurately recap City Council's actions, or outline next steps. The Mayor or designee must not editorialize, offer personal opinion, or speculate on future actions when speaking in an official capacity. A Council Member may recite City Council positions, activities, and actions taken and state factual accounts of those actions.

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Council Comments/Beliefs

Community Relations and Engagement/Social Media

- City Council Members may not, in an official capacity, represent the City Council or the City to the general public without City Council approval. Commissioners may not use City logos, branding, name tags, business cards, or other collateral to represent their private, personal or political interests.
- Any time that a Council Member uses their commission title, is wearing their Council Member name badge or references their position as a City Council Member when speaking publicly or on social media, they must state that they are speaking in an individual capacity and not as a representative of the City of Suisun City.

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Council Comments/Beliefs

Election-related Activity or Personal Activity

City Council Members are prohibited from using their position as a Council Member for political or personal gain. For example, while potential ballot measures are under consideration or while candidate campaigns are being carried out, Council Members can elect to participate in campaign activity individually but cannot use City resources to support that activity. Thus, City Council Members may engage in election-related activity as community members, and may use their Council Member title, current or former, for identification purposes, so long as they affirmatively declare that they do not represent the City.

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Nondisclosure Agreements

An NDA is a provision in a contract that binds the parties to secrecy regarding information specified in the contract. NDAs generally prohibit parties from disclosing the specified information to non-parties and often provide for damages if a party discloses it in violation of the NDA. NDAs are commonly used to protect sensitive and confidential information, including trade secrets and business negotiations.

Except as provided below, the Mayor, Council Members or City staff acting in their official capacity shall not enter into, or request that another individual enter into, a nondisclosure agreement, relating to the drafting, negotiation, or discussion of proposed ordinances, resolutions or policies or any development projects in the City without the approval of the City Council.

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Nondisclosure Agreement

The Mayor, a Council Member, or City staff may enter into a nondisclosure agreement, or portion of a nondisclosure agreement, that prevents only the disclosure of trade secrets, financial information, or proprietary information. If a nondisclosure agreement is entered into for the limited purposes of this exception, the Mayor, Council Member, or City Manager shall report the entering into the nondisclosure statement at the next regular City Council Meeting.

The nondisclosure agreement is a public record subject to disclosure under the California Public Records Act. Only the disclosure of trade secrets, financial information, or proprietary information is not disclosable, subject to the California Public Records Act.

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Agenda Request Policy



- The City Attorney may place a Closed Session on the agenda

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Recommendation

City Council considers the draft revisions to the Council Norms Resolution and provides direction to staff on any desired modifications.

Approve Resolution Amending Council Norms and Procedures, with revisions

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Thank you!

Patrick Enright, City Attorney
Richards, Watson & Gershon
penright@rwglaw.com

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AGENDA ITEM NO. 27.

AGENDA TRANSMITTAL

MEETING DATE: January 20, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026 -__: A Resolution of the City Council of the City of Suisun City, California, Adopting a Social Media Policy.

FISCAL IMPACT: None.

STRATEGIC PLAN: Good Governance.

BACKGROUND:

In October 2024, the City Council updated its Norms and Procedures for City Council Members. The City Council's Norms and Procedures addresses social media in one section, primarily focusing on City Council members' use of City electronic devices and public records. This Resolution establishes standards of conduct for the use of social media by City officials and employees, as well as procedures for creating and managing official City social media accounts. The Social Media Policy applies to all City officials, including commissioners, City employees, and others acting on the City's behalf.

The City Council requested input on the proposed Social Media Policy from Commissions, Boards, and Committees. The draft Social Media Policy was presented to the Recreation, Parks, and Marina Commission on September 2, 2025, and the Planning Commission on November 25, 2025.

STAFF REPORT:

In accordance with prior direction from Council, staff has prepared the attached Social Media Policy for the City Council's consideration.

Currently, there is no citywide policy that outlines the procedures and conduct expectations for social media use by City officials or employees. The City maintains official social media accounts on several platforms, including Instagram, Facebook, and YouTube, to share information about City programs, upcoming events, and projects. The absence of a comprehensive social media policy could lead to inconsistent practices among the City's multiple social media accounts and misunderstandings about how these platforms can be used.

Specifically, this Resolution establishes procedures for creating and maintaining official City social media accounts. It requires all official City social media accounts to utilize City contact information for account set-up, monitoring, and access. Additionally, all City login, user, and password information for the City social media accounts must be provided to the City Manager.

This Resolution outlines categories of prohibited posts, which includes discriminatory, harassing, or unlawful content. It also establishes procedures for managing third-party posts and provides the City with the authority to remove content that violates City standards or applicable laws.

Moreover, this Resolution outlines the permissible and prohibited uses of official City social media accounts, as well as of personal accounts used by City officials and employees. It prohibits City

officials and employees from speaking or posting on behalf of the City unless they are officially authorized to do so. It also encourages City officials and employees to clarify when they are posting in an individual capacity.

This Resolution also prohibits City officials from communicating directly with the social media accounts of other members on subjects within the jurisdiction of their legislative body, in accordance with the Brown Act. Furthermore, this policy addresses how the posting of content, including simply "liking" or reacting to a post from another official regarding City-related matters, by a City official could lead to a Brown Act violation.

Staff recommends that the City Council consider the draft Resolution, provide direction to staff on any desired modifications, and consider adopting the Social Media Policy.

STAFF RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2026-__: A Resolution of the City Council of the City of Suisun City, California, Adopting a Social Media Policy.

PREPARED BY: Patrick Enright, City Attorney
REVIEWED BY: City Attorney.
APPROVED BY: Bret Prebula, City Manager.

ATTACHMENTS:

1. Resolution Adopting Social Media Policy.doc
2. Exhibit A - Social Media Policy.docx
3. Presentation Social Media Policy.pdf

RESOLUTION NO. 2026-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY ADOPTING A SOCIAL MEDIA POLICY

WHEREAS, the City recognizes the importance of social media as a tool for effective communication, public outreach, and community engagement; and

WHEREAS, the City utilizes various social media platforms to provide information about City programs, upcoming events, and provide access to essential services by redirecting or linking to official City resources; and

WHEREAS, the City has an overriding interest and expectation in protecting the integrity of information posted on the City's social media sites and the content that is attributed to the City and its officials; and

WHEREAS, currently, there is no formal policy governing the use of social media by City officials, employees, and those acting on the City's behalf; and

WHEREAS, the City now desires to establish guidelines and procedures for the operation and management of the City's official social media accounts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Suisun City shall adopt the City of Suisun City Social Media Policy, attached as **Exhibit A**.

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 20th of January 2026, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 20th day of January 2026.

_____
Anita Skinner
City Clerk

CITY SOCIAL MEDIA POLICY
PURPOSE

The purpose of this Social Media Policy is to establish guidelines on the use, management, and operation of social media sites by the City of Suisun City ("City") as a means of communicating information to the public. In addition, this Social Media Policy prescribes the City's Terms of Use applicable to all users of the City's social media sites.

This policy does not intend to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions, as well as other applicable laws.

SCOPE

This policy applies to all City employees, elected and appointed City Officials, contractors, and any other representatives acting on behalf of the City or any of its Departments and Divisions. This policy also applies to the public's use of City Social Media Accounts.

DEFINITIONS

Authorized User: An individual whom the City Manager or Designee has authorized to use Social Media in an official capacity for City business.

City: The City of Suisun City, California.

City Official: An elected or appointed representative who serves on a legislative or advisory body of the City, i.e., City Council members or Commissioners. Members of a committee or task force are not considered City Officials.

City Social Media Account: Any account on a Social Media site that the City establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the Social Media site's owner, vendors, or partners. City Social Media Accounts do not include the personal Social Media sites of any City official or employee of the City.

Comment: A user-submitted response to post(s) by an Authorized User or public user of the Social Media site.

Designee: A person whom the City Manager has designated to perform some duty or carry out a role specific to Social Media.

Emergency: A condition arising from unforeseen circumstances that creates an immediate danger to public property, health, peace, or safety within the City.

Moderator: An employee designated by their respective department director for maintaining one or more social media sites on behalf of that department. A Moderator's responsibilities may include, but are not limited to: adding, editing, and reviewing posts, as well as reviewing, flagging, and possibly removing comments in accordance with established policies and/or law.

Post(s): Information, texts, articles, images, videos, or any other form of content published on a Social Media site, including links to and re-posting of content that may also be viewable elsewhere on the Internet.

Social Media: Content created by individuals using accessible and scalable technologies through and on the Internet. Social Media websites facilitate interaction and engagement among individuals in a network or virtual community. Examples of Social Media include, but are not limited to, NextDoor, Pinterest, WhatsApp, Snapchat, Facebook, MySpace, YouTube, X (formerly Twitter), LinkedIn, Flickr, TikTok, and Instagram.

GENERAL POLICY

The City's official website at [INSERT WEBSITE] is the City's primary source and means of internet communication. To the extent possible, a link to the City's official website shall be included on any City Social Media Account.

Information posted by the City on City Social Media Accounts will supplement, not replace, required notices and standard communication methods.

While the City will work to engage with the community via Social Media, notices or requests for City services must be made through official communication methods identified on the City's website or by traditional notification methods recognized by the City. No comments or posts on the City's Social Media Accounts will be construed as providing notice to the City of any claim, deficiency, dangerous condition, request, or otherwise.

City Social Media Accounts must adhere to applicable federal, state, and local laws, regulations, and policies.

The City reserves the right to terminate any City Social Media Account at any time without notice.

ACCOUNT AND ADMINISTRATION MANAGEMENT

a. Content Management

i. Content posted on City Social Media Accounts must be reviewed and approved by the City Manager or Designee.
ii. The City Manager or Designee will monitor content on City Social Media Accounts and may edit or remove posts to ensure they align with this policy, support the City's goals, and comply with applicable laws.
iii. City Social Media Accounts may contain content, including but not limited to advertisements or hyperlinks, over which the City has no control. The City does not endorse any hyperlink or advertisement placed on City Social Media Accounts by the Social Media site's owners, vendors, or partners, or by public commenters.

b. City Social Media Account Creation

i. The City Manager or Designee is responsible for determining who is an Authorized User.
ii. City departments and representatives who want to create a social media account on the City's behalf must submit a written request to the City Manager for approval. The City Manager or Designee shall review all submitted requests and approve or deny the request.
iii. City representatives must obtain written approval from the City Manager or Designee prior to creating a social media site on the City's behalf.

iv. All Official Social Media Accounts shall utilize City contact information for account set-up, monitoring, and access.
v. All City Social Media Accounts must display the City's official name, seal, or logo.
vi. All City login, user, and password information for City Social Media Accounts must be provided to the City Manager. The Authorized User must immediately provide updated login information to the City Manager or Designee if it is changed for any reason. The City shall maintain a list of all City Social Media Accounts, including login and password information, to allow for the immediate removal of any content posted to a City Social Media Account in violation of or inconsistent with this Social Media Policy. To protect City Social Media Accounts from misuse and misappropriation, the City shall take all reasonable steps to prevent the disclosure of login and password for all City Social Media Accounts to the greatest extent permitted under applicable law.
vii. City Social Media Accounts are only allowed on sites that provide a mechanism for the City to remove posts that violate City policy.
viii. Wherever possible, City Social Media Accounts should include links back to the City's official website for forms, documents, online services and other information necessary to conduct business with the City.

c. Cybersecurity and Account Protection

i. All City Social Media Accounts must use strong, unique passwords that are updated regularly.
ii. Two-factor authentication must be enabled on all platforms where available.
iii. Access to accounts will be immediately revoked upon employee departure or role change.
iv. Administrators must report any security breaches to the City Manager or Designee immediately.

d. Employee Training. Authorized Users and their supervisors must complete mandatory training on this Policy, platform best practices, and content accessibility.

e. Accessibility

i. Social Media content must meet ADA compliance requirements to ensure it is accessible to all members of the community.
ii. All posts by Authorized Users to City Social Media Accounts must comply with accessibility guidelines, including but not limited to adding alt text for images, providing captions for video content, and using plain language to ensure readability.

CONTENT GUIDELINES

a. Content Ownership and Permission

i. The City shall have full permission or rights to any content posted by the City on its Social Media Accounts, including photographs and videos.
ii. City Social Media Accounts may only share or repost content from City partners. The City must have full permission or rights to all content posted on City Social Media Accounts. The City shall post no photos, images, graphics, video, music, or other creative content that is licensed or copyrighted unless proper permissions or rights have been granted.

b. Type of Content. The content posted on City Social Media Accounts shall only pertain to City-sponsored or City-endorsed programs, services, and events. Content includes, but is not limited to, information, photographs, videos, and hyperlinks.

c. Posting Content

i. City Officials, employees, and agents of the City, on City Social Media Accounts, will conduct themselves professionally and in accordance with all City policies.
ii. Authorized Users represent the City when using City Social Media Accounts and must conduct themselves as a representative of the City and in accordance with all City policies.
iii. Authorized Users shall not express personal views or concerns on City Social Media Accounts. All posts must reflect the City's official position.
iv. Authorized Users must review and comply with the Social Media platform's terms and conditions of use.
v. During times not scheduled to work, Authorized Users who are hourly employees shall not post onto the City's Social Media Accounts without express permission from their supervisor or department head. Time spent by the employee outside business hours shall be noted on the employee's time sheet.

d. Prohibited Content. Posts on City Social Media Accounts must NOT include:

i. Comments unrelated to the original post or discussion;
ii. Support for or opposition to political campaigns, candidates, or ballot measures;
iii. Profane, discriminatory, or offensive language or content;
iv. Content that promotes, fosters, or perpetuates discrimination based on protected categories (e.g., race, color, age, religion, disability, national origin)
v. Content that threatens or defames any person or organization;
vi. Sexual or obscene content or links to sexual or obscene content;
vii. Solicitations or advertisements for commercial products or services;
viii. Conduct or encouragement of illegal activity;
ix. Content that incites violence;
x. Information that could compromise public safety or the security of public systems;
xi. Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;
xii. Defamatory statements;
xiii. Threats to any person or organization;
xiv. Disclosure of confidential, sensitive, or proprietary information, or that violates another person's right to privacy;
xv. Images or video of a minor without the consent of the minor's parents.
xvi. Content that violates any federal, state, or local law.

e. Responses to Comments

i. Authorized Users shall use their best judgment in deciding whether to respond to a post or comment and shall avoid engaging any user in an argumentative or offensive manner.
ii. Any response by an Authorized User made on behalf of the City shall comply with all terms of this policy.

iii. Content in any post or response made on behalf of the City shall not specifically refer to any City vendor, supplier, member, contractor, employee, or official without the approval of the City Manager.

f. Monitoring Content and Comments

i. The City reserves the right to add, remove, or adjust social media content and features as needed.
ii. Authorized Users shall not block certain members of the public from accessing content posted to the City's Social Media Account's, or from interacting with the City's Social Media Accounts in the same way other members of the public are permitted.
iii. No Post, Comment, or other content shall be removed solely because it is critical of the City, City Officials, employees, or programs, or because City Staff disagrees with the viewpoint of the Comment, content, or submittal.
iv. Authorized Users shall not delete comments made on any City Social Media Account post unless the comment violates this Policy or the Social Media platform's terms and conditions.
v. Any content removed based on these guidelines must be retained, logged, including the time, date, and poster's identity (when available).
vi. On social media networks where the feature is available, a "strong" profanity filter should be enabled to prohibit comments and posts with profanity automatically.

PUBLIC ACCESS AND RECORD RETENTION

All City Social Media Accounts are subject to the California Public Records Act and, therefore, may be subject to public disclosure. This includes comments and other posts made by third parties on City Social Media Accounts, which may also be considered public records subject to disclosure. The City will maintain content on its Social Media Accounts pursuant to the City's records retention policy. Further, City Social Media Accounts shall be managed in accordance with the Ralph M. Brown Act and the Public Records Act.

The City must maintain a record of City Social Media Accounts, including, but not limited to:

a. A log file containing the name of the Social Media platform, City Social Media Account identification, passwords, registered email addresses, dates established, authorizing representative, and the name of the person who created the City Social Media Account; and

b. A record of the Social Media platform's usage agreement at the time the City Social Media Account was created and any updated versions; and

c. A list of Authorized Users; and

d. Any content removed based on this Policy must be retained, including the time, date, and identity of the poster, when available, for two years or such other period as required by the City records retention policy, provided that the City may remove content which violates this policy even if there is no reasonably practical means to retain that information.

USE OF SOCIAL MEDIA BY CITY OFFICIALS

The City does not create or provide support for individual Social Media accounts for City Officials. City Officials who maintain personal social and other digital media accounts should be aware that, similar to City emails or any other written or recorded communication related to the official conduct of City business,

digital communications, Social Media Posts and messages by City Officials regarding matters that are before the City for action or within City jurisdiction can be "official city business" subject to laws and policies regarding freedom of speech, records retention and production, and public transparency. Those laws and policies include but are not necessarily limited to: the California and United States Constitution, the California Public Records Act, the Ralph M. Brown Act, and the City's records retention regulations.

City Officials participating in digital or social media communications shall maintain separate accounts for official and personal/campaign statements, clearly delineating them, and take precautions to ensure that personal/campaign communications are not conveyed in a manner that suggests they represent the position of the City or its Legislative Body as a whole.

To avoid ambiguity, all statements, headings, profile pictures, or biographies on personal or campaign accounts shall:

- Not be made in the name of the position to which the City Official was elected or appointed;
- Clearly reflect that content on such accounts does not represent the official positions of the City or its Legislative Body;
- Not display the City logo or any other official City mark or title.

Councilmembers who choose to have a social media page or profile that identifies their office must include the disclaimer: "Content on this site does not represent any official position of the City of Suisun City, only that of [NAME] in (HIS/HER) personal capacity."

City Officials are prohibited from using the City logo or seal, or any variation of the City logo or seal, representing the City, or representing that they speak on behalf of the City, within their official or personal Social Media accounts or sites.

City Officials should not use their City email address or password in conjunction with a personal or professional Social Media profile or page.

City Officials are not authorized to use official City-owned headshot photographs on personal Social Media sites.

Digital records relating to public business must be handled in a manner that maintains the records for the applicable retention period, including through the use of highlights, bins, or archives for temporary and disappearing stories, reels, posts, or other content. Likewise, City Officials should avoid deleting Comments and should not block individuals on a City Official's pages or sites. Social Media content should be treated the same as any written document and retained in accordance with the City's retention schedules.

To avoid any violations of the Brown Act, consistent with the update provided by AB 992, City Officials are permitted to use a Social Media site to engage in conversations or communications on matters within the subject matter jurisdiction of the governing body:

- To answer questions;
- To provide information to the public; and
- To solicit information from the public.

However, the Brown Act prohibits a City Official from communicating directly with the Social Media of any other member on a subject within the jurisdiction of that Legislative Body. A majority of City Officials may

not use social media to "discuss among themselves" official business. The Brown Act broadly defines the meaning of "discuss among themselves" to include any "communications made, posted, or shared on an Internet-based social media network between members of a Legislative Body, including Comments or use of digital icons that express reactions to communications made by other members of the Legislative Body." Importantly, a violation still occurs even if fewer than a majority of the body's members directly communicate on social media.

City Officials should be cognizant that the posting of content, including simply “liking” or reacting to a post from another official, regarding City-related matters by a public official, could constitute a Brown Act violation.

City Officials must refrain from using the City's Social Media Accounts or any form of electronic communication to respond to, engage in, or conduct serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the body's subject matter jurisdiction without complying with the Brown Act.

City Officials should be honest and accurate when posting information or news, especially when communicating during a crisis or emergency. Any mistakes, misstatements, and/or factual errors must be corrected quickly upon discovery. City Officials should not post or share information known to be false or rumors about the City, its employees, constituents, officials, suppliers, vendors, contractors, or any other entities or individuals.

When possible, news of citywide importance should first be announced through the City's Social Media Accounts, including the City’s website. This information can then be shared by City Officials, linking back to the original Post or official City website, when possible.

City Officials should never represent themselves as spokesperson for the City administration, any City department, the City Council, or a City board or committee, unless the City Official has been designated to serve as a spokesperson.

City Officials are prohibited from using Social Media to engage in any activity that constitutes a conflict of interest.

City Officials are strongly encouraged to consider the potential impact of Social Media statements prior to posting.

City Officials are expected and required to conduct themselves in a manner consistent with the City’s policies and standards of conduct.

Using social media in a way that disrupts or hinders the mission and functions of the commission, board, council, department, or City is prohibited.

In summary,

City Officials may:

- Use Social Media in the City Official’s capacity to communicate with constituents to answer questions, provide information to the public, or solicit information from the public.

City Officials may not:

- Discuss on Social Media with a majority of the Legislative Body, the business of a specific nature that is within the subject matter jurisdiction of the Legislative Body.
- Comment on a post of another member of the Legislative Body, including "liking," sharing, reposting, or use of emojs.
- Block any member of the public from participating in your Social Media account if it is a moderated platform with content that pertains to City business.

CITY OFFICIAL VIOLATION PROCEDURES

The personal use of Social Media by an appointed City Official in a manner that violates this policy may result in disciplinary action in accordance with the City's Rules and Regulations, Policies, and Procedures. The severity of the disciplinary action will be determined based on the nature of the violation, up to and including removal. The City Council is strongly encouraged to provide the City Official with at least one warning prior to removing the City Official.

EMPLOYEE USE OF SOCIAL MEDIA

While the City does not monitor employees' personal Social Media accounts, this section when referring to the City. Following these principles helps ensure a distinction between sharing personal and agency views/information. The following rules and guidelines apply to all employees acting in an official capacity for the City of Suisun City:

- While employees may voluntarily choose to engage with the City on its Social Media Accounts, the City does not encourage or require any employee to follow or "like" City Social Media Accounts.
- The City does not condone the personal use by employees of Social Media during the employee's working hours by any means, including by using City-owned equipment.
- Employees have no right or expectation of privacy when using City-issued devices or systems. The City reserves the right to monitor, search, or disclose employee use of City resources.
- When an employee uses Social Media in a personal capacity, they are doing so for themselves, and they are not speaking or communicating on behalf of the City. Employees should ensure that it does not appear they are speaking or posting on behalf of the City unless they have been officially authorized to do so.
- Employees may not use their official City email addresses to create or maintain any personal Social Media account(s) or site(s).
- Employees are prohibited from using the City logo or seal or any variation of the City logo or seal, representing the City, or representing that they speak on behalf of the City within their personal Social Media account(s) or site(s). Employees must also make clear in any online activity that the views and opinions they express about work-related matters are their own, have not been reviewed by the City, and do not necessarily represent the views and opinions of the City.
- Employees are reminded and cautioned that nothing posted on the Internet is private. Content can easily be shared, forwarded, and distributed to broader audiences without your knowledge or permission.

- Information posted on Social Media may be used as evidence in disciplinary, administrative, or legal proceedings.
- The City will not require you to provide a password or other security information for your personal sites that are password-protected or otherwise non-public.
- The personal use of Social Media by an employee in a manner that violates any City policy or procedure will not be tolerated, and may be grounds for disciplinary action, up to and including termination. Employees are expected to comply with the same ethical and performance standards on-line as in the workplace. Using Social Media in a way that disrupts the workplace or hinders the mission and functions of the employee's job, department, or the City is prohibited.
- Employees may not post any content on the Internet or Social Media that constitutes or contains City confidential, proprietary, privileged, private, personnel, or other non-public information.

EXCEPTIONS

Authorized Users using Social Media in an authorized investigative or covert purposes - such as law enforcement activities - are exempt from the guidelines in this policy. Instead, such activities are governed by the applicable internal department or division policies specific to such investigative or covert efforts.

Employees' failure to comply with this policy may result in disciplinary action in accordance with the City's Rules and Regulations, Policies, and Procedures. The severity of the disciplinary action will be determined based on the nature of the violation and may include, but is not limited to, termination of employment.

SOCIAL MEDIA
ACKNOWLEDGEMENT

The social media accounts for the City of Suisun City are limited public forums. Posts shall abide by the City of Suisun City's "Social Media Policy," which includes the City's Social Media Terms of Use, federal, state, and local laws, regulations, and policies, as well as the rules and regulations of the site provider. By posting on the City's account, you consent to providing the City with full rights to the posted content, including photographs and videos. As provided in Section VI, posts and comments by the City staff on the City's Social Media Accounts shall NOT contain any of the following:

- Comments that are not typically related to the information posted;
- Comments in support of, or in opposition to, political campaigns, candidates, or ballot measures;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, or status about public assistance, national origin, physical or mental disability, or sexual orientation, or any other category protected by federal, state, or local law;
- Sexual or obscene content or links to sexual or obscene content;
- Solicitations of commerce or advertisements, including promotion or endorsement;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;
- Disclosure of confidential, sensitive, or proprietary information, or that violates another person's right to privacy; or
- Images or video of a minor without the consent of the minor's parents.

I acknowledge that I have read and understand the City of Suisun City's "Social Media Policy."

_____ _____ _____

Officer/Employee/Contractor Signature Name Date

APPENDIX A

CITY OF SUISUN CITY SOCIAL MEDIA TERMS OF USE

Disclaimer/Terms of Use

THIS SITE IS NOT MONITORED IN REAL TIME. IF YOU HAVE AN EMERGENCY OR KNOW OF A CRIME IN PROGRESS, PLEASE CALL 911 IMMEDIATELY. THIS SOCIAL MEDIA SITE IS NOT A PUBLIC FORUM. BY ENGAGING WITH THIS SOCIAL MEDIA SITE, YOU AGREE TO ADHERE TO THE TERMS OF USE OUTLINED AT https://[INSERT WEBSITE]

The City will publish the following information on its website at https://[INSERT WEBSITE]

These Terms of Use apply to all users of the City of Suisun City's social media accounts ("sites"). The City's social media sites are not public forums, and all Comments and Posts must comply with these Terms of Use and the host social media site's Terms of Use. The City's social media sites are intended to serve as a mechanism for communication between the City and the public to help further our mission. If any public Comments are allowed on these sites, the City reserves the right to hide or remove posts or comments at the City's sole discretion. Any Comment submitted to sites and their fans, followers, or subscribers may be considered a public record, which is subject to disclosure pursuant to the California Public Records Act. Public information requests must be directed to the City Clerk's office.

All Comments on the City's sites should be related to the topic of the original post to which the Comment is attached. The City reserves the right to hide or remove off-topic Comments that violate these Terms of Use. The City additionally reserves the right to report a user directly to the host social media network if the user's Post, Comment, or other content violates the network's Terms of Use.

To the extent public Comments are allowed on the site, the City welcomes questions and commentary, including constructive feedback and differing opinions, but please remember to be both relevant and respectful with what you post. The City does not tolerate harassment, abuse, or threats to others. Posts or comments including, including but not limited to the following, are inappropriate and subject to removal or restriction by the City:

- Profane, obscene, or violent content and/or language;
- Content that includes unlawful harassment or threats of violence;
- Sexually explicit, "adult-oriented" or pornographic content and/or language;
- Content that promotes, fosters, or perpetuates discrimination or harassment based on race, creed, color, age, religion, gender, national origin, sexual orientation, or any other category protected by local, state, or federal law;
- Defamatory content;
- Fraudulent, deceptive, libelous, misleading, or unlawful content;
- Encourages criminal or illegal activity;
- Comments or language that is abusive, harassing, stalking, threatening, or attacking others;
- Information that tends to compromise the safety or security of City employees, the public, public systems, or the City's technology resources;
- Violates any legal ownership interest, such as a copyright or trademark;
- Contains personal information such as home addresses, phone numbers, social security numbers, dates of birth, driver's license numbers, or other information in violation of the right to privacy;
- Solicitation of commerce, including any advertising or business services or products for sale;
- Violates any federal, state, or local laws;

- Not related to City posts, business, information, announcements, events, or comments not related to the original topic, including random or unintelligible posts;
- Spamming in nature, such as repetitive posts of the same material;
- Contains links to inappropriate websites, or links that do not directly relate to City services, issues, news, and events;
- Viruses or programs that could damage the operation of other people's computers;
- Comments or posts on topics or issues not within the jurisdictional purview of the City.

The above list is not necessarily exhaustive, and the City reserves the right to remove or restrict any Post or Comment that violates the purpose or spirit of this policy.

The City of Suisun City and its respective employees and its respective employees are not liable for any errors or omissions or for any loss or damages suffered as a result of anything appearing on this site. Any information or views provided on the City's social media pages are current as of the date indicated, and are subject to change without notice. The City's social media pages are intended to disseminate news, and promote upcoming events. Where such statements are based on information provided by third parties, they are not guaranteed to be accurate or complete. The City is not responsible for anything posted by third parties, and makes no representation as to the accuracy or completeness of information contained in such material. The City is not responsible for, and disclaims any liability in relation to anything posted by contributors to the City's social media pages, including public commenters.

A Comment posted by a member of the public on any City of Suisun City social media site is the opinion of the commentator or poster only City of Suisun City does not endorse it. The publication of a Comment does not imply endorsement of, or agreement by, the City of Suisun City, nor do such Comments necessarily reflect the opinions or policies of the City of Suisun City.

The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Notwithstanding the foregoing, the City of Suisun City is not obligated to take such actions. It disclaims all responsibility and liability for any materials posted by a member of the public.

By posting a Comment, users agree to indemnify the City of Suisun City, its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to content posted by users. If a user does not agree to these terms, the , as a violation of these terms may result in legal liability.

If you have any questions regarding these Terms of Use, please email us at [INSERT E-MAIL ADDRESS].

The above disclaimer and Terms of Use may not be altered without the prior approval of the City Manager or City Attorney (or their respective designees). The City Manager will work with authorized staff to properly set up the site and its disclaimers.

Social Media Policy

January 20, 2026



Presented by: Patrick Enright, City Attorney

1

Background: Suisun City Social Media

City currently maintains several social media accounts

Currently no Citywide Policy

No policy outlining procedural and conduct expectations for:

- Elected and appointed City officials, including Commissioners, Committee Members, and Board Members;
- City employees; and
- Others acting on behalf of the City

2

Background: Suisun City Social Media

No policy outlining social media account creation or management

Current Norms and Procedures broadly addresses the use of social media by public officials; Proposed Norms and Procedures does not address social media use

RWG LAW

3



Proposed Social Media Policy

4

Proposed Social Media Policy Overview

- Applies to all City officials, employees, and those acting on City's behalf
- Proposes procedures and standards of conduct for creating, operating, and maintaining City social media accounts
- Establishes Social Media Acknowledgment for officers, employees, and contractors to sign
- Establishes a disclaimer and terms of use that applies to all users of City social media accounts

RWG LAW

5

Account and Administration Management

Sets forth procedures for creating official City social media accounts

- Requires City Manager or Designee's approval
- All City social media accounts must be created with City contact information
- All City login, user, and password information for official City social media accounts must be provided to City Manager
- City social media accounts only allowed on sites that provide a way for the City to remove posts that violate City policy

RWG LAW

6

Content Guidelines

Prohibits specific categories of posts on City social media accounts

Prohibited content includes:

- Profane, discriminatory, or offensive language
- Content that incites violence
- Information that could compromise public safety or the security of public systems
- Defamatory statements
- Threats
- Content that violates any law

Applies to posts on official City social media accounts by City officials, employees, and third parties

RWG LAW

7

Record Retention

Requires City to maintain a record of City social media accounts, including:

- A log file containing the City's social media account login and password information;
- A record of the social media platform's usage agreement at the time the City's account was created;
- A list of authorized users for the City's accounts;
- Any content removed based on this policy must be retained for two years or such other period as required by the City records retention policy; City may remove content which violates this policy even if there is no reasonably practical way to retain that information.

RWG LAW

8

Use of Social Media by City Officials

Prohibits using social media in a way that violates the Brown Act

City officials cannot use social media or any form of electronic communication to respond to or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body

Simply "liking" or reacting to a post from another official, regarding City-related matters by a public official could result in a Brown Act violation

RWG LAW

9

Use of Social Media by City Officials

Encourages City officials to not post or share information known to be false or rumors about the City, its employees, officials, vendors, contractors, or any other individual or entity



RWG LAW

10

Use of Social Media by Employees

Provides guidelines for employee use of personal social media

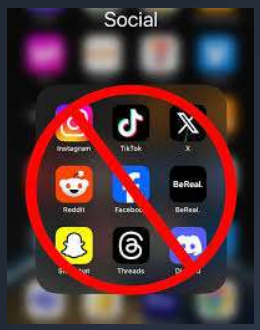
City does not condone the personal use of social media by employees during the employee's working hours

Clarifies employees have no right or expectation of privacy when using City-issued devices or systems; City reserves the right to monitor, search, or disclose employee use of City resources

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Use of Social Media by Employees



Prohibits using City e-mail for creating personal social media accounts

Prohibits posting content on the internet or social media that constitutes or contains City confidential, privileged or other non-public information

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Enforcement

Violation of policy is grounds for disciplinary action

Disciplinary action determined based on the nature of the violation and may include termination of employment or removal from office

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Thank you!

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