

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



CITY COUNCIL MEETING

A G E N D A
REGULAR MEETING OF THE SUISUN CITY COUNCIL,
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY
TUESDAY, JULY 25, 2023
6:30 PM

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

*CITY COUNCIL MEETINGS ARE HELD IN-PERSON
PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM*

ZOOM MEETING INFORMATION:

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

*MEETING ID: **859 7413 6550***

CALL IN PHONE NUMBER: (707) 438-1720

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING
CLERK@SUISUN.COM (PRIOR TO 5 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. – 803)

(Next City Council Res. No. 2023 – 107)

Next Suisun City Council Acting as Successor Agency Res. No. SA2023 - 06)

(Next Housing Authority Res. No. HA2023 – 02)

ROLL CALL

Council /Board Members

Pledge of Allegiance

Invocation

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS (Informational items only.)

- 1 City Manager Update - (Folsom: gfolson@suisun.com).

PRESENTATION/APPOINTMENTS - NONE

(Presentations, Awards, Proclamations, Appointments).

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.)

COUNCIL COMMENTS

- 2 Council/Board Member Updates.

CONSENT CALENDAR

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

City Council

- 3 Council Adoption of Resolution No. 2023-__: Authorizing the City Manager to Execute a Memorandum of Understanding Between the City of Fairfield and Cities of Vallejo, Benicia, Dixon, Rio Vista, and Suisun City for the Shared Provision of Consulting Services Regarding Ambulance Subcontracting - (Lopez: bllopez@suisun.com).
- 4 Council Adoption of Resolution No. 2023-__: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2023-24 - (Deol: ldeol@suisun.com).

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

- 5 Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on June 20, 2023, June 21, 2023 and July 18, 2023 – (Skinner: clerk@suisun.com).

PUBLIC HEARING - NONE

GENERAL BUSINESS

City Council

- 6 Discussion and Direction to Staff Regarding Revisions and Updates to the City Council Norms & Procedures, and Relevant Policies and Municipal Code Sections - (City Attorney).

REPORTS: (Informational items only)

- 7 Mayoral Update.
- 8 Non-Discussion Items.

ADJOURNMENT

Public Access To Agenda Documents

A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council, are available for public review at least 72 hours prior to a Council /Agency/Authority Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City. Agenda related writings or documents provided to a majority of the Council/Board/Commissioners less than 72 hours prior to a Council/Agency/Authority meeting related to an agenda item for the open session of this meeting will be made available for public inspection during normal business hours. An agenda packet is also located at the entrance to the Council Chambers during the meeting for public review. The city may charge photocopying charges for requested copies of such documents. To the extent feasible, the agenda packet is available for online public viewing on the City's website: <https://www.suisun.com/Government/City-Council/Agendas>

The City Council/Agency/Authority hopes to conclude its public business by 10:00 p.m. No new items will be taken up after 10:00 p.m., unless so moved by a majority of the City Council, and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.

Accommodations

If you require an accommodation to participate in this meeting, please contact the City Clerk at (707) 421-7302 or clerk@suisun.com. The City's reasonable accommodation policy is available for review on the City's website at www.suisun.com/government/city-council/, you may request an electronic copy or have a copy mailed to you. Please note that for accommodations that are not readily available, you must make your request as soon as you can prior to the time of the meeting.

Decorum

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

Ordinances

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

Certification Of Posting

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

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

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

AGENDA TRANSMITTAL

MEETING DATE: July 25, 2023

CITY AGENDA ITEM: Council Adoption of Resolution No. 2023-__: Authorizing the City Manager to Execute a Memorandum of Understanding Between the City of Fairfield and Cities of Vallejo, Benicia, Dixon, Rio Vista, and Suisun City for the Shared Provision of Consulting Services Regarding Ambulance Subcontracting.

FISCAL IMPACT: Exhibit B Partner Agency Agreement Cost Allocations identifies agency cost allocations for consulting services. Suisun City Fire Department's cost allocation is in the amount of \$6,317 dollars and has been allocated from the FY 2022-23 budget.

STRATEGIC PLAN: Provide Good Governance

BACKGROUND: The City Fire Departments Vallejo, Benicia, Dixon, Rio Vista and Suisun City by and through the Fairfield Fire Department have secured AP Triton, LLC to conduct a request for proposal for an ambulance subcontractor ("AP Triton Phase 1 Work") and (2) the law firm of Wright L'Estrange & Ergastolo to prepare a Joint Exercise of Powers Agreement between the City and the Partner Agencies ("JEPA Work") (collectively the "Agreements" with "Consultants" for "Services").

STAFF REPORT: The City Fire Departments have an interest in entering into an agreement to form a Joint Exercise of Powers Agreement between the City of Fairfield and the Partner Agencies to prepare a request for proposal for ambulance subcontracting.

STAFF RECOMMENDATION: Staff Recommends Authorizing the City Manager to Execute a Memorandum of Understanding (MOU) Between the City of Fairfield and Cities of Vallejo, Benicia, Dixon, Rio Vista, and Suisun City for the Shared Provision of Consulting Services Regarding Ambulance Subcontracting.

DOCUMENTS ATTACHED:

1. Resolution No. 2023-__: Authorizing the City Manager to Execute a Memorandum of Understanding Between the City of Fairfield and Cities of Vallejo, Benicia, Dixon, Rio Vista, and Suisun City for the Shared Provision of Consulting Services Regarding Ambulance Subcontracting.
2. MOU Agreement for the Shared Provision of Consulting Services Regarding Ambulance Subcontracting
 - a. Exhibit A- Consultant Agreement Cost Breakdown.
 - b. Exhibit B- Partner Agency Agreement Cost Allocations.

PREPARED BY:

Brad Lopez, Fire Chief

REVIEWED BY:

Kris Lofthus, Deputy City Manager

APPROVED BY:

Kris Lofthus, Deputy City Manager

ATTACHMENTS:

1. [Resolution Authorizing the City Manager to Execute a Memorandum of Understanding.pdf](#)
2. [MOU Agreement.pdf](#)
 - a. [Exhibit A - Consultant Agreement Cost Breakdown.pdf](#)
 - b. [Exhibit B - Partner Agency Agreement Cost Allocation.pdf](#)

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RESOLUTION NO. 2023 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF
UNDERSTANDING BETWEEN THE CITY OF FAIRFIELD AND CITIES OF
VALLEJO, BENICIA, DIXON, RIO VISTA, AND SUISUN CITY FOR THE SHARED
PROVISION OF CONSULTING SERVICES REGARDING AMBULANCE
SUBCONTRACTING**

WHEREAS, The City Fire Departments Vallejo, Benicia, Dixon, Rio Vista, and Suisun City by and through the City of Fairfield; and

WHEREAS, has secured AP Triton, LLC to conduct a request for proposal for an ambulance subcontractor; and

WHEREAS, AP Triton, LLC and the law firm of Wright and L'Estrange to prepare a Joint Exercise of Power Agreement; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Suisun City authorizes the City Manager to execute a contract agreement between the City of Fairfield and the partner cities; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to enter into any agreement or take such actions as may be necessary to implement the Council's actions.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, July 25th, 2023, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City on this 25th day of July 2023.

Anita Skinner,
City Clerk

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF FAIRFIELD AND THE CITIES OF VALLEJO,
BENICIA, DIXON, RIO VISTA, AND SUISUN CITY FOR
THE SHARED PROVISION OF CONSULTING SERVICES
REGARDING AMBULANCE SUBCONTRACTING**

This Memorandum of Understanding ("MOU") is dated as of July ____, 2023 and is entered into by and between the City of Fairfield ("City") and the City of Vallejo, the City of Benicia, the City of Dixon, the City of Rio Vista, and the City of Suisun City (each referred to as "Partner Agency" or collectively as "Partner Agencies" or the "Parties").

RECITALS

WHEREAS, City intends to enter into professional services agreements with (1) AP Triton, LLC for the provision of services, including, among other deliverables, preparing and conducting a request for proposals for an ambulance subcontractor ("AP Triton Phase 1 Work"); and (2) the law firm of Wright L'Estrange & Ergastolo to prepare a Joint Exercise of Powers Agreement between the City and the Partner Agencies ("JEPA Work") (collectively the "Agreements" with "Consultants" for "Services").

WHEREAS, each Partner Agency desires to partner with City to share in the cost and collectively receive the Services enumerated within the Agreements; and

WHEREAS, City has agreed to serve as the lead agency for the purposes entering into the Agreements with Consultants on behalf of the Parties and in accordance with the terms of the Agreements.

NOW THEREFORE, the Parties hereto agree as follows:

A. CITY OF FAIRFIELD RESPONSIBILITIES

1. Upon execution of the Agreements, City will provide the following:
 - a. City will provide each Partner Agency with notice upon the execution of the Agreements with Consultant.
 - b. City will remit payment to Consultants on behalf of the Parties to satisfy monthly invoices, as enumerated within the Agreements, attached hereto as **Exhibit A** ("Consultant Agreement Cost Breakdown").
 - c. City will send each Partner Agency monthly invoices to satisfy their share of Agreements' costs, to be paid within thirty (30) days of receipt by each Partner Agency.
 - d. City will provide notice to each Partner Agency prior to approving any amendment to the

Agreements.

B. PARTNER AGENCY RESPONSIBILITIES:

- I. By signing this MOU, each Partner Agency understands and agrees, that as part of the Agreements entered into with City, the Partner Agency agrees to the following terms and conditions:
 - a. Partner Agency shall comply with all of the applicable terms, requirements and conditions established by and within the Agreements.
 - b. Partner Agency shall be solely responsible to City and Consultants for any fines, penalties, or other damages or costs imposed or incurred by reason of Partner Agency's failure to follow the terms within the Agreements.
 - c. Partner Agency shall provide as soon as possible written notice to City in the event the Partner Agency violates the terms of this MOU.
 - d. Partner Agency shall pay monthly invoices sent by City within thirty (30) days of Partner Agency receiving such payment invoice to satisfy each Partner Agency's share in tentative Agreements' costs, pro-rated by 2021 call volume, attached hereto as **Exhibit B** ("Partner Agency Agreement Cost Allocations").
 - e. Partner Agency understands and agrees that its exact cost for Services under the Agreement is not available at this time and will only be finalized once the Agreements are executed between City and Consultant. Notwithstanding the immediately preceding sentence, the costs to each Partner Agency shall not exceed the amounts set forth in **Exhibit B**, without the prior written amendment of this MOU.
 - f. Partner Agency understands and agrees that it will provide Consultant in a timely manner all data and information required by Consultants as is necessary to complete the Scope of Work within the Agreements, as contemplated within AP Triton's Proposal, attached hereto as "Attachment A".
 - g. Partner Agency understands and agrees that more detailed Agreements or MOU spelling out additional terms required by City may be drafted as necessary

before or after the Agreements are executed.

C. **GENERAL**

1. The effective date of the MOU shall be the date this MOU is signed by City.
2. Receipt of Services is contingent upon the entering of the Agreement by City and Consultants.
3. Partner Agency agrees to hold harmless and waive any rights it may have against City regarding the Consultants' fitness or suitability for a particular purpose, or anything related to the Services.
4. Each Party shall indemnify, defend and hold harmless the other Parties, their respective commissions, departments, boards, officers, agents, employees and volunteers, from and against all actions, causes of actions, damages, costs, liabilities, claims, losses, judgments, penalties and expenses of every type and description, including without limitation any fees and/or costs reasonably incurred by any other Party, and including attorneys or contract attorneys and any and all costs, fees and expenses incurred in enforcing this provision, arising out of or in connection with any failure by any Party to faithfully observe or perform any of the terms, covenants or conditions of this MOU (hereafter collectively referred to as "liabilities"), whether or not such liabilities are litigated, settled or reduced to judgment. In the event that a final decision or judgment allocates liability by determining that any portion of damages awarded is attributable to one or more specific Parties, the respective Party shall pay the portion of damages which is allocated to such Party's conduct.
5. This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. It shall not be necessary to the validity of this MOU that any one counterpart be signed by all the parties so long as each party shall have signed at least one counterpart.
6. If any provision of this MOU or the application thereof to any person, entity, agency or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this MOU, or the application of such provision to persons, entities, agencies or circumstance other than those as to which it is invalid or unenforceable, shall not be affected

thereby, and each provision of this MOU shall remain in effect and shall be enforceable to the full extent permitted by law.

7. No amendments or modifications of this MOU or any agreements in connection herewith shall be valid unless in writing duly executed by the Parties, expressly indicating their intention to amend or modify the MOU.
8. This MOU shall be governed by the laws of the State of California and shall be interpreted according to California law. Any suit shall be instituted and maintained in a court of competent jurisdiction in the County of Solano, State of California.
9. This MOU represents the entire understanding of the Parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder.

WITNESS THE EXECUTION HEREOF on the day and year written below.

“City”

City of Fairfield, a municipal corporation

Date: _____

Title: City Manager

Approved as to form:

Name:

Title:

Date: _____

PARTNER AGENCY:

City of Vallejo, a municipal corporation

Date: _____

Title: City Manager

Approved as to form:

Name:

Title:

Date: _____

PARTNER AGENCY:

City of Benicia, a municipal corporation

Title: City Manager

Date: _____

Approved as to form:

Name:

Title:

Date: _____

PARTNER AGENCY:

City of Dixon, a municipal corporation

Title: City Manager

Date: _____

Approved as to form:

Name:

Title:

Date: _____

PARTNER AGENCY:

City of Suisun City, a municipal corporation

Date: _____

Title: City Manager

Approved as to form:

Name:

Title:

Date: _____

PARTNER AGENCY:

City of Rio Vista, a municipal corporation

Date: _____

Title: City Manager

Approved as to form:

Name:

Title:

Date: _____

EXHIBIT A

CONSULTANT AGREEMENT COST BREAKDOWN

Consultant	Services	Estimated Cost
AP Triton	RFP For Ambulance Subcontractor	\$70,278
Wright, L'Estrange	JEPA Between City and Partner Agencies	\$10,000
Grand Total		\$80,278

EXHIBIT B

PARTNER AGENCY AGREEMENT COST ALLOCATIONS

The chart below contemplates cost allocations prorated according to emergency call volume between the Partner Agencies.

Agency	2021 Call Volume	% of Total	Ambulance Subcontractor RFP	JEPA	Agency Total Cost Allocation
Fairfield	15,068	35.11%	\$24,672.05	\$3,511	\$28,183.05
Vallejo	16,397	38.20%	\$26,848.12	\$3,820	\$30,668.12
Benicia	2,761	6.43%	\$4,520.81	\$643	\$5,163.81
Dixon	2,954	6.88%	\$4,836.82	\$688	\$5,524.82
Suisun City	3,377	7.87%	\$5,529.43	\$787	\$6,316.43
Rio Vista	2,364	5.51%	\$3,870.77	\$551	\$4,421.77
GRAND TOTAL	42,921	100.00%	\$70,278.00	\$10,000	\$80,278.00

AGENDA TRANSMITTAL

MEETING DATE: July 25, 2023

CITY AGENDA ITEM: Council Adoption of Resolution No. 2023-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2023-24.

FISCAL IMPACT: The proposed rate for FY 2023-24 to make the debt service payments for the North Bay Aqueduct (NBA) is 0.002444 per \$100 of Assessed Value. As indicated in the attached table and chart, the NBA levy would go down by \$0.0002280 per \$100 or a decrease by about \$1.14 per year on a home with an Assessed Value of \$500,000.

STRATEGIC PLAN: Provide Good Governance and Ensure Fiscal Solvency.

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

STAFF REPORT:

Each year the City Council is required to establish the *ad valorem* property tax rates to be levied on the properties that benefit from the voter-approved bond issues for the acquisition of water from the North Bay Aqueduct. These tax proceeds are used to make annual debt service payment. Staff uses the Preliminary 2023-2024 Assessed Valuations Estimates provided by Solano County to calculate the levy, because the actual assessed valuations are not available in time to meet legal deadlines for submitting the tax rate to the County. There is an inverse relationship between the assessed values and the tax rates needed to generate the funds necessary to make the annual bond payments. In other words, when assessed values (AVs) go up, the tax rate will go down while still generating the needed revenue. When AVs go down, the tax levy must go up in order to generate the amount needed for bond payments. For fiscal year 2023-24, the AVs went up and it resulted to a lower tax rate.

STAFF RECOMMENDATION: Adopt Council Resolution No. 2023-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2023-24.

DOCUMENTS ATTACHED:

1. Resolution No. 2023-___: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2023-24.
 2. Calculation of Voter Approved Debt for 2023-24, including table and chart showing property tax rates for fiscal year 2015 to 2024.
-

PREPARED BY:

Elizabeth Luna, Accounting Services Manager

REVIEWED BY:

Kris Lofthus, Deputy City Manager

APPROVED BY:

Kris Lofthus, Deputy City Manager

ATTACHMENTS:

1. [Resolution Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for FY 2023-24.pdf](#)
2. [Calculation of Voter Approved Debt.pdf](#)

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NORTH BAY AQUEDUCT - Fund 079

Calculation of Voter Approved Debt for 2023-24

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

	Unsecured	Secured	Total
Net Values (Less H.O.)	33,770,084	3,080,655,532	3,114,425,616
SBE Values	-		-
Subtotal	<u>33,770,084</u>	<u>3,080,655,532</u>	<u>3,114,425,616</u>
Less: 2% Delinquency	(675,402)		(675,402)
.25% Delinquency		(7,701,639)	(7,701,639)
Redevelopment	-	-	-
Add: Homeowners		<u>23,790,200</u>	<u>23,790,200</u>
Adjusted Net Values	<u>33,094,682</u>	<u>3,096,744,093</u>	<u>3,129,838,775</u>
 Tax Rates *	 <u>0.002672%</u>	 <u>0.002444%</u>	
 Amount of Taxes	 <u>\$ 884</u>	 <u>\$ 75,674</u>	 <u>\$ 76,558</u>

<u>Amount Needed</u>	<u>\$ 87,886</u>
Current Reserves	11,328
Interest	-
Secured Taxes	75,674
Unsecured Taxes	<u>884</u>
Total	<u><u>87,886</u></u>
Variance	-

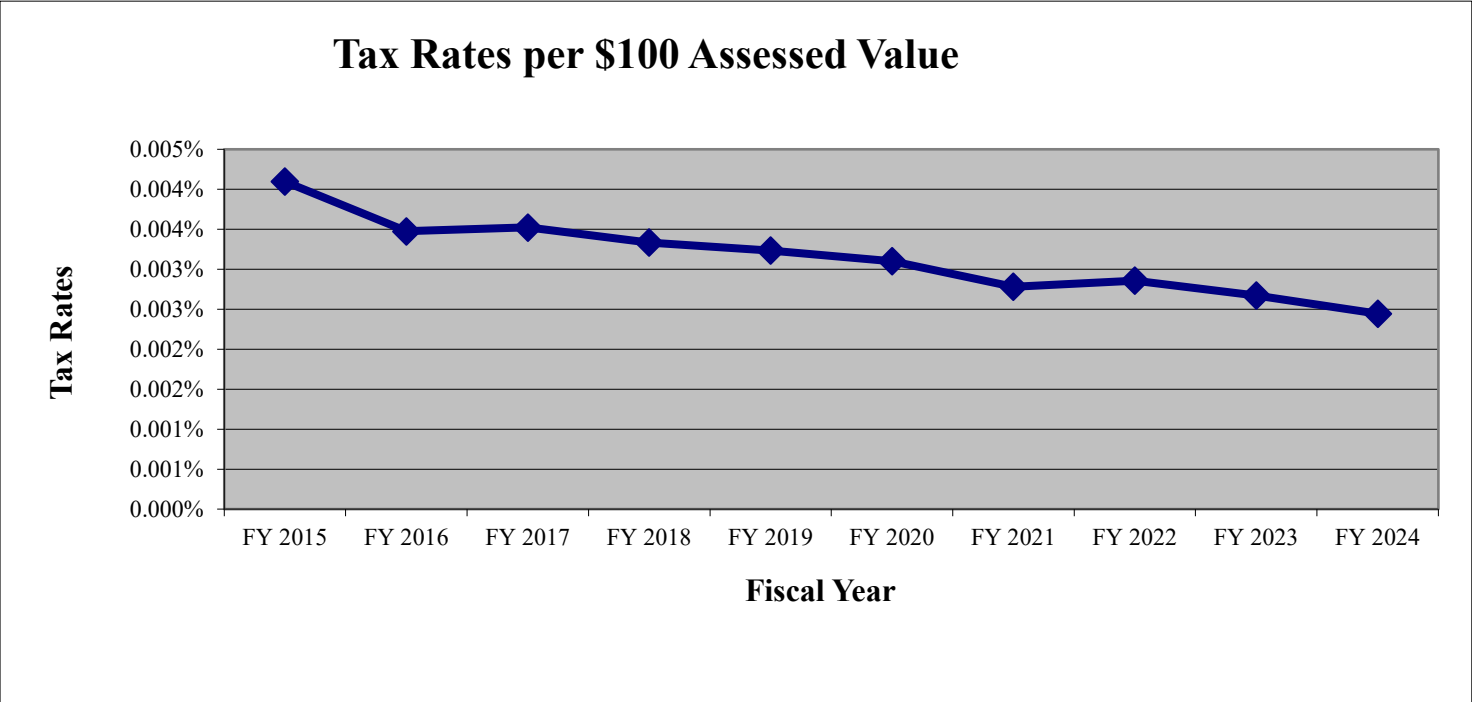
Payments to be Made in 2023-24

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

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

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

<u>Fiscal Year</u>	<u>NBA</u>
FY 2015	0.004095%
FY 2016	0.003474%
FY 2017	0.003522%
FY 2018	0.003335%
FY 2019	0.003233%
FY 2020	0.003099%
FY 2021	0.002781%
FY 2022	0.002858%
FY 2023	0.002672%
FY 2024	0.002444%



	NBA		
	FY 2022-23	FY 2023-24	Difference
Assessment Rate	0.002672	0.002444	(0.0002280)
Assessed Value of	\$ 13.36	\$ 12.22	\$ (1.14)
\$ 500,000			

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AGENDA TRANSMITTAL

MEETING DATE: July 25, 2023

CITY AGENDA ITEM: Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on June 20, 2023, June 21, 2023 and July 18, 2023..

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: The minutes of the City Council, Suisun City Council Acting as Successor Agency, and Housing Authority meetings held on June 20, 2023, June 21, 2023 and July 18, 2023, are submitted for review and approval.

STAFF RECOMMENDATION: Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on June 20, 2023, June 21, 2023 and July 18, 2023.

DOCUMENTS ATTACHED:

1. Minutes - June 20, 2023 Special Closed Session Meeting
 2. Minutes - June 21, 2023 Special Closed Session Meeting
 3. Minutes - July 18, 2023 Special Closed Session Meeting
 4. Minutes - July 18, 2023 Regular Council-Successor Agency-Housing Authority Meeting
-

PREPARED BY:

Anita Skinner, City Clerk

REVIEWED BY:

Anita Skinner, City Clerk

APPROVED BY:

Kris Lofthus, Deputy City Manager

ATTACHMENTS:

1. [Minutes - June 20, 2023 Special Closed Session Meeting 5 pm.pdf](#)
2. [Minutes - June 21, 2023 Special Closed Session Meeting 5 pm.pdf](#)
3. [Minutes - July 18, 2023 Special Closed Session Meeting 5 pm.pdf](#)
4. [Minutes - July 18, 2023 Regular Council-Successor Agency-Housing Authority Meeting.pdf](#)

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



CITY COUNCIL MEETING

MINUTES
SPECIAL MEETING OF THE SUISUN CITY COUNCIL
TUESDAY, JUNE 20, 2023
5:00 PM

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

NOTICE:

Pursuant to Government Code Section 54953(b) the following City Council meeting includes teleconference participation by:

- Councilmember Amit Pal from: Ji Hotel Shanghai Bund Mid Shandong Road, No.300 Shandong Middle Road, Shanghai, People Square and South Bund Huangpu

*CITY COUNCIL MEETINGS ARE HELD IN-PERSON
PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM*

ZOOM MEETING INFORMATION:

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

MEETING ID: 879 6126 2045

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.)*

ROLL CALL

Mayor Hernandez called the meeting to order at 5:04 pm with the following Council Members present:
PRESENT: Dawson, Hernandez, Osum, Pal, Washington
ABSENT: None

Councilmember Pal attended the City Council meeting in person and was present at roll call.

CONFLICT OF INTEREST NOTIFICATION None

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

PUBLIC COMMENT

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

George Guynn, Steve Olry and James Berg spoke on the budget.

CLOSED SESSION

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

- 1 CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;
SCEA (Suisun City Employees' Association);
SCMPEA (Suisun City Management and Professional Employees' Association);
SCPOA (Suisun City Police Officers Association);
SCPFA IAFF (Suisun City Professional Firefighters' Association); Temporary/Part-Time Employees.

Council entered into closed session at 5:12 pm.

CONVENE OPEN SESSION

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

ADJOURNMENT

There being no further business closed session ended at 6:28 pm.

Anita Skinner, City Clerk

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



CITY COUNCIL MEETING

MINUTES
SPECIAL MEETING OF THE SUISUN CITY COUNCIL
WEDNESDAY, JUNE 21, 2023
5:00 PM

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

*CITY COUNCIL MEETINGS ARE HELD IN-PERSON
PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM*

ZOOM MEETING INFORMATION:

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

MEETING ID: 818 4573 2563

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.)*

ROLL CALL

Mayor Hernandez called the meeting to order at 5:01pm with the following Council Members present:

PRESENT: Dawson, Hernandez, Osum, Washington

ABSENT: Pal (arrived at 5:05pm)

CONFLICT OF INTEREST NOTIFICATION None

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

PUBLIC COMMENT None

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

CLOSED SESSION

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

- 1 CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;
SCEA (Suisun City Employees' Association);
SCMPEA (Suisun City Management and Professional Employees' Association);
SCPOA (Suisun City Police Officers Association);
SCPFA IAFF (Suisun City Professional Firefighters' Association); Temporary/Part-Time Employees.

CONVENE OPEN SESSION

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

ADJOURNMENT

There being no further business the meeting was adjourned at 8:43pm.

Anita Skinner, City Clerk

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



CITY COUNCIL MEETING

MINUTES
SPECIAL MEETING OF THE SUISUN CITY COUNCIL
AND
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY
TUESDAY, JULY 18, 2023
5:00 PM

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

NOTICE:

Pursuant to Government Code Section 54953(b) the following City Council meeting includes teleconference participation by:

- *Mayor Pro Tem Princess Washington from: San Francisco Airport, 334 Domestic Terminal 3 Boarding Area E, San Francisco, CA 94128*

*CITY COUNCIL MEETINGS ARE HELD IN-PERSON
PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM*

ZOOM MEETING INFORMATION:

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

MEETING ID: 867 2142 6791

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.)*

Mayor Hernandez noted that Vice Mayor Washington was actually in transit and would not participate as the agenda indicates above.

ROLL CALL

Mayor Hernandez called the meeting to order at 5:01pm with the following Council Members present:

PRESENT: Dawson, Osum, Hernandez

ABSENT: Pal, Washington

CONFLICT OF INTEREST NOTIFICATION None

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

PUBLIC COMMENT

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

Steve Olry spoke on the budget, city out spending its income, continuing to ignore infrastructure repairs.

Council entered into Closed Session at 5:06 pm.

CLOSED SESSION

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

Suisun City Council Acting as Successor Agency

1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to California Government Code Section 54956.8

Real Property Identified by Assessor's Parcel Number 0032-141-160, Harbor Square Courtyard

Negotiating Party: City Manager

Parties Negotiating With: To Be Determined

Under Negotiations: Terms and payment

City Council

2 CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;

SCPFA IAFF (Suisun City Professional Firefighters' Association); Temporary/Part-Time Employees.

SCPOA (Suisun City Police Officers Association);

3 PERSONNEL MATTERS

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

CONVENE OPEN SESSION

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

ADJOURNMENT

There being no further business the meeting was adjourned at 6:38 pm.

Anita Skinner, City Clerk

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



CITY COUNCIL MEETING

MINUTES
REGULAR MEETING OF THE SUISUN CITY COUNCIL,
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY
TUESDAY, JULY 18, 2023
6:30 PM

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

NOTICE

Pursuant to Government Code Section 54953(b) the following Environment and Climate Committee meeting includes teleconference participation by:

- *Mayor Pro Tem Princess Washington from: San Francisco Airport, 334 Domestic Terminal 3 Boarding Area E, San Francisco, CA 94128*

*CITY COUNCIL MEETINGS ARE HELD IN-PERSON
PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM*

ZOOM MEETING INFORMATION:

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

MEETING ID: 885 8061 5580

CALL IN PHONE NUMBER: (707) 438-1720

***REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING
CLERK@SUISUN.COM (PRIOR TO 5 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. – 801)

(Next City Council Res. No. 2023 – 92)

Next Suisun City Council Acting as Successor Agency Res. No. SA2023 - 06)

(Next Housing Authority Res. No. HA2023 – 02)

ROLL CALL

Mayor Hernandez called the meeting to order at 6:49 pm with the following Council Members present:

PRESENT: Dawson, Hernandez, Osum

ABSENT: Pal, Washington (joined via Zoom at 7:32 pm)

Pledge of Allegiance was led by Council Member Osum

Invocation was given by Deputy City Manager Kris Lofthus.

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS (Informational items only.)

- 1 Deputy City Manager Update - (Lofthus: klofthus@suisun.com).
DCM Lofthus:
 - First Farmers Market at Sheldon Plaza, every Saturday 9-1 pm and produced by Fairfield-Suisun Chamber of Commerce.
 - Tuesday, August 1, National Night Out from 5-8 pm sponsored by Police and Recreation Departments.

PRESENTATION/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

- 2 Presentation of Proclamations - (Hernandez: ahernandez@suisun.com).
 - a. Proclamation Proclaiming August 1, 2023, as "National Night Out."  
Mayor Hernandez read and presented by Council Member Dawson to Commander Dan Healy and Commander Jeff Henderson.
 - b. Proclamation Proclaiming July 2023 as "Parks and Recreation Month"  
Mayor Hernandez read and presented by Council Member Osum to RPMA Commissioners Eddrick Osborne and Donna LeBlanc.
- 3 Fire Department Annual Report - (Lopez: bllopez@suisun.com).  
Chief Lopez presented the report.

Vice Mayor Washington via zoom 7:32 pm.

Council comments and questions.

PUBLIC COMMENTS

George Guynn thanked the Chief for the response to the whistle blower's complaints, fireworks noise louder than usual.

Aaron Lemming, President of the Suisun City Professional Firefighters Association, read letter from the Association in support of Fire Chief Lopez.

Council took a brief recess at 7:49 pm and reconvened at 7:53 pm.

Mayor Hernandez introduced City Attorney Anthony Taylor who explained why a recess was called based on quorum.

- 4 Police Department Annual Report - (Healy: dhealy@suisun.com).  
Commander Healy presented the report.

Council comments and questions.

PUBLIC COMMENTS

George Guynn commented about intercity communication, bullet proof glass for dispatch.

Lito Santos thanked the department for strong leadership and support of the community.

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.)

Kelly Ryan spoke on a new homeless camp by Blossom Meadows and have had multiple incidents with cutting of public and private fences, concerned with public safety and fire.

Michelle Chavez spoke on issues on Humphrey and Chyrl; thanked Ms. Deol, Elizabeth Luna, and Jim Herrod for meeting with her and Donna LeBlanc on the Pickering property clean up; addressed questions with Mr. Taylor if settlement agreement is not adhered to and what the consequences would be.

Simone Smith commented on the community garden off of Blossom and residents not properly notified this was taking place, safety concerns about the homeless camp by Blossom Meadows.

Mayor reminded community of second homeless forum in August and specific info will be sent out.

Donna LeBlanc thanked Ms. Deol and Ms. Luna for meeting today to be able to share info with the public; Heritage Park is an issue and the soccer field is not happening as planned; request for proposal of a new city attorney, what are the going rates? Requests the item be placed on a future agenda item.

George Guynn need to watch what happens with the budget and not over spend and not wasteful spending; streets should be a main budget item; homeless not paying taxes but receiving services; need to get a new auditor; check market for attorneys.

Lito Santos commented on the homeless issues; feels the government is creating perfect storm to allow all the nation's homeless to come to California; program is not working.

Larry Brumfield gave a big thank you to Donna LeBlanc for the downtown cleanup; hopes to clean up Walters Road and will be working with a Travis AFB contact; homeless encampments are getting worse.

Steve Olry commented on the lack of code enforcement during the fourth of July; homeless encampments are multiplying.

Mr. Givens summited speaker card but left meeting early.

Katrina Garcia thanked Police Department for their presence at Sunset and Railroad; many still don't know about the first/last mile transit; National Night Out has a large number of residential gatherings planned; please refurbish the podium; thanked Mr. Vue for his explanation on what takes place with the Adopt a Neighborhood program.

COUNCIL COMMENTS

5 Council/Board Member Updates.

Council Member Osum thanked Kelly for being in attendance and saw personally the homeless issue; new solar powered equipment; Public Works Dept watered down the construction area on Morgan and School Streets; pot holes repaired; thank you to Council Member Dawson from the Seniors for the goods that were provided and distributed among them.

Vice Mayor Washington thanked everyone involved for a great 4th of July; concerts on the waterfront have started, attended the 60th Air Mobility 75th Anniversary celebration and they unveiled a new aircraft at the Aviation Museum; farmers market is great and hopes everyone attends.

Mayor Hernandez commented the next homeless forum tentative date August 17th; Regional Homelessness Board meeting on August 24th; explained the status of the Pickering property cleanup; Heritage Park issues are being address by the RPMA; Brandon Thompson with STA meeting and the Micro transit App has been awarded and will be up and running by year end.

CONSENT CALENDAR

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

City Council

- 6 Council Adoption of Resolution 2023-92: Acknowledging Receipt of a Report Made by the Fire Marshal of the Suisun City Fire Department Regarding the State Mandated Inspections of Specific Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code - (Colin: jcolin@suisun.com).
- 7 Council Adoption of Resolution No. 2023-93: Approving the Purchase of a Vac-Con Model V350LHAN/850 Vacuum Truck from Vac-Con, Inc. - (Vue: nvue@suisun.com).
- 8 Council Adoption of Resolution No. 2023-94: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Morgan Fence Company, Inc. for the Lot 37 Fencing Project - (Vue: nvue@suisun.com).
- 9 Council Adoption of Resolution No. 2023-95 Amending the Citywide Classification Plan to Create, Update, or Eliminate Various Classifications Including: Create Deputy City Clerk, Finance Manager and Recreation Manager; Establish a Class Specification for IT Services Manager; and Abolish the Classifications of Accounting Services Manager, Financial Services Manager, Marina & Waterfront Events Manager, Recreation Program Administrative Coordinator, Recreation Specialist Supervisor, Secretary to the City Manager/Deputy City Clerk and Senior Account Clerk - (Penland: cpenland@suisun.com).
- 10 Council Adoption of Resolution No. 2023-96: Approving the Memorandum of Understanding (MOU) with the Suisun City Management and Professional Employees' Association (SCMPEA) and Authorizing the City Manager to Execute it on Behalf of the City - (Penland: cpenland@suisun.com).

- 11 Council Adoption of the Resolutions Affirming and Ratifying the Dispatcher Classifications' Unit Modification and Approving the 2023-25 Suisun City Police Officers' Association (SCPOA) Memorandum of Understanding (MOU) - (Penland: cpenland@suisun.com):
 - a. Resolution No. 2023-97: Affirming and Ratifying the Stipulation and Agreement Approving the Suisun City Police Officers' Association's (SCPOA) Petition for Severance/Modification Changing Bargaining Units and Representation for the Dispatcher Classifications From Suisun City Employees' Association (SCEA) to Suisun City Police Officers' Association (SCPOA); and
 - b. Resolution No. 2023-98: Approving the Memorandum of Understanding (MOU) with the Suisun City Police Officers' Association (SCPOA) and Authorizing the City Manager to Execute it on Behalf of the City.
- 12 Council Adoption of Resolution No. 2023-99: Amending and Restating the Schedule of Salary and Benefits for Unrepresented and Executive Management Employees - (Penland: cpenland@suisun.com).
- 13 Council Adoption of Resolution No. 2023-100 Amending the Citywide Salary Schedule to Implement the Negotiated Wage Adjustments for Employees and Classifications Represented by the Suisun City Employees' Association (SCEA), Suisun City Police Officers' Association (SCPOA), Suisun City Management and Professional Employees' Association (SCMPEA), Including Wage Adjustments for Temporary, Part-Time, Unrepresented and Executive Management Employees and the City Manager - (Penland: cpenland@suisun.com).
- 14 Council Adoption of Resolution No. 2023-101: Accepting the Suisun City Marina Annual Dock Maintenance and Inspection Services Project as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project - (Lofthus: klofthus@suisun.com).
- 15 Council Adoption of Resolution No. 2023-102: Authorizing Aleshire & Wynder, LLP, to Execute a Professional Services Agreement with Krisch & Company for Payroll Audit Services - (City Attorney).
- 16 Council Adoption of Resolution 2023:103: Authorizing the City Manager to Execute a Professional Services Agreement to provide Geographical Information System (GIS) services with Infinity Technologies - (Deol: ideol@suisun.com).
- 17 Council Adoption of Resolution No. 2023-104: Authorizing the Mayor to Send a Letter in Support of Greenbelt Alliance's Proposal to the Environmental Protection Agency's (EPA) San Francisco Bay Water Quality Act Improvement Fund - (Hernandez: ahernandez@suisun.com).

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

- 18 Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on June 20, 2023 and June 27, 2023 – (Skinner: clerk@suisun.com).

PUBLIC COMMENTS

ITEM 7

Donna LeBlanc will training be required, is it in the budget; where does the waste go?

ITEM 8

Donna LeBlanc concerned about damage to fence and who is responsible?

ITEM 9,10,11,13,15

George Guynn spoke briefly on reclassifications, management agreement and dispatcher qualifications; would like to see cuts in the City Manager's agreement; size of agenda packet.

ITEM 15, 16

Donna LeBlanc hopes any errors in payroll for those paid or not paid are resolved quickly; are the GIS fees a yearly fee or a onetime payment.

CHANGED ROLL CALL TO ALLOW VOTING BY VICE MAYOR WASHINGTON

Motion by Council Member Dawson to approve Consent Calendar and seconded by Vice Mayor Washington. Motion passed by the following vote:

AYES: Dawson, Hernandez, Osum, Washington

NOES: None

ABSENT: Pal

PUBLIC HEARING

City Council

- 19 Council Adoption of Resolution No. 2023 - 105: Approving Site Plan/Architectural Review Permit (SP/AR 22-23-001) and Planned Unit Development Permit (PUD 22-23-001) for a 6,800 Square Foot Building on a Vacant 7,150 Square Foot Parcel Located South of Lotz Way Between Main Street and Harbor Center (APN 0032-061-390) - (Bermudez: jbermudez@suisun.com).

John Kearns, Principal Planner presented the agenda item.

Mayor Hernandez opened the Public Hearing.

Donna LeBlanc complimented staff, Planning Commission and really likes the project.

Richie Cruz, spoke on labor standards, training for carpenters,

There being no further comments Mayor Hernandez closed the Public Hearing.

Dr. Nari, applicant, thanked council for their support and hopes to bring more business to the city.

Architect, Edmond Jacobs commented only had one person showed for the good neighbor meeting.

Council commented they are looking forward to the completion of the project.

Motion by Council Member Dawson to approve project and seconded by Vice Mayor Hernandez. Motion passed by the following vote:

AYES: Dawson, Hernandez, Osum, Washington

NOES: None

ABSENT: Pal

- 20 Council Introduction and Waive Reading of Ordinance No. 801: Adopting the 2022 California Building Standards Code (Suisun City Municipal Code Title 15 Building and Construction) - (Bermudez: jbermudez@suisun.com).

Director Bermudez presented the staff report and power point.
Attorney Taylor read ordinance title.

Mayor Hernandez opened the Public Hearing.

George Guynn commented codes are a good thing if it is enforced.

There being for comments Mayor Hernandez closed the Public Hearing.

Motion by Council Member Dawson to introduce and waive reading of ordinance and seconded by Vice Mayor Washington. Motion passed by the following vote:

AYES: Dawson, Hernandez, Osum, Washington

NOES: None

ABSENT: Pal

- 21 Council Introduce and Waive Reading of Ordinance No 2023- 802: Amending City Ordinance Chapter 12.12 Park and Recreation Facilities to the Suisun City Municipal Code - (Lofthus: kllothus@suisun.com).

Council Member Dawson moved to extend the meeting past 10 pm and seconded by Council Member Osum. Motion passed by the following vote:

AYES: Dawson, Hernandez, Osum, Washington

NOES: None

ABSENT: Pal

Deputy City Manager Lofthus presented the staff report and power point.

Attorney Taylor read Ordinance title.

Mayor Hernandez opened the Public Hearing.

There being no comments Mayor Hernandez closed the Public Hearing.

Council Member Osum asked who would do the enforcement.
Mayor Hernandez asked if fines were already in place.

Motion by Council Member Osum to introduce and waive reading of ordinance and seconded by Vice Mayor Washington. Motion passed by the following vote:

AYES: Dawson, Hernandez, Osum, Washington

NOES: None

ABSENT: Pal

GENERAL BUSINESS

City Council

- 22 Council Adoption of Resolution No. 2023-106: Approving Starbucks Art Mural, Meeting the Requirements of the 1.5 Percent Art Fee - (Lofthus: klofthus@suisun.com).

Deputy City Manager Lofthus presented the staff report and power point. Artist is Jon Ton. Starbucks will maintain and do any repairs to the artwork.

PUBLIC COMMENTS

Donna LeBlanc commented it is the best mural we could have asked for on our first project.

John Ton, artist, did take pictures around the marsh, looking forward to doing the project.

Council comments thanking the artist and looking forward to the art project.

Motion by Council Member Dawson to adopt resolution and seconded by Mayor Hernandez. Motion passed by the following vote:

AYES: Dawson, Hernandez, Osum, Pal

NOES: None

ABSENT: Pal

- 23 Council Adoption of Resolution No. 2023-107: Approving and Adopting the Parks and Facilities Master Plan - (Lofthus: klofthus@suisun.com).

Deputy City Manager Lofthus presented the staff report and introduced consultant. Consultant Gretchen McCann presented the Master Plan.

Council comments thanked staff and consultant for the work to create the plan.

PUBLIC COMMENT

Donna LeBlanc commented parks art are our hearts, blueprint for the future generation for what we decide to build today.

Motion by Council Member Dawson to adopt the Facilities Master Plan and seconded by Mayor Hernandez. Motion passed by the following vote:

AYES: Dawson, Hernandez, Osum, Washington

NOES: None

ABSENT: Pal

REPORTS: (Informational items only)

24 [Mayoral Update.](#)

25 Non-Discussion Items.

ADJOURNMENT

There being no further business the meeting was adjourned at 10:54 pm.

Anita Skinner, City Clerk

AGENDA TRANSMITTAL

MEETING DATE: July 25, 2023

CITY AGENDA ITEM: Discussion and Direction to Staff Regarding Revisions and Updates to the City Council Norms & Procedures, and Relevant Policies and Municipal Code Sections.

FISCAL IMPACT: None.

STRATEGIC PLAN: Ensure Good Governance.

BACKGROUND: In July of 2019, the City Council adopted its Norms & Procedures, which have since been amended three times. The Norms themselves require that the City Council review them annually “to assist Council Members in being more productive in management of the business of the City.”

The City Council has directed, once a full new Council would be seated following the November 2022 election and the subsequent appointments, that the Norms & Procedures should be revised and updated to include certain provisions that are typically included, and so as to make them easier to navigate by, for example, consolidating certain sections and removed duplicate or unnecessary provisions.

STAFF REPORT: The City Manager and City Attorney have reviewed the current Norms & Procedures and provide the following recommendations regarding updates to the rules. The Council is being requested to consider these and any other changes, and provide direction at this time. The City Attorney’s Office will return in short order with a track changes draft for Council’s further consideration.

1. Language clean-up.
 - a. Remove provisions that are redundant.
 - b. Clarify provisions as needed.
 - c. Correct typographical errors.
 - d. Change references to Mayor Pro Tem to Vice Mayor (consistent with language in other local jurisdictions which use the term Vice Mayor).
2. Reorder and consolidate: some sections can be consolidated, for example the sections on decorum by Council, speakers, and the public, and provisions relating disruptive conduct can be consolidated. All the sections that relate to meetings and procedures for public meetings should be consolidated or close together.
3. Censure. The Norms lack censure provisions. This is a process that is typically included in council rules of procedure. The Council has limited ability to penalize a member who is violating the rules and policies of the City, or any other law, but without these rules Council has no ability to take action. Censure procedures include due process for the councilmember who may be subject to the censure.
4. Code of ethics. The Norms have some provisions that are typically found in codes of ethics, but the City does not have an explicit code. The code of ethics can be adopted as a policy by resolution, or can be incorporated into the municipal code.

5. Social media policy. The Norms address the use of social media, but the provisions should be expanded and clarified, and moved to a separate policy that applies to not just the Council, but also to City officials and employees.
6. City Attorney responsibilities. Add a section that broadly articulates the City Attorney's role.
7. Mayor vacancy. The Norms (and the Municipal Code) only address council vacancies. Reference in the Norms and the Code should be made to the process to fill a mayor vacancy, which is governed by its own Government Code section.
8. Public comment. The Norms provide that comments shall be for a maximum of 3 minutes, and the Mayor may shorten the time depending on the number of speakers. Council could change the amount of time for comments, for example limit all comments to 2 minutes, or 3 minutes for public hearings and 2 minutes for other items. The council can also limit the amount of time that public comment can be taken at the top of the meeting, with the remainder to be completed at the end. Note that no matter how late the meeting runs, if public comment isn't completed in the time allotted, time must be made at the end of the meeting.
9. Council responsibility. Add a section addressing the Council's role for quasi-judicial proceedings.
10. Remote participation. Add reference to Government Code 54953.
11. Conduct that disrupts meetings. Add reference to Government Code 54957.95.
12. Required trainings.
 - a. The Norms require that Council Members, Commissioners, and Committee members received AB 1234 and sexual harassment prevention training every two years. Does the City Council want to add penalties, following notice and a reasonable period of time to comply, for those who do not complete timely training, such as removal from committees or commissions?
 - b. Does the Council wish to add any other trainings, such as unconscious bias, housing laws, municipal finance?
13. Commissions and committee appointments. Currently, only persons who live within the City can be appointed. Does Council want to add an exception for committees where it would be in the best interest of the city to have representation by persons who don't live in the City but who represent organizations whose input and participation would benefit the City.
14. Requirement that Council set the schedule of meetings for the year. This section is likely unnecessary, the meetings occur on set meeting days, there is no need to set an annual meeting schedule. Recommendation is to remove this rule.
15. Meetings.
 - a. Add provisions re: emergency meetings.
 - b. Add a section re: conduct of public hearings.
16. Written public comments. City Clerk suggests a cut-off of 2 hours prior to the meeting.

STAFF RECOMMENDATION: It is recommended that the City Council review the existing Norms

& Procedures and provide direction to the City Manager and City Attorney regarding the above provisions and any necessary changes to the Municipal Code and other City procedures, as well as any other direction the Council deems appropriate.

DOCUMENTS ATTACHED:

1. City Council Norms and Procedures 2023 Revisions
2. City Council Norms and Procedures PowerPoint Presentation

PREPARED BY:

Elena Gerli, City Attorney

REVIEWED BY:

Kris Lofthus, Deputy City Manager

APPROVED BY:

Kris Lofthus, Deputy City Manager

ATTACHMENTS:

1. [City Council Norms and Procedures 2023 Revisions.pdf](#)
2. [PowerPoint Presentation.pdf](#)



COUNCIL

Norms & Procedures

SUISUN CITY COUNCIL:

Mayor Alma Hernandez

~~Mayor Pro Tem~~ Vice Mayor Princess Washington

~~Councilmember~~ Council Member Jenalee Dawson

~~Councilmember~~ Council Member Amit Pal

~~Councilmember~~ Council Member Marlon Osum

ORIGINAL ADOPTION:

July 30, 2019

AMENDED:

FEBRUARY 18, 2020

FEBRUARY 15, 2022

JULY 19, 2022

_____, 2023

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 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 be independent, impartial, and fair in their judgment and actions;
- Public office be used for the public good, and not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

1.3 Decorum.

All Council Members shall practice a high degree of decorum and courtesy. Respect for each Council Member's interpersonal style will be the standard of operation. Courtesy and respect for individual points of view will be practiced at all times.

All Council Members shall respect each other's right to disagree. Council Members shall commit to avoiding personal attacks, using language that is demeaning, or using words or phrases that tend to "shut others down."

When addressing the public in any way, all Council Members shall make certain their opinions are expressed solely as their own, and do not in any way necessarily reflect the opinions of any other Council Member or the City.

This subject is expanded in Section 11.

1.4 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 and Evaluation 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~~ with 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 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~~ their discretion may annually create an ad hoc to oversee annual review process and prepare a summary evaluation.

(b) Establishment of boards and appointment of members. With the consent of the Council, the Mayor may establish Boards, Commissions, and Committees, and make appointments of members of all Boards, Commissions, and Committees. ~~The Mayor may, from time to time, cede this authority by resolution of the Council.~~

(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 they collectively supervise the City Manager's performance.

~~(c)~~ **(d) Quasi-judicial decisions.** The Council may from time to time be required to make quasi-judicial decisions (e.g., an appeal to a land use entitlement). In this capacity, the Council Members will avoid ex parte communications with parties to the proceedings, and will disclose to the entire Council and the public any such communications and any documents they may have so received. Any ex parte communications or documents so received shall be part of the record of the proceeding. In quasi-judicial

proceedings, the Council Members will remain impartial until all evidence has been presented. Any Council Member shall only recuse themselves in the event of a conflict, and shall not abstain from making a decision. Council Members who are absent for the earlier of a continued quasi-judicial proceeding, shall review the recording of the proceeding and familiarize themselves with the staff report all relevant oral and written testimony.

1.5 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. Appointment, removal, promotion, or demotion of department heads shall require prior approval of the City Council. (~~Ord~~ SCMC § 2.08.110)

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. (See also, Chapter 2.08 of the Suisun City Municipal Code.)

Overview of City Attorney's responsibilities.

(a) Authority. The City Attorney, or deputy, shall attend all meetings of the Council unless excused and shall attend all meetings of such other boards and commissions as directed by the Council or City Manager. The City Attorney serves as advisory parliamentarian for the City. Final rulings on parliamentary procedure are made by the Presiding Officer. All ordinances and resolutions and all contracts, deeds, easements or other legal instruments shall be approved as to form and legality by City Attorney. In any case of ambiguity or uncertainty in the interpretation or application of this Manual to any procedure, the Presiding Officer may direct such question to

the City Attorney for a ruling. The City Attorney's Office shall work with the City Manager and City Staff as directed, shall supervise and track all litigation and code enforcement matters, and handle all other legal matters on behalf of and as directed by the City Manager and/or City Council.

(b) Attorney-Client Privilege. The City Attorney is the legal representative of the City acting through its City Council. Any member of the Council may request from the City Attorney a legal opinion regarding any matter related to the interests of the City. Where a legal opinion involves substantial cost, the request for the opinion must first be approved by the City Manager or by a majority of the Council. There is a continuing legal question as to whether the City Attorney may have an attorney-client relationship with any individual member of the Council or the staff. As a consequence, any discussion with the City Attorney which leads to the conclusion that the interests of the City are at risk must be revealed to all relevant members of the Council and the staff by the City Attorney. The City Attorney shall not have an attorney-client relationship with individual Council Members. The City Attorney is required to maintain the confidentiality of such communications from persons outside the City to the extent required or permitted by law and the code of ethics.

"City Council" in the Rules & Norms

In these Rules & Norms, the term "City Council" or "Council Member" shall include and also refer to, the Mayor, unless separate reference is made to the Mayor, or the context indicates otherwise.

1.6 ~~Annual Review~~ of Norms & Procedures.

The City Council shall conduct ~~a periodic review~~ s and revisions 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.

1.7 Ralph M. Brown Act.

All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with the Ralph M. Brown Act.

PLACEHOLDER. CODE OF ETHICS

SECTION 2. COUNCIL REORGANIZATION

2.1 ~~Mayor Pro Tem~~ Vice Mayor Selection Process.

In December of each year, the Mayor shall select and appoint a Vice Mayor ~~Pro Tem~~, with consent of the City Council, from among the members of the Council. 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. The Vice Mayor may also be referred to a Mayor Pro Tem.

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 ~~to~~ a Council Vacancy.

In the event of a vacancy of office or the death or resignation of any Council Member, the Mayor shall appoint a new Council Member, with the consent of the Council, or call 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, consistent with Government Code Section 36512. 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.~~

Appointment to a Mayor Vacancy

In the event of a vacancy of office or the death or resignation of the Mayor, the Vice Mayor shall appoint a new Mayor with the consent of the Council, or call a special election, consistent with Government Code Section 34902. In the event of appointment, the Vice Mayor with the consent of the Council, shall determine by resolution the process for appointment prior to the application process.

SECTION 3. ADMINISTRATIVE MATTERS

3.1 Attendance.

Attendance by the City Council Members ~~acknowledge that attendance at lawful noticed~~ 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.

Per ~~Gov Code Section §36513 of the Government Code~~, “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.”

Remote Participation

In the event members of the City Council cannot attend a meeting in person, they may attend remotely in conformance with the provisions of Section 54953 of the Government Code.

3.2 Correspondence.

~~With some exceptions,~~Any proposed correspondence (including electronic) from individual Council Members/~~Mayor~~ on City stationery ~~shall be reviewed~~approved by the Council in draft form prior to release.

On occasion, there are urgent requests from the League of California Cities for correspondence concerning legislation directly affecting municipalities. Assuming there is agreement between the Mayor and City Manager that the League's position corresponds with that of the Council, the Mayor may send a letter without first obtaining Council review. Such correspondence shall be added to the following Council meeting's consent calendar for the entire Council to receive and file. The Council may take action to rescind the Mayor and City Manager's actions.

City letterhead will be made available to all City Council members for routine, discretionary correspondence (e.g., thank you notes, etc.), or such correspondence will be prepared by staff for signature, without prior consent of the Council.

The City will provide stationery designated as "The Office of" for each ~~member of the Council~~ Member to use for correspondence as it relates to ~~your-their~~ 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 ~~your~~ each Council Member's business card. Any views expressed in this correspondence (including electronic) are solely ~~your-the~~ Council Member's own and do not represent the views of the City or the Council.

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, Standing, and Ad Hoc Committees ~~and Ad Hocs~~

The role of the Council on regional boards (including regional standing or ad hoc committees) 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 brief oral or written reports to the Council during ~~properly posted~~ Council meetings.

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/their alternate as far in advance of the meeting as possible so as to allow the alternate to attend.

A list of these assignments are maintained by the ~~Deputy~~ City Clerk's Office 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-the information to the remaining members of the Council in a timely manner, whether through the City Manager Report or Council Member/Manager 1:1.

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 (AD1) 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 to document the expenditure. These documents are public records subject to disclosure under the California Public Records Act.

Brief reports must be given on any outside meeting attended at the expense of the City at the next regular Council meeting.

3.6 Ethics and Sexual Harassment Prevention & Education Training.

Any member of the City Council and commissions, or advisory committees 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 years, as mandated by AB 1234, and at least two hours of sexual harassment prevention training, as mandated by AB 1661 every 2 years.

New members must receive this training within their first year of service for ethics and within six months for sexual harassment prevention training and education, and file a certificate of completion with the 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 hours of each training every two 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 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.

At the Mayor's discretion, City Council members who are delinquent on receiving the required training shall not serve on any board or committee assignment until the training has been completed.

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.

3.8 Use of City Email and Social Media by City Officials.

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 § 6253(e)) 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.

In an emergency, a public official may send an email on a non-City email account, but only if a copy of any public record that is created as a result is contemporaneously copied to the City email account of that same public official, or a hard copy is provided to the City for retention in City records.

Practically speaking, this means that public officials should rarely, if ever, use a personal email account to conduct City business, and should never use personal social media accounts to conduct 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. Nor is this policy intended to require public officials to provide privileged communications or documents to the City, or to waive any applicable privileges which may apply to documents purely because they have been turned over to the City in compliance with this policy.

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. There are two exceptions:

Exception: Using City Accounts. Public officials may use non-City electronic devices when accessing an official City account (e.g. City email address, City-controlled social media account).

Exception: Contemporaneous Copying. If, in a given situation, 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. Practically speaking, this means that public officials should rarely, if ever, use a non-City owned device to text in the conduct of City business.

Provide Copies to City. If a public official has possession of a public record that is not in the possession of the City, the public official shall promptly provide a copy of the record to the City, and take reasonable precautions to prevent this from occurring again. For example, if a public official receives an email regarding City business on a non-City email account, and the email was not sent to or from a City email account (i.e. the City doesn’t already have a copy), the public official shall promptly forward a copy of the email to the public official’s City email account, or provide a hard copy to the City for retention in City records, and should request that the sender send future correspondence to a City controlled email account.

3.9 Compensation.

Council members are compensated in accordance with California Government Code Sections 36516 and 36516.5. The amount is memorialized in the City’s Municipal Code.

SECTION 4. COUNCIL RELATIONSHIP WITH STAFF

Note: The foundation of a healthy and productive relationship between City Council and all City Staff is based on staying within the chain of command.

4.1 City Manager.

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. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Council Members. The City Manager may delegate this responsibility to Department Heads.

4.2 Agenda Item 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. This does not restrict Council Members from asking questions during a Council meeting.

4.3 Interaction of City Council with Staff.

The Council shall treat staff with respect and shall not abuse staff, nor embarrass staff in public. The City Council Members are welcome to have contact with any city employee. However, the Council are to work through the City Manager or City Attorney on all issues, concerns and questions. This is to allow the senior professional staff, with the proper education, training, experience and knowledge of issues, laws and City Council's policies to coordinate a full and complete response and reduce error or misunderstanding by staff members not necessarily knowledgeable on all issues. This can provide a better overall response, allow any new issues to properly be considered and avoid unintended redirection of staff efforts.

Council Members are free to speak to Department Heads and may ask for information related to their department or agenda items. However, at no point is it acceptable to provide direction. All direction should be given to the City Manager, and the City Manager should be informed of contacts made with Department Heads. This informal system of direct communication is not to be abused.

City Council Members shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy.

4.4 Individual Council Member's Requests.

Council Members shall make their requests for information to the City Manager and not directly to individual members of staff. The use of City staff, including the City Manager, to respond to an individual Council Member's request for any purpose that exceeds more than one hour of total staff time must be approved by the majority vote of the full Council. The individual City Council Member may make his/her request orally or in writing to the City Manager. The City Manager shall provide an estimate of the cost and how the request affects the Council's Goals and Objectives. This request will then be considered by the City Council at the next possible City

Council meeting. Irrespective of the amount of staff time required to respond to each Council Member's request, individual Council Member's requests should be limited to no more than three to five requests per week.

SECTION 5. PROCEDURES FOR APPOINTMENTS TO BOARDS/COMMISSIONS/COMMITTEES

5.1 Definitions.

- (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:** 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 Process.

- (a) On or before December 31st of each year, the City Clerk shall prepare and post a list of all Council-appointed board, commission and committee terms that expire during the next calendar year in compliance with the Maddy Act (Government Code Section 54972).
- (b) The City Clerk shall annually advertise in a newspaper and on the City's website for applicants wishing to be considered for appointment to boards, commissions and committees.
- (c) Although there may be multiple applicants, the Mayor is not required to choose from the pool of applicants and may nominate ~~his/her~~their own appointee, provided the appointee

qualifies. This applies to individual Council Members where the Mayor has ceded ~~his/her~~their authority.

- (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 5.6. Applications shall be kept on file for two years in the City Clerk's office and vacancies may be considered from applications on file, as well as new applications.
- (e) If an unscheduled board or commission vacancy occurs during the year, the following steps should be taken to publicize vacancies on boards, commissions, and committees:
 - 1. Public announcement of the vacancy at a Council meeting.
 - 2. A 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 as 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.

5.3 Requirement for Appointment.

- (a) All persons appointed to City boards, commissions, and committees shall be residents of the City of Suisun City at the time of their appointment and shall remain so throughout their term of appointment. Should any person so appointed move from the City during their term of office, such office shall be forfeited. The Mayor with the consent of the Council shall, upon forfeiture, make a new appointment to fill the unexpired term.
- (b) All persons appointed to City boards, commissions, and committees shall complete and submit an application form to the City Clerk as set forth in Section 5.6.
- (c) Except as provided by state or local statute, the appointee shall not be a current City employee or currently appointed to another City board, committee or commission.
- ~~(e)~~(d) Exception. Persons who do not live within the boundaries of the City may be appointed to a committee if it is in the best interest of the City to include the input of individuals or organizations who are located elsewhere. By way of example: a micro-transit committee could include representatives from the county, the Solano Transportation Authority, or from other regional service providers.

5.4 Council Notification.

By October 1 of each year, the City Clerk will notify the Mayor of expiring terms for members of those City boards, commissions, and committees.

5.5 Incumbents.

- (a) At the end of the first term, the incumbent board, commission, or committee 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 board, commission or committee member shall submit to the City Clerk a letter or email expressing interest in re-appointment 60 days prior to the expiration of the member's first term.
- (b) Any incumbent interested in re-appointment who has served two or more terms must apply for re-appointment as set forth in Section 5.6.

5.6 Application.

Except as set forth in Section 5.5, all persons considered for appointment or re-appointment shall complete an application form. This application form must be received by the City Clerk by the required deadline.

5.7 Attendance.

- (a) Board, commission, and committee members are expected to regularly attend and participate on their respective boards, committees and commissions.
- (b) All absences should be reported to the Mayor 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 Mayor. Council will be notified of any actions taken.
- (d) The Council may grant an approved leave of absence for a board, commission, or committee member for such reasons as the Mayor determines appropriate. Council will be notified of any actions taken.
- ~~(d)~~(e) Members or boards, commission, and committees may attend meetings remotely when the technology to do is available, in accordance with Section 54953 of the Government Code.

5.8 Norms and Procedures and Conflicts of Interest.

- (a) Board, committee and commission members shall be expected to adhere to the Council Norms and Procedures.
- (b) Board, committee, and commission 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) Members of City boards, commissions, or committees may not use their board, commission, or committee position title for political endorsements.

5.9 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 the 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~~ Access to City Council Meetings.

All regular Council meetings shall be scheduled in the Council Chambers to allow for web streaming, as well as remote participation by City staff and the public through a two-way web-based platform, unless the If the number of participants is anticipated to exceeds room capacity, a meeting may be scheduled at a different location to accommodate the larger participation in person. Any meeting that takes place at a location other than Council Chambers will be available for broadcast and/or real-time two-way web based platform, as technology permits. The final decision of the location of the meeting 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~~ second and ~~third~~ fourth 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. ~~Ordinarily, at the discretion of the Mayor, no~~ No new items will be taken up after the 10:00 p.m. cutoff and any items remaining will be agendaized for the next meeting, except upon motion of the Mayor and majority vote of the Council.

~~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 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 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 boards, commissions, committees, or agencies as deemed necessary to resolve City business. These meetings will be coordinated by the 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; provided that the City Council may give direction to City staff regarding additional information required, or regarding adding the item that is the subject of the study session to a meeting agenda. If action is to be taken at a study session, then the agenda will state that action may be taken.

Emergency Meetings.

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Government Code Section 54956, or both of the notice and posting requirements.

6.9 Adjourned Meetings.

The City Council may adjourn any regular, adjourned regular, special, or closed session meeting to a time and place specified in the order of adjournment and as permitted by law.

6.6 Closed Sessions.

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 closed session meetings at any time.

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 their discretion no less than 7 days before the planned meeting. The Mayor may cancel a meeting at any time in the case of an emergency, when there are no items for the agenda, or when a majority of members have confirmed their unavailability to attend a meeting.

6.7 Quorum.

Three ~~(3)~~ members of the City Council shall constitute a quorum and shall be sufficient to transact business. If fewer than three 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.

Business of the City Council may be conducted with a minimum of three members being present; however, pursuant to the California Government Code, matters requiring the expenditure of City funds and all resolutions and non-urgency ordinances must receive three affirmative votes for approval.

6.8 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 one ~~(1)~~ week following the meeting. Council Members will have one ~~(1)~~ week to provide feedback to the City Clerk for corrections or clarifications. The City Clerk will provide the corrected minutes to the City Manager one ~~(1)~~ week before the meeting to ensure inclusion in the Agenda Packet.

Public Hearings

It is the policy of the Council to assure that the due process rights of all persons are protected during City hearings. A “quasi-judicial” hearing is a hearing that requires a higher level of procedural due process because of the potential impact on life, liberty or property. Usually, quasi-judicial hearings involve a single parcel of land and apply facts and evidence in the context of existing law. Findings must be stated to explain the evidentiary basis for the Council’s decision.

The following procedure shall be used for conducting public hearings in which there is an applicant (e.g., land use applications):

- a. Presiding Officer states the Public Hearing Item.
- b. Announcement of any ex parte communications.
- c. Staff Presentation and recommendation on the Public Hearing Item.
- d. Council asks clarification questions of Staff.
- e. Open the Public Hearing.
 - i. Applicant’s presentation on the Public Hearing Item.
 - ii. Council asks questions of the Applicant.
 - iii. Public Testimony/Public Comment in favor of and against the Public Hearing Item.
 - iv. Applicant’s rebuttal.

- f. Close the Public Hearing.
- g. Council deliberates on the Public Hearing item.
- h. Council votes.

The following procedure shall be used for conducting a public hearing in which there is no applicant (e.g., a City-initiated change to the Development Code):

- a. Presiding Officer states the Public Hearing Item.
- b. Announcement of any ex parte communications.
- c. Staff Presentation and recommendation on the Public Hearing Item.
- d. Council asks clarification questions of Staff.
- e. Open the Public Hearing to allow public testimony/public comment in favor of and against the Public Hearing Item.
- f. Close the Public Hearing.
- g. Council deliberates on the Public Hearing Item.
- h. Council votes on the item.

Council Members shall refrain from asking questions or, in any way, interfere with the “public testimony/public comment” portion of the Public Hearing section.

The Mayor may, in their discretion, revise how a public hearing is conducted, as needed, so long as public participation/testimony is conducted and the Council does not deliberate until all evidence and testimony are heard.

~~6.9 — Adjourned Meetings.~~

~~The City Council may adjourn any regular, adjourned 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.

7.2 Location of Posting.

The notice and agenda shall be posted at City Hall in a place to which the public has unrestricted access and where the notice and agenda are not likely to be removed or obscured by other posted material, and to the City website.

Although not required, additional posting places have been identified to increase civic engagement:

- Joseph Nelson Center
- Fire Department
- Harbor Master Building
- City Controlled Social Media
- Non-City Partnership Buildings

SECTION 8. AGENDA-~~CONTENTS~~

8.1 Mayor's Responsibility.

The Mayor is the presiding officer and 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/their designee, shall organize the agenda and agenda forecast. The agenda forecast will be distributed with the City Manager's report.

8.2 Description of Matters.

All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.

As stated in Section 4.2, if a Council Member has a question on a subject, if possible the Council Member should contact the City Manager prior to any meeting at which the subject may be discussed to assist staff in their preparation for the agenda item.

8.3 Availability to the Public.

The agenda for any regular, special, emergency, or study session meeting, shall be made available to the general public as required by law.

8.4 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.

(c) Upon a majority vote of the City Council, to allow a Council Member to participate remotely pursuant to just cause or emergency circumstances, in accordance with Section 54953(f).

8.5 "Timing" of Agenda.

The Mayor or City Manager may "time" the agenda as a way for the Council to maintain a sense of how much time can be committed to any one item without going past an established ending time for the meeting.

8.6 Order of Agenda – Regular Meeting.

The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Roll Call, Pledge of Allegiance, Invocation, Conflict of Interest Notification, Informational Reports (City Manager/Executive Director/Staff), Presentations/Appointments, Public Comments on Items not on the Agenda, Council Comment, Consent Calendar, Public Hearings, General Business Items, Discussion of Items Pulled from Consent Calendar, Non-presented Reports, and Adjournment.

8.7 Order of Agenda – Closed Session.

The prescribed order of the agenda for a Special Meeting – Closed Session of the Council will be as follows: Roll Call, Conflict of Interest Notification, Closed Session, Closed Session Announcement, and Adjournment.

8.8 Change in Order of Business.

The Mayor may decide to take matters listed on the agenda out of the prescribed order. Council Members shall be given the opportunity to ask questions about Consent Items for clarification without having them removed from the Consent Calendar.

8.9 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 and decide on the request, and determine appropriate timing to bring the item forth.

~~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.

8.10 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 5 minutes. Presentations may be extended by special circumstances as needed. Exceptions can be made at the Mayor's discretion.

To promote a proactive policy concerning state, regional and federal legislative issues, presentations shall include a periodic legislative update by the City Manager ~~(or their City Manager-designee)~~, to include information on important legislative issues and/or those matters that the City has a stated a position on during the Legislative Session

8.11 Proclamations.

Requests for proclamations can be submitted to the Mayor at any time. Proclamations or Special Recognition are created at the Mayor's ~~full~~ discretion.

The agenda will include Proclamations presented during the council meetings and a list provided of those for information purposes or presented outside of the meeting.

~~8.12 Redress.~~

~~Agenda items for redress or reconsideration are expanded in Section 9.8.~~

SECTION 9. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

9.1 Role of Mayor.

(a) The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Council Members and among Council, staff and the public. The Mayor shall intervene when a Council Member, staff, or other meeting participant is being verbally or otherwise attacked by a member of the public.

(b) Communication with Council Members:

1. Council Members shall request the floor from the Mayor before speaking.
2. When one member of the Council has the floor and is speaking, other Council Members shall not interrupt or otherwise disturb the speaker.

(c) Communication with members of the public addressing the Council on agendized items:

1. The Mayor shall open the floor for public comment as appropriate.
2. Council Members may briefly question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak in order to gain additional information. At no point should Council Members engage in additional back and forth with members of the public.
3. Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Council Members and among Council Members and members of the public.

4. Members of the public shall direct their questions and comments to the Council.

9.2 Rules of Order.

The City Council shall follow the “spirit” of *Rosenberg’s Rules of Order* as a guide for the conduct of meetings, with the following modifications:

(a) A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agenda item so that a motion can more easily be made that takes into account what appears to be the majority position. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and thereafter, to any Council Member recognized by the Mayor. Customarily, the Mayor will take the floor after all other Council Members have been given the opportunity to speak.

If a motion clearly contains divisible parts, any Council Member may request the Mayor or moving party divide the motion into separate motions to provide Council Members an opportunity for more specific consideration.

Tie Votes: Tie votes shall be lost motions. When all Council Members are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter. If a tie vote results at a time when fewer than all members of the Council, who may legally participate in the matter are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

(b) All motions require a second.

(c) ~~A motion may be amended at the request of the maker and~~ “Friendly amendments” are permissible, with the consent of the make of the motion and of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.

~~(d) A motion to amend~~ Motions to amend or for a substitute motion may still be used.

(d) The Mayor has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting.

(e) Motions require a majority (of the quorum or of the Council, as may be required) to pass. A tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter. If a tie vote results at a time when fewer than all members of the Council, who may legally participate in the matter are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council. An abstention will be counted as a YES vote for tie-breaking purposes.

(f) 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 their discretion.

9.3 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 10 minutes each to present their positions to the City Council prior to hearing public comments. Appellants shall be given up to 5 minutes of rebuttal time after public comments are heard. Appeals shall otherwise follow the public hearing procedures.

9.4 Applicants.

Persons bringing to the City Council a request for approval shall be given a total of up to 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 5 minutes of rebuttal time after public comments are heard.

9.5 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.

9.6 Public Comment.

(a) Persons present at meetings of the City Council 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 3 minutes for public hearing items, and up to 2 minutes for all other agenda items, 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) Public comment will be limited to 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. No new public comment cards will be accepted after the close of the first Public Comment period.

~~(b)~~(d) Written public comments must be received no later than 2 hours prior to the start of the meeting to which the comment is directed, and the City Clerk will read written comments into the record either in full or in summary. Comments received after the deadline shall be provided as part of the record, but will not be read at the meeting.

~~(e)~~(e) Upon addressing the Council, each speaker is requested, but not required, to first state ~~his/her~~their name, whom they represent, and/or city of residence.

~~(d)~~(f) After the speaker has completed their remarks, the Mayor may direct the City Manager or City Attorney to briefly address the issues ~~brought forth~~raised 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)~~(g) 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.

(h) 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.

(f)(i) Any conduct that actually disrupts a meeting will be addressed in accordance with Section 54957.95 of the Government Code.

9.7 — Motions.

~~It will be the practice of the City Council for the Mayor to provide Council Members an opportunity to ask questions of staff, comment on, and discuss any agenda item in order to help form a consensus before a motion is offered. After such discussion, the Mayor or any Council Member may make a motion. Before the motion can be considered or discussed, it must be seconded. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and thereafter, to any Council Member recognized by the Mayor. Customarily, the Mayor will take the floor after all other Council Members have been given the opportunity to speak.~~

~~If a motion clearly contains divisible parts, any Council Member may request the Mayor or moving party divide the motion into separate motions to provide Council Members an opportunity for more specific consideration.~~

~~Tie Votes: Tie votes shall be lost motions. When all Council Members are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter. If a tie vote results at a time when fewer than all members of the Council, who may legally participate in the matter are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.~~

9.8 Reconsideration.

(a) Request for reconsideration – by whom.

1. Request by a member of the public. Notwithstanding *Rosenberg's Rules of Order*, a request for reconsideration may be made by a member of the public to the City

Council at the next regular meeting of the City Council or at any intervening special meeting of the City Council.

2. Request by a member of the City Council. Only a member of the City Council who voted on the prevailing side may request reconsideration. The request may be made at the same meeting or at the next regular meeting of the City Council or at any intervening special meeting of the City Council.

3. The member of the public or City Council Member making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.

~~3.~~

(b) Motion to reconsider any Council action - procedure.

1. Reconsideration at the same meeting. A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting). A motion to reconsider an action taken by the City Council may be made only by a Council Member who voted on the prevailing side, but may be seconded by any Council Member and is debatable. The motion must be approved by a majority of the entire City Council.

2. Reconsideration at a subsequent meeting. If an intent to request a motion for reconsideration is communicated to the City Council prior to the deadline for posting the City Council meeting agenda, ~~then the~~ the City Manager may agendaize the request for reconsideration ~~may be agendaized~~ if support for ~~said action~~ reconsideration exists in accordance with ~~the Council Norms~~ Section 10.8. Otherwise, no City Council discussion or action on a possible reconsideration may occur unless the item is appropriately added to the agenda pursuant to Government Code section 54954.2(b), which addresses adding items that are not listed on a posted agenda (urgency agenda item). At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion. In no event shall the Council entertain a request for reconsideration beyond the meeting following the decision subject to reconsideration.

(c) Effect of approval of motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken and all interested persons (including applicants, owners, supporters and opponents) are still present, the matter may be reconsidered at that meeting or at the next regular meeting or intervening special meeting (subject to the discretion of the maker of the motion) and no further public notice is required.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken but all interested persons are not still present, or if the motion is made and approved at the next regular meeting or intervening special meeting, the item shall be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed in accordance with the Government Code, the ~~City~~ Municipal Code, and the ~~se~~ Council Norms ~~and~~ & Procedures. The City Clerk shall provide notice to all interested parties as soon as possible when a matter becomes the subject of a motion to reconsider.

9.9 Discussion.

(a) The discussion and deliberations at meetings of the City Council are to secure the mature judgment of Council Members on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

To the extent possible, Council Members should disclose any ex parte communication prior to discussion on an item. Ex parte communications are those made in private between an interested party and an official in a decision making process.

Discussion and deliberation are regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

(b) Obtaining the floor for discussion.

After the Council has commented on an issue, and a motion has been stated to the Council and seconded, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor. A member who has been recognized should make their comments clear, brief and concise.

(c) Speaking more than once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Council Member has already spoken, other Council Members wishing to speak shall then be recognized. No Council Member shall be allowed to speak a second time until after all other Council Members have had an opportunity to speak.

(d) Relevancy of discussion.

All discussion must be relevant to the issue before the City Council. A Council Member is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. Council Members shall avoid repetition and strive to move the discussion along.

A motion, its nature, or consequences, may be attacked vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or

implication. It is the duty of the Mayor to instantly rule out of order any Council Member who engages in personal attacks. It is the motion, not its proposer, that is subject to debate.

Arguments, for or against a measure, should be stated as concisely as possible. It is the responsibility of each Council Member to maintain an open mind on all issues during discussion and deliberation.

It is not necessary for all City Council Members to speak or give their viewpoints if another Council Member has already addressed their concerns. ~~Although issues~~Agenda items of particular import to the City or with potential to be litigated or otherwise appealed should have comments by each Council Member on the record.

(e) Mayor's duties during discussion.

The Mayor has the responsibility of controlling and expediting the discussion. A Council Member who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

9.10 Council Member Respect of Majority Decision.

At all times, Council Members in the minority on an issue shall respect the decision and authority of the majority.

9.11 Council and Staff Reports and Directions on Future Agenda Items.

Council and staff reports at the end of Council meetings shall be limited to announcing Mayor-appointed Regional Board activities on which Council Members serve, City and City-sponsored activities and items which directly affect the City. Community groups may announce their activities during Public Comments at the beginning of Council meetings. Council Members should refrain from making personal comments, stating personal activities, or items that do not impact their role as a Council Member.

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.

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 ~~his/her~~their designee, will advise in advance on topics that may be discussed in a closed session.

10.6 Rules of Decorum.

- (a) The same high standard of respect and decorum as 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.

- (b) Prior to a vote, the Mayor shall ensure that the motion is clearly stated and clearly understood by all Council Members.
- (c) The Mayor shall keep the discussion moving forward so that debate and a vote 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 Mayor will keep discussion focused on the permissible topics.
- (c) 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.
- (d) 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.

- (a) 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 City Council shall publicly report any final action taken in closed session, ~~and the vote, including abstentions, at a publicly noticed meeting~~ as follows:

1. Real Estate negotiations: After the agreement is final and accepted by the other party;
2. Litigation: After approval to defend or appeal a lawsuit or to initiate a lawsuit;
3. Settlement: After final settlement of litigation or claims;

4. Employees: Action taken to appoint or dismiss a Council-appointed employee;
 5. Labor relations: After the Memorandum of Understanding is final and has been accepted by both parties.
- (b) The report may be oral or written. The report will state only the action taken and the vote. Unless authorized by the majority of the City Council, the report will not state the debate or discussion that occurred. 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, shall 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 his/her 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 Section 54852 of the Government Code of the State of California or any place where 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.

11.7 Prosecution.

Aggravated cases shall be prosecuted on appropriate complaint signed by the Mayor/Presiding Officer.

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 in this Policy, 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 XY. CENSURE OF MEMBERS

xy.1 Grounds for Censure

It shall be a violation of this section for any sitting Council Member to violate any general law or regulation, and any rule, law, ordinance, or resolution of the City of Suisun City. It shall also be a violation of this section for any sitting Council Member (i) to violate an administrative policy of the City which has been adopted following a vote of the Council on the matter, or (ii) to act to impede the carrying out of any lawful administrative action of the City Manager undertaken to carry out any approved policy or rule of the City.

xy.2 Censure Defined

Any violation of Section xy.1 by a Council Member may be reprimanded through the administration of a public censure of the member by the Council. Such censure may be in addition to any other lawful action or punishment applicable to the violation. For purposes of this section, "censure" shall mean the adoption of a motion setting forth a formal statement of disapproval of a Council Member's conduct.

xy.3 Censure Considered in Indemnification

When evaluating a request for defense or indemnification made by the censured member in litigation arising from the censured conduct, the record of the censure shall be considered by the Council. Such record shall not be determinative. Failure of the Council to censure the conduct of a member does not constitute a waiver of the Council's right to refuse to indemnify or defend the member in an action.

xy.4 Notice and Opportunity to Cure

A Council Member may not be made the subject of a motion for censure without first being given notice of the alleged violation and an opportunity to correct the violation, if it can reasonably be corrected.

xy.5 Initiation of Proceedings

Upon a continued violation or failure to correct, the charged Council Member shall be given notice and an opportunity to be heard as follows:

(a) Initiated by Member. Only a sitting Council Member may initiate proceedings for the censure of one of its members.

(b) Statement of Charges. Proceedings shall be commenced by the presentation of a written statement of charges to the subject Council Member with a copy delivered concurrently to the City Clerk by the member initiating the charge. Initiation shall not require the prior approval of the Council. The statement of charges shall be given at least 10 days prior to the meeting at which

the censure motion is proposed to be brought. The notice shall contain, at a minimum, the designation of the specific rule, law, regulation, etc., which the member is claimed to have violated and a statement of the date, place and time at which such violation occurred. The statement shall further contain a description of the conduct of the member which is alleged to constitute the violation. A copy of the statement of charges shall be delivered to all other Council Members.

(c) Response. Within 7 days after delivery of the statement of charges, the charged Council Member should deliver a written response to the other members of the Council unless the charged Council Member chooses to defer the response to the hearing.

xy.6 Hearing

(a) Generally. The motion for censure shall be agendized and considered at the first regular meeting occurring at least 10 days following the delivery of the statement of charges to the charged Council Member and City Clerk. The hearing may not be continued except upon the absence from the meeting of a member of the Council other than the initiating Council Member or the charged Council Member.

(b) Open Hearing. The hearing shall be conducted in an open session by the Mayor unless the Mayor is a party to the action, in which case the Vice Mayor or some other member shall conduct the proceedings.

(c) Procedure. The hearing shall generally proceed by a reading of the charges by the initiating Council Member or, in their absence, the Mayor. The initiating Council Member may present witnesses; the charged Council Member may answer in rebuttal; members of the public may speak in favor of or in opposition to the charge; and the remaining Council Members may speak to the charges in that order.

(d) Voting. Passage of the motion for censure shall require a majority vote of the Council. The voting Council Members shall not recess to closed session for deliberation.

9.7 Failure to Censure

If the motion for censure does not pass, the proceedings shall be concluded. A new motion for censure on the same grounds of violation may not thereafter be commenced against the same Council Member for a period of one (1) calendar year from date of the vote. However, new proceedings may be commenced on the same charges within the one (1) year period on the affirmative or unanimous vote of the non-charged Council Members.

9.8 Sanctions

If the motion for censure does pass, such motion shall become a part of the public record, a copy of which shall be made available upon demand to any member of the public, subject to the City's Uniform Schedule of Fees, and notice of same shall be placed in the administrative file of the Council Member. The Council may impose any sanctions authorized by law in conjunction with

the censure of a Council Member. Additional sanctions may be imposed if the initial sanctions are ineffective.

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. 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 State Law.

This document shall remain in effect until modified by resolution of the City Council.

CITY COUNCIL NORMS & PROCEDURES

Elena Q. Gerli, City Attorney
July 25, 2023



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Background

- Adopted July 30, 2019
- Amended
 - February 18, 2020
 - February 15, 2022
 - July 19, 2022



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Language Clean-Up

- Remove provisions that are redundant.
- Clarify provisions as needed.
- Correct typographical errors.
- Change references to Mayor Pro Tem to Vice Mayor (consistent with language in other local jurisdictions which use the term Vice Mayor).



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Reorder and Consolidate

- Some sections can be consolidated, for example the sections on decorum by Council, speakers, and the public, and provisions relating disruptive conduct can be consolidated.
- All the sections that relate to meetings and procedures for public meetings should be consolidated or close together.



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Censure Procedures

- The Norms lack censure provisions.
- Limited ability to penalize a member who is violating the rules and policies of the City.
- Censure procedures include due process for the councilmember who may be subject to the censure.



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Code of Ethics

- Some provisions, no full code.
- Can be adopted as a policy by resolution, or can be incorporated into the municipal code.



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Social Media Policy

- Social media provisions are limited and outdated
 - should be expanded and clarified
 - suggest creating a policy that applies to not just the Council, but also to City officials and employees



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City Attorney Responsibility

Add a section that broadly articulates the City Attorney's role.

Quasi-judicial Hearings

Add a section addressing the Council's role for quasi-judicial proceedings.



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Mayor Vacancy

- The Norms (and the Municipal Code) only address council vacancies.
- Reference in the Norms and the Code should be made to the process to fill a mayor vacancy, which is governed by its own Government Code section.



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Meeting Dates

- Current: first and third Tuesday, but any Tuesday meeting is a regular meeting.
- Possible change: second and fourth Tuesday, switch with PC.
 - Alternative: another day of the week.
- A change in meeting dates also would trigger amendments to the Code and the Planning Commission bylaws.



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Public Comment

- Current: comments max 3 minutes, Mayor may shorten the time depending on the number of speakers.
- Examples of alternatives:
 - All comments limited to 2 minutes
 - All comments 2 minutes, public hearings 3 minutes
 - Quasi-judicial: applicant/appellant 5 minutes, 2 minutes for rebuttal, or at Mayor's discretion
 - Limit the amount of time to e.g., 20 minutes on public comments on non-agenda items, with the remainder at end of meeting.
 - Note that no matter how late the meeting runs, if public comment isn't completed in the time allotted, time must be made at the end of the meeting.
- Written public comment:
 - Cutoff 2 hours before meeting?



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Meetings

Remote Participation

- Add reference to Government Code 54953

Disruptive Conduct

- Add reference to Government Code 54957.95

Suggested Provisions

- Emergency meetings
- How public hearings are conducted



12

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Required Trainings

- Council Members, Commissioners, and Committee members must received AB 1234 (Brown Act, Conflicts, Ethics) and sexual harassment prevention training every two years.
 - Does the City Council want to add penalties, following notice and a reasonable period of time to comply, for those who do not complete timely training, such as removal from committees or commissions?
- Does the Council wish to add any other trainings, such as unconscious bias, housing laws, municipal finance?
 - Should these trainings be mandatory or discretionary?



13

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Committee and Commission Appointments

- Currently, only persons who live within the City can be appointed.
- Does Council want to add an exception for committees where it would be in the best interest of the city to have representation by persons who don't live in the City but who represent organizations whose input and participation would benefit the City?



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Questions? Comments?
Suggestions?



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SUISUN CITY MAYOR INFORMATIONAL REPORT

JULY 25, 2023

REGIONAL BOARDS / COMMISSIONS / COMMITTEES:

Solano Transportation Authority Board Member (STA)
Solano County Water Agency Board Member (SCWA)
Capitol Corridor Joint Powers Authority (CCJPA)
SolTrans Board of Directors
Local Agency Formation Commissioner (Alternate) (LAFCO)
CAP2 Solano JPA (Solano Regional Homelessness Board)
Solano Economic Development Center Board Member
Solano County Mayor's Committee
City-County Coordinating Committee

Suisun City Committees / Ad-Hoc:

Suisun-Solano Water Authority Executive Committee
✓ Fairfield-Suisun Sewer District Executive Committee
Suisun City Environment and Climate Committee Chair
Suisun City / Fairfield-Suisun Unified School District Joint Advisory Committee
30 Acre Parcel Highway 12 and Marina Mixed Use Ad-Hoc Committee
City Manager Evaluation 2023 Ad-Hoc Committee
Suisun City Economic Vitality Ad-Hoc Committee

Other:

- ✓ Travis Regional Armed Forces Committee
 - ✓ Suisun City Farmers Market
 - ✓ Vallejo Teeyan Mela 2023 (Indian Celebration)
-

Fairfield-Suisun Sewer District Executive Committee (July 17, 2023)

- The committee met to discuss and approve the next general meeting to be held on Monday, July 24th. This executive committee includes Councilmember Dawson, Fairfield Mayor Moy, and Fairfield Councilmember Vaccaro.
- Committee discussed the upcoming California Association of Sanitation Agencies (CASA) taking place in San Diego August 9-11, 2023. The committee provided direction of how to support new councilmembers that will be attending as representatives of the Fairfield-Suisun Sewer District board.

Travis Regional Armed Forces Committee (TRAFC) (July 17, 2023)

- The Mayor attended the Travis Regional Armed Forces Committee representing Suisun City. The meeting took place at the Solano County Event Center and included representatives from the Fairfield-Suisun and Vacaville Chambers of Commerce, members from Travis Air Force Base (TAFB), elected officials, business and civic leaders.
- Col. Salmi from Travis Air Force Base provided updates regarding change of command at Travis Air Force Base and provided an update that KC-46 new fleet of refueling tankers will arrive next week.
- Upcoming events at TAFB include the following:

- July 7-12: Operation Mobility Guardian
- July 28: KC-46 Arrival Ceremony
- September 10: 349 AMW Operation Family Circle
- September 11-15: POW/MIA Week / Ceremony
- September 16: Air Force Birthday Gala
- September (TBD): TRAFAC New Commander Welcome

Suisun City Farmers Market (July 15, 2023)

- This past Saturday was the soft launch of the Suisun City Farmers Market coordinated by the Fairfield-Suisun Chamber of Commerce.
- The Suisun City Farmers Market will run on Saturdays from July -October from 9am to 1pm at the Sheldon Plaza in Downtown Suisun City.
- For more information or to attain a vendor application visit www.fairfieldsuisunchamber.com

Vallejo Teeyan Mela (July 16, 2023)

- This past Sunday an Indian cultural celebration called Teeyan da Mela took place in the City of Vallejo in which community members from throughout Solano County, including Suisun City, participated.
- Teeyan is about happiness, prosperity and well-being. It is very pious and ominous festival for Indian Women where newly married and young unmarried women gather to celebrate the beginning of Monsoon (rainy) season.
- The Mayor was invited to distribute awards to participants of this celebration and met Suisun City residents who were participants in the event. The Mayor provided speaking remarks noting how important it is to celebrate our diversity and to celebrate women.