

CITY COUNCIL  
Alma Hernandez, Mayor  
Jenalee Dawson, Mayor Pro Tem  
Amit Pal, Councilmember  
Parise Shepherd, Councilmember  
Princess Washington, Councilmember



CITY COUNCIL MEETING

**A G E N D A**  
**REGULAR MEETING OF THE SUISUN CITY COUNCIL,**  
**SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE**  
**REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,**  
**AND SUISUN CITY HOUSING AUTHORITY**  
**TUESDAY, APRIL 21, 2026**  
**5:00 PM**

---

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

---

**5:00 P.M. CLOSED SESSION**  
**6:00 P.M. REGULAR MEETING**

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

*ZOOM MEETING INFORMATION:*  
*WEBSITE: <https://zoom.us/join>*  
*MEETING ID: 829 2046 3478*  
*CALL IN PHONE NUMBER: (707) 438-1720*

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

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

(Next Ord. No. – 826)  
(Next City Council Res. No. 2026 – 47)  
Next Suisun City Council Acting as Successor Agency Res. No. SA2026 - 04)  
(Next Housing Authority Res. No. HA2026 – 03)

**5:00 P.M CLOSED SESSION**

**CALL TO ORDER**

Mayor Hernandez

**ROLL CALL**

Council / Board Members

**CONFLICT OF INTEREST NOTIFICATION**

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

**PUBLIC COMMENT CLOSED SESSION**

*(In accordance with Section 54956(a), public comments are limited to items on this closed session agenda, and 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 comment period.)*

**CLOSED SESSION**

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

*Housing Authority*

- 1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9: (One Case)

*City Council*

- 2. 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 Title: City Manager

**RECESS TO CLOSED SESSION (City Manager Conference Room, City Hall)**

**6:00 RECONVENE OPEN SESSION**

**CALL TO ORDER**

Mayor Hernandez

**ROLL CALL**

Council / Board Members

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**CLOSED SESSION REPORT**

Announcement of Actions Taken, if any in Closed Session.

**APPROVAL OF REORDERING OF AGENDA**

**CONFLICT OF INTEREST NOTIFICATION**

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

**REPORTS (Informational items only.)**

3. City Manager Update - (Prebula: Bprebula@suisun.com).
4. City Attorney Report - (Enright).

**PRESENTATIONS/APPOINTMENTS**

*(Presentations, Awards, Proclamations, Appointments).*

Proclamations Not Presented

5. Proclamation Proclaiming April 19 through April 25, 2026 as "California Cities Week" - (Hernandez: Ahernandez@suisun.com).

Presentations

6. Presentation by Youth Air Protectors on Student-Led Air Quality Projects and Community Improvement Ideas.

**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**

*(Comments are limited to no more than 3 minutes)*

**CONSENT CALENDAR**

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

City Council

7. City Council Adoption of Resolution No. 2026-\_\_\_ Amending the Citywide Classification Plan and Citywide Salary Schedule to Establish the Human Resources Director Classification, align Compensation and Benefits, and Authorize the Reclassification of the Incumbent - (Prebula: Bprebula@suisun.com).
8. CalPERS Employee Cost Share and Employer Paid Member Contributions (EPMC) Program- (Penland: Cpenland@suisun.com)
  - a. Council Adoption of Resolution No. 2026-\_\_\_: A Resolution of the City Council of the City of Suisun City Approving Employee Cost Share Pursuant to Government Code Section 20516 – CalPERS ID 2298323828.
  - b. Council Adoption of Resolution No. 2026-\_\_\_: A Resolution of the City Council of the City of Suisun City for Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) – CalPERS ID 2298323828.
9. Council Adoption of Ordinance No. 825; An Ordinance of the City Council of the City of Suisun City, California, Adopting an Ordinance Amending Municipal Code Chapter 18.04.010 Definitions, Chapter 18.30.170 Accessory Dwelling Units, And Table 18.31.01

Development Standards In Residential Zones, Accessory Dwelling Units, to Comply with Recent Changes to State Law Regarding Accessory Dwelling Units (ADU) And Junior Accessory Dwelling Units (JADU) and Determining That The Action Is Exempt From The California Environmental Quality Act (CEQA) (Kearns: Jkearns@suisun.com).

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

10. City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 7, 2026 – (Skinner: Clerk@suisun.com).

*Joint City Council / Successor Agency*

11. Council/Agency Approval of March 2026 Accounts Payable and Payroll Warrants - (Deol: Ldeol@suisun.com).

## **PUBLIC HEARING**

*City Council*

12. Council Introduction and Waive Reading of Ordinance No. -\_\_ : Repealing and Replacing in its Entirety Chapter 5.34 (Vendors) and Repealing and Replacing in its Entirety Chapter 18.56 (Mobile Food Vendors) of the Suisun City Municipal Code - (City Attorney).

## **GENERAL BUSINESS**

*City Council*

13. Council Consideration and Adoption of the Following Items Related to the Completion of the Proposed Organizational Realignment and Strategic Staffing Plan for Remaining Departments - (Prebula: Bprebula@suisun.com).
  - a. Council Adoption of Resolution No. 2026-\_\_ : Approving An Organizational Realignment and Strategic Staffing Plan for the Departments of Human Resources and Development Services and The City Manager’s Office, Amending the Citywide Classification Plan Supporting the Organizational Realignment and Strategic Staffing Plan to Eliminate Accounting Technician and Human Resources Technician I/II Classifications, Amend the Management Analyst I/II Classifications, and Establish Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior Classifications
  - b. Council Adoption of Resolution No. 2026-\_\_ : Amending the Citywide Salary Schedule to Support the Organizational Realignment and Strategic Staffing Plan to Eliminate Accounting Technician and Human Resources Technician I/II and Establish Salaries for Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior

## **COUNCIL UPDATES**

## **INFORMATIONAL REPORTS: (Non-Discussion Items)**

## **ADJOURNMENT**

## **Public Access To Agenda Documents**

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

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

## **Accommodations**

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

## **Decorum**

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

## **Ordinances**

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

## **Certification Of Posting**

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

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

I, Ashley Nash, Administrative Assistant II for the City of Suisun City, declare under penalty of perjury that the above agenda was posted and available for review, in compliance with the Brown Act.

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 21, 2026

---

**AGENDA ITEM:** City Council Adoption of Resolution No. 2026-\_\_ Amending the Citywide Classification Plan and Citywide Salary Schedule to Establish the Human Resources Director Classification, align Compensation and Benefits, and Authorize the Reclassification of the Incumbent.

---

**FISCAL IMPACT:** There is no fiscal impact associated with this action, as the incumbent’s compensation will remain unchanged. The salary range established is consistent with the City’s existing Tier 1 Department Head salary banding structure and will be incorporated into the Citywide Salary Schedule.

---

**STRATEGIC PLAN:** This action supports the City Council’s adopted Five-Year Strategic Plan (2025–2030), specifically advancing the priorities of Good Governance, Workforce Stability and Retention, and Organizational Resilience. Establishing a Department Head-level Human Resources Director classification strengthens the City’s organizational structure, supports effective personnel management, and ensures alignment with the City’s long-term workforce and operational goals.

---

**BACKGROUND:** The City maintains a classification plan and salary schedule to support the administration of its personnel system and ensure compliance with applicable state laws, including California Government Code Section 20636(d) and California Code of Regulations Section 570.5, which require publicly available pay schedules.

From time to time, it is necessary to update the City’s organizational structure and classification plan to reflect operational needs, service delivery expectations, and the evolving scope of work within key functional areas.

The current Human Resources Administrator classification does not fully reflect the scope, complexity, and level of responsibility associated with overseeing citywide human resources operations. The Human Resources function is responsible for a wide range of critical services, including labor relations, classification and compensation, recruitment and retention, benefits administration, risk management, and ensuring compliance with federal, state, and local employment laws. These responsibilities are consistent with those performed by Department Directors across the organization.

---

**STAFF REPORT:**

The proposed action establishes a Human Resources Director classification to align the position with the scope of responsibilities currently being performed and to ensure consistency with the City’s organizational structure.

The Human Resources Director classification is intended to reflect a Department Head-level role with responsibility for overseeing all citywide human resources functions. This includes strategic oversight of personnel programs, labor negotiations, classification and compensation administration, employee relations, benefits management, and regulatory compliance.

Establishing this classification also aligns the Human Resources function with other Tier 1 Department Head positions within the City, including the Finance Director, Development Services Director, Information Technology Director, and Recreation, Parks and Marina Director. This alignment supports organizational consistency, reinforces the importance of the Human Resources function, and ensures appropriate executive-level coordination across departments.

The proposed salary range for the Human Resources Director classification is approximately \$13,704 to \$16,657 per month, consistent with the City's Tier 1 Department Head salary banding structure. The classification will receive compensation and benefits consistent with those provided to unrepresented executive management employees.

Importantly, this action does not result in an increase in compensation for the current incumbent. Instead, it formalizes the classification to accurately reflect the work being performed and aligns the position within the City's established compensation framework.

The resolution also authorizes the reclassification of the current Human Resources Administrator to the Human Resources Director classification, effective as soon as administratively practicable. This ensures continuity of operations while appropriately recognizing the scope of the role.

Finally, the Citywide Salary Schedule will be amended to reflect the approved salary range and will be maintained as a publicly available document in compliance with applicable state laws and regulations.

---

**STAFF RECOMMENDATION:** Staff recommends that the City Council adopt Resolution No. 2026-\_\_\_ Amending the Citywide Classification Plan and Citywide Salary Schedule to Establish the Human Resources Director Classification, align Compensation and Benefits, and Authorize the Reclassification of the Incumbent.

---

**DOCUMENTS ATTACHED:**

1. City Council Adoption of Resolution No. 2026-\_\_\_ Amending the Citywide Classification Plan and Citywide Salary Schedule to Establish the Human Resources Director Classification, align Compensation and Benefits, and Authorize the Reclassification of the Incumbent.
2. Exhibit A - Citywide Salary Schedule

---

**PREPARED BY:**

Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. [Resolution - Establish HR Director Class and Amend Citywide Salary Schedule](#)
2. [Citywide Salary Schedule](#)

**RESOLUTION NO. 2026 - \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AMENDING THE CITYWIDE CLASSIFICATION PLAN AND CITYWIDE SALARY  
SCHEDULE TO ESTABLISH THE HUMAN RESOURCES DIRECTOR  
CLASSIFICATION, SET COMPENSATION AND BENEFITS, AND AUTHORIZE  
RECLASSIFICATION OF THE INCUMBENT**

**WHEREAS**, the City of Suisun City maintains a classification plan that establishes and defines the various employment classifications used to administer the City's personnel system; and

**WHEREAS**, from time to time, it is necessary to realign and update the organizational structure and classification plan to reflect organizational needs, operational priorities, and evolving service delivery requirements; and

**WHEREAS**, all employers must comply with the compensation earnable and publicly available pay schedule provisions contained within California Government Code (CG) Section 20636(d) and California Code of Regulations (CCR) Section 570.5; and

**WHEREAS**, adoption of an amended salary schedule ensures transparency, compliance with state law, and alignment with negotiated labor agreements; and

**WHEREAS**, the City will establish a Human Resources Director classification to reflect the scope, complexity, and level of responsibility associated with overseeing citywide human resources functions, including labor relations, classification and compensation, recruitment, benefits administration, risk management, and regulatory compliance, and to align the position with other Department Director classifications within the City's organizational structure; and

**WHEREAS**, the Human Resources Director classification will be aligned with the City's Tier 1 Department Head salary banding structure, consistent with the Finance Director, Development Services Director, Information Technology Director, and Recreation, Parks and Marina Director classifications; and

**WHEREAS**, the establishment of the Human Resources Director classification and corresponding salary range does not result in an increase in compensation for the incumbent; and

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

1. Establishment of Classification: The City Council hereby approves the establishment of the Human Resources Director classification and amends the Citywide Classification Plan accordingly.
2. Reclassification of Incumbent: The City Council authorizes the reclassification of the current Human Resources Administrator to the Human Resources Director classification, effective as soon as administratively practicable following adoption of this Resolution.
3. Compensation and Benefits Alignment: The Human Resources Director classification shall be aligned with the City’s Tier 1 Department Head salary banding structure and shall receive compensation and benefits consistent with those provided to unrepresented executive management employees.
4. Salary Schedule Amendment: The Citywide Salary Schedule is hereby amended to establish the salary range for the Human Resources Director classification at approximately \$13,704 – \$16,657 monthly, consistent with the Tier 1 Department Head salary banding structure.
5. Publicly Available Pay Schedule: The Citywide Salary Schedule reflecting the salary range approved by this Resolution shall be maintained and made publicly available in accordance with California Government Code Section 20636(d) and California Code of Regulations Section 570.5.
6. Implementation: The City Manager, or designee, is authorized to implement the provisions of this Resolution, including updating the Citywide Classification Plan and Salary Schedule and processing the reclassification of the incumbent.
7. Effective Date: This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 21th day of April 2026, by the following vote:

**AYES:**            Councilmembers: \_\_\_\_\_

**NOES:** Councilmembers: \_\_\_\_\_  
**ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 21st day of April 2026.

\_\_\_\_\_  
Anita Skinner  
City Clerk

**EXHIBIT(S):**

- A. Citywide Salary Schedule



City of Suisun City  
Salary Schedule  
Resolution Date:

4/21/2026  
1 of 2

Job Code	Job Class	Column2	Range	Hourly					Monthly Average		Effective Date	B.U.	B.G.	FLSA OT
				A	B	C	D	E	Starting	Ending				
1610	Account Clerk I (F)		268	\$24.95	\$26.19	\$27.50	\$28.88	\$30.32	\$4,324	\$5,256	01/02/26	SCEA	SCEA	
1612	Account Clerk II (F)		291	\$27.44	\$28.81	\$30.25	\$31.77	\$33.36	\$4,757	\$5,782	01/02/26	SCEA	SCEA	
1614	Account Clerk III		313	\$30.19	\$31.69	\$33.28	\$34.94	\$36.69	\$5,232	\$6,360	01/02/26	SCEA	SCEA	
1822	Accountant		362	\$37.48	\$39.36	\$41.33	\$43.39	\$45.56	\$6,497	\$7,897	01/02/26	SCMPEA	SCMPEA	Exempt
1622	Accounting Technician		332	\$32.93	\$34.58	\$36.31	\$38.12	\$40.03	\$5,708	\$6,938	01/02/26	SCEA	SCEA	
1120	Administrative Assistant I (F)		285	\$26.61	\$27.95	\$29.34	\$30.81	\$32.35	\$4,613	\$5,607	01/02/26	SCEA	SCEA	
1122	Administrative Assistant II (F)		307	\$29.28	\$30.74	\$32.28	\$33.89	\$35.59	\$5,074	\$6,168	01/02/26	SCEA	SCEA	
1130	Administrative Technician		327	\$32.20	\$33.81	\$35.50	\$37.28	\$39.14	\$5,582	\$6,785	01/02/26	SCEA	SCEA	
3220	Assistant Engineer (F)		389	\$42.82	\$44.97	\$47.21	\$49.57	\$52.05	\$7,423	\$9,023	01/02/26	SCMPEA	SCMPEA	Exempt
4220	Assistant Planner (F)		361	\$37.33	\$39.20	\$41.16	\$43.22	\$45.38	\$6,471	\$7,865	01/02/26	SCMPEA	SCMPEA	Exempt
3222	Associate Engineer/Associate Civil Engineer (F)		409	\$47.11	\$49.46	\$51.93	\$54.53	\$57.26	\$8,165	\$9,925	03/17/26	SCMPEA	SCMPEA	Exempt
4222	Associate Planner (F)		380	\$41.07	\$43.12	\$45.27	\$47.54	\$49.91	\$7,118	\$8,652	01/02/26	SCMPEA	SCMPEA	Exempt
7390	Background Investigator		391	-	-	-	-	\$49.92	-	-	12/24/21	Temp/PT	Temp/PT	
8130	Battalion Chief (2912 annual hours)		375	\$39.90	\$41.89	\$43.99	\$46.19	\$48.49	\$9,682	\$11,768	01/02/26	Unrep	SCPFA	
4350	Building Inspection Services Manager		421	\$50.96	\$53.51	\$56.19	\$59.00	\$61.95	\$8,834	\$10,737	01/02/26	SCMPEA	SCMPEA	Exempt
4320	Building Inspector I (F)		320	\$33.83	\$35.53	\$37.30	\$39.17	\$41.13	\$5,865	\$7,128	01/02/26	SCEA	SCEA	
4322	Building Inspector II (F)		341	\$37.22	\$39.08	\$41.03	\$43.08	\$45.24	\$6,451	\$7,841	01/02/26	SCEA	SCEA	
3430	Building Maintenance Worker I (F)		272	\$25.43	\$26.71	\$28.04	\$29.44	\$30.91	\$4,408	\$5,359	01/02/26	SCEA	SCEA	
3432	Building Maintenance Worker II (F)		296	\$27.98	\$29.38	\$30.84	\$32.39	\$34.01	\$4,849	\$5,894	01/02/26	SCEA	SCEA	
4380	Chief Building Official		469	\$64.43	\$67.65	\$71.04	\$74.59	\$78.32	\$11,168	\$13,575	01/02/26	Unrep	SCMPEA	Exempt
3250	City Engineer		480	\$69.10	\$72.55	\$76.18	\$79.99	\$83.99	\$11,977	\$14,558	01/02/26	Unrep	SCMPEA	Exempt
9130	City Manager		595	\$132.54	-	-	-	\$141.43	\$22,974	\$24,515	01/02/26	EM Plan	EM	Exempt
4420	Code Enforcement Officer I (F)		310	\$29.71	\$31.19	\$32.75	\$34.39	\$36.11	\$5,149	\$6,259	01/02/26	SCEA	SCEA	
4422	Code Enforcement Officer II (F)		330	\$32.68	\$34.31	\$36.03	\$37.83	\$39.72	\$5,664	\$6,885	01/02/26	SCEA	SCEA	
7320	Community Services Officer I (F)		284	\$26.49	\$27.81	\$29.20	\$30.66	\$32.19	\$4,591	\$5,580	01/02/26	SCEA	SCEA	
7322	Community Services Officer II (F)		305	\$29.13	\$30.59	\$32.12	\$33.73	\$35.41	\$5,050	\$6,138	01/02/26	SCEA	SCEA	
1910	Computer Systems Specialist		222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
1922	Computer Technician		358	\$36.86	\$38.71	\$40.64	\$42.67	\$44.81	\$6,389	\$7,766	01/02/26	SCEA	SCEA	
1750	Deputy City Clerk (C)		376	\$40.20	\$42.21	\$44.32	\$46.53	\$48.86	\$6,967	\$8,469	01/02/26	Confidential	SCMPEA	Exempt
9126	Deputy City Manager		543	\$91.42	\$95.99	\$100.79	\$105.83	\$111.12	\$15,846	\$19,261	01/02/26	EM Plan	EM	Exempt
8250	Deputy Fire Chief		471	\$65.57	\$68.85	\$72.29	\$75.91	\$79.70	\$11,366	\$13,815	01/02/26	SCMPEA	SCMPEA	Exempt
9116	Development Services Director		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	01/02/26	EM Plan	EM	Exempt
4190	Economic Development Consultant		441	-	-	-	-	\$65.00	-	-	12/24/21	Temp/PT	Temp/PT	
9114	Finance Director		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	01/02/26	EM Plan	EM	Exempt
1850	Finance Manager		448	\$57.05	\$59.90	\$62.89	\$66.04	\$69.34	\$9,888	\$12,019	01/02/26	SCMPEA	SCMPEA	Exempt
1810	Financial Services Specialist		222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
8124	Fire Captain (2,912 annual hours)		350	\$36.27	\$38.08	\$39.99	\$41.99	\$44.09	\$8,801	\$10,698	01/02/26	SCPFA	SCPFA	
9120	Fire Chief		527	\$87.95	\$92.35	\$96.97	\$101.81	\$106.91	\$15,245	\$18,530	01/02/26	EM Plan	EM	Exempt
8122	Fire Engineer (2912 annual hours)		333	\$32.97	\$34.62	\$36.35	\$38.17	\$40.08	\$8,001	\$9,726	01/02/26	SCPFA	SCPFA	
8350	Fire Marshal		454	\$59.59	\$62.57	\$65.69	\$68.98	\$72.43	\$10,328	\$12,554	01/02/26	SCMPEA	SCMPEA	Exempt
8120	Firefighter (2912 annual hours)		292	\$27.48	\$28.85	\$30.29	\$31.81	\$33.40	\$6,668	\$8,105	01/02/26	SCPFA	SCPFA	
5150	Housing Programs Manager		420	\$50.76	\$53.30	\$55.96	\$58.76	\$61.70	\$8,798	\$10,694	01/02/26	SCMPEA	SCMPEA	Exempt

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

\*\* City Manager's Salary is set by Contract

B.U. Bargaining Unit

B.G. Benefits Group



City of Suisun City  
Salary Schedule  
Resolution Date:

4/21/2026  
1 of 2

Job Code	Job Class	Column2	Range	Hourly					Monthly Average		Effective Date	B.U.	B.G.	FLSA OT
				A	B	C	D	E	Starting	Ending				
5120	Housing Specialist I (F)		306	\$29.19	\$30.64	\$32.18	\$33.79	\$35.48	\$5,059	\$6,149	01/02/26	SCEA	SCEA	
5122	Housing Specialist II (F)		326	\$32.10	\$33.71	\$35.39	\$37.16	\$39.02	\$5,565	\$6,764	01/02/26	SCEA	SCEA	
9110	Human Resources Administrator		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	01/02/26	EM Plan	EM	Exempt
9111	Human Resources Director		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	04/21/26	EM Plan	EM	Exempt
1230	Human Resources Technician I (F/C)		311	\$29.94	\$31.43	\$33.00	\$34.65	\$36.39	\$5,189	\$6,307	01/02/26	Confidential	SCEA	
1232	Human Resources Technician II (F/C)		332	\$32.93	\$34.58	\$36.31	\$38.12	\$40.03	\$5,708	\$6,938	01/02/26	Confidential	SCEA	
9113	IT Director		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	01/02/26	EM Plan	EM	Exempt
1950	IT Services Manager		460	\$61.34	\$64.41	\$67.63	\$71.01	\$74.56	\$10,633	\$12,924	01/02/26	SCMPEA	SCMPEA	Exempt
3420	Maintenance Worker I (F)		300	\$28.54	\$29.97	\$31.46	\$33.04	\$34.69	\$4,947	\$6,013	01/02/26	SCEA	SCEA	
3422	Maintenance Worker II (F)		322	\$31.39	\$32.96	\$34.61	\$36.34	\$38.16	\$5,441	\$6,614	01/02/26	SCEA	SCEA	
1710	Management Analyst I (F)		361	\$37.33	\$39.20	\$41.16	\$43.22	\$45.38	\$6,471	\$7,865	01/02/26	SCMPEA	SCMPEA	Exempt
1712	Management Analyst II (F)		380	\$41.07	\$43.12	\$45.27	\$47.54	\$49.91	\$7,118	\$8,652	01/02/26	SCMPEA	SCMPEA	Exempt
1340	Marketing Manager		390	\$43.11	\$45.26	\$47.53	\$49.90	\$52.40	\$7,472	\$9,082	01/02/26	SCMPEA	SCMPEA	Exempt
1110	Office Assistant		263	\$24.40	\$25.62	\$26.90	\$28.24	\$29.65	\$4,229	\$5,140	01/02/26	SCEA	SCEA	
4120	Permit Technician I (F)		303	\$28.88	\$30.32	\$31.84	\$33.43	\$35.10	\$5,005	\$6,084	01/02/26	SCEA	SCEA	
4122	Permit Technician II (F)		324	\$31.76	\$33.35	\$35.02	\$36.77	\$38.61	\$5,506	\$6,692	01/02/26	SCEA	SCEA	
4210	Planning Specialist		222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
7160	Police Captain		516	\$83.29	\$87.45	\$91.83	\$96.42	\$101.24	\$14,437	\$17,548	03/17/26	Unrep	SCMPEA	Exempt
7150	Police Commander		498	\$75.73	\$79.51	\$83.49	\$87.66	\$92.05	\$13,126	\$15,955	01/02/26	SCMPEA	SCMPEA	Exempt
9122	Police Chief		547	\$95.74	\$100.53	\$105.55	\$110.83	\$116.37	\$16,595	\$20,171	01/02/26	EM Plan	EM	Exempt
7330	Police Evidence and Property Technician I (F)		284	\$26.49	\$27.81	\$29.20	\$30.66	\$32.19	\$4,591	\$5,580	01/02/26	SCEA	SCEA	
7332	Police Evidence and Property Technician II (F)		305	\$29.13	\$30.59	\$32.12	\$33.73	\$35.41	\$5,050	\$6,138	01/02/26	SCEA	SCEA	
7140	Police Lieutenant		484	\$70.55	\$74.07	\$77.78	\$81.66	\$85.75	\$12,228	\$14,863	03/17/26	SCMPEA	SCMPEA	Exempt
7140	Police Lieutenant Y-Rate		498	\$75.73	\$79.51	\$83.49	\$87.66	\$92.05	\$13,126	\$15,955	03/17/26	SCMPEA	SCMPEA	Exempt
7122	Police Officer (F)		413	\$48.69	\$51.12	\$53.68	\$56.36	\$59.18	\$8,439	\$10,257	01/02/26	SCPOA	SCPOA	
7110	Police Officer Trainee (F)		276	-	-	-	\$28.63	\$30.06	-	-	12/24/21	Temp/PT	Temp/PT	
1410	Police Records Clerk I (F)		268	\$24.95	\$26.19	\$27.50	\$28.88	\$30.32	\$4,324	\$5,256	01/20/26	SCEA	SCEA	
1412	Police Records Clerk II (F)		291	\$27.44	\$28.81	\$30.25	\$31.77	\$33.36	\$4,757	\$5,782	01/20/26	SCEA	SCEA	
7130	Police Sergeant		460	\$61.34	\$64.41	\$67.63	\$71.01	\$74.56	\$10,633	\$12,924	01/02/26	SCPOA	SCPOA	
7250	Police Support Services Manager		450	\$58.11	\$61.02	\$64.07	\$67.27	\$70.64	\$10,073	\$12,244	01/02/26	SCMPEA	SCMPEA	Exempt
4226	Principal Planner		433	\$54.21	\$56.92	\$59.76	\$62.75	\$65.89	\$9,396	\$11,421	01/02/26	SCMPEA	SCMPEA	Exempt
3340	Project Manager		416	\$49.71	\$52.20	\$54.81	\$57.55	\$60.43	\$8,617	\$10,474	01/02/26	SCMPEA	SCMPEA	Exempt
7230	Public Safety Dispatch/Police Records Supervisor		410	\$47.95	\$50.35	\$52.87	\$55.51	\$58.29	\$8,312	\$10,103	01/02/26	SCPOA	SCPOA	
7220	Public Safety Dispatcher I (F)		349	\$36.03	\$37.83	\$39.72	\$41.71	\$43.79	\$6,245	\$7,591	01/02/26	SCPOA	SCPOA	
7222	Public Safety Dispatcher II (F)		373	\$39.63	\$41.61	\$43.69	\$45.88	\$48.17	\$6,869	\$8,350	01/02/26	SCPOA	SCPOA	
9118	Public Works Director/City Engineer		527	\$87.95	\$92.35	\$96.97	\$101.81	\$106.91	\$15,245	\$18,530	01/02/26	EM Plan	EM	Exempt
3120	Public Works Inspector		351	\$37.64	\$39.52	\$41.50	\$43.57	\$45.75	\$6,524	\$7,930	01/02/26	SCEA	SCEA	
3110	Public Works Specialist		222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
3550	Public Works Superintendent		447	\$56.67	\$59.50	\$62.48	\$65.60	\$68.88	\$9,822	\$11,939	01/02/26	SCMPEA	SCMPEA	Exempt
3520	Public Works Supervisor		380	\$41.07	\$43.12	\$45.27	\$47.54	\$49.91	\$7,118	\$8,652	01/02/26	SCMPEA	SCMPEA	Exempt
2220	Recreation Coordinator		302	\$30.93	\$32.48	\$34.10	\$35.81	\$37.60	\$5,362	\$6,517	01/02/26	SCEA	SCEA	

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

\*\* City Manager's Salary is set by Contract

B.U. Bargaining Unit

B.G. Benefits Group



City of Suisun City  
 Salary Schedule  
 Resolution Date:

4/21/2026  
 1 of 2

Job Code	Job Class	Column2	Range	Hourly					Monthly Average		Effective Date	B.U.	B.G.	FLSA OT
				A	B	C	D	E	Starting	Ending				
2550	Recreation Manager		412	\$48.40	\$50.82	\$53.36	\$56.02	\$58.83	\$8,389	\$10,197	01/02/26	SCMPEA	SCMPEA	Exempt
2210	Recreation Specialist I (F)		200	\$18.00	\$18.54	\$19.10	\$19.67	\$20.26	-	-	07/21/23	Temp/PT	Temp/PT	
2212	Recreation Specialist II (F)		220	\$19.80	\$20.39	\$21.01	\$21.64	\$22.29	-	-	07/21/23	Temp/PT	Temp/PT	
2214	Recreation Specialist III (F)		250	\$21.78	\$22.43	\$23.11	\$23.80	\$24.51	-	-	07/21/23	Temp/PT	Temp/PT	
2510	Recreation Supervisor		348	\$36.21	\$38.02	\$39.93	\$41.92	\$44.02	\$6,277	\$7,630	01/02/26	SCMPEA	SCMPEA	Exempt
9112	Recreation, Parks & Marina Director		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	01/02/26	EM Plan	EM	Exempt
1824	Senior Accountant		390	\$43.11	\$45.26	\$47.53	\$49.90	\$52.40	\$7,472	\$9,082	01/02/26	SCMPEA	SCMPEA	Exempt
3224	Senior Associate Engineer/Senior Assoc Civil Engineer (F)		425	\$51.82	\$54.41	\$57.13	\$59.98	\$62.98	\$8,982	\$10,917	03/17/26	SCMPEA	SCMPEA	Exempt
4324	Senior Building Inspector		397	\$44.66	\$46.90	\$49.24	\$51.71	\$54.29	\$7,742	\$9,410	01/02/26	SCMPEA	SCMPEA	Exempt
3226	Senior Civil Engineer		448	\$57.05	\$59.90	\$62.89	\$66.04	\$69.34	\$9,888	\$12,019	03/17/26	SCMPEA	SCMPEA	Exempt
3424	Senior Maintenance Worker		344	\$34.53	\$36.26	\$38.07	\$39.98	\$41.97	\$5,986	\$7,276	01/02/26	SCEA	SCEA	
1714	Senior Management Analyst		400	\$45.17	\$47.43	\$49.80	\$52.29	\$54.91	\$7,830	\$9,517	01/02/26	SCMPEA	SCMPEA	Exempt
4224	Senior Planner		400	\$45.17	\$47.43	\$49.80	\$52.29	\$54.91	\$7,830	\$9,517	01/02/26	SCMPEA	SCMPEA	Exempt
7224	Senior Public Safety Dispatcher		395	\$43.59	\$45.77	\$48.06	\$50.47	\$52.99	\$7,556	\$9,185	01/02/26	SCPOA	SCPOA	
7310	Youth Services Specialist		356	\$36.42	\$38.24	\$40.15	\$42.16	\$44.27	\$6,313	\$7,673	01/02/26	SCEA	SCEA	

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

\*\* City Manager's Salary is set by Contract

B.U. Bargaining Unit

B.G. Benefits Group

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 21, 2026

---

**AGENDA ITEM:**

CalPERS Employee Cost Share and Employer Paid Member Contributions (EPMC) Program

- a. Council Adoption of Resolution No. 2026-\_\_ : A Resolution of the City Council of the City of Suisun City Approving Employee Cost Share Pursuant to Government Code Section 20516 – CalPERS ID 2298323828.
- b. Council Adoption of Resolution No. 2026-\_\_ : A Resolution of the City Council of the City of Suisun City for Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) – CalPERS ID 2298323828.

---

**FISCAL IMPACT:** This action implements a compensation structure previously approved by the City Council that includes a cost share/EPMC exchange.

Under this structure, employees contribute toward the employer CalPERS contribution (cost share), and in exchange, the City provides Employer Paid Member Contributions (EPMC), which are reported to CalPERS as special compensation for classic employees.

The cost share resolution authorizes this structure on a citywide basis, while the companion EPMC resolution authorizes the City to pay and report the member contributions accordingly.

For represented bargaining units, these provisions have already been approved through the collective bargaining process and incorporated into their respective Memoranda of Understanding. For unrepresented employees, CalPERS requires formal Council action along with documentation demonstrating majority employee agreement.

Accordingly, while the City Council previously approved the provision of EPMC in exchange for cost sharing for unrepresented employees, the attached cost share resolution includes an attachment containing employee signatures verifying majority support from unrepresented employees, as required by CalPERS.

This item does not establish new compensation or create additional fiscal impact beyond what has already been approved by the City Council. Rather, it is an administrative step necessary to implement those previously approved terms through the CalPERS contract amendment process.

---

**STRATEGIC PLAN:** Provide Good Governance.

---

**BACKGROUND:** The City of Suisun City contracts with the California Public Employees’ Retirement System (CalPERS) to provide retirement benefits for eligible employees. Government Code section 20516 allows employees to pay a portion of the employer’s retirement contribution, commonly referred to as “cost share.”

On September 16, 2025, the City Council adopted Resolution No. 2025-110 approving compensation and benefits for the City's Unrepresented Employee Group. As part of that action, the City Council approved employee cost sharing of the employer CalPERS contribution and agreed to provide Employer Paid Member Contributions (EPMC) in exchange for the cost share.

This benefit structure was also negotiated and approved for the City's represented bargaining units through the following agreements:

- SCEA MOU – Resolution No. 2026-14, approved January 20, 2026
- SCMPEA MOU – Resolution No. 2025-131, approved November 18, 2025
- SCPOA MOU – Resolution No. 2025-132, approved November 18, 2025
- SCPFA – Side Letter Agreement executed April 14, 2026, to be incorporated into a future MOU amendment

CalPERS requires formal action to amend the City's contract in order to implement cost sharing. The City must adopt resolutions identifying the affected employee groups, contribution percentages, effective date, and, specifically for unrepresented employees, a resolution agreeing to cost share with confirmation of majority agreement.

---

**STAFF REPORT:** The proposed resolutions work together to implement the City's cost share/EPMC structure.

The cost share resolution authorizes the implementation of employee cost sharing pursuant to Government Code section 20516 for all City employees as follows:

- Classic Miscellaneous Employees: 7% of the employer contribution rate
- Classic Fire Safety Employees: 7% of the employer contribution rate
- Classic Police Safety Employees: 9% of the employer contribution rate

For represented bargaining units, cost sharing in exchange for EPMC has already been approved through the collective bargaining process and incorporated into their respective MOUs.

For unrepresented employees, compensation and benefit changes are established by the City Council. CalPERS requires documentation demonstrating that a majority of affected unrepresented employees agree to participate in cost sharing. Accordingly, the cost share resolution includes an attachment containing employee signatures verifying majority support.

The companion EPMC resolution authorizes the City to pay and report Employer Paid Member Contributions as special compensation in accordance with CalPERS requirements.

The intended effective date for both cost share and EPMC is the start of the pay period beginning July 3, 2026, or as soon as administratively feasible thereafter. Implementation is subject to completion of the CalPERS contract amendment process, including adoption of final resolutions and an ordinance amending the City's contract with CalPERS. As a result, the effective date may be delayed depending on CalPERS processing timelines. It is the City's intent that both cost sharing and EPMC be implemented concurrently.

Following approval, the City will continue working with CalPERS to finalize the contract amendment

necessary to implement these provisions.

This item is administrative in nature and implements compensation provisions previously approved by the City Council.

---

**STAFF RECOMMENDATION:** Staff recommends that the City Council adopt the following resolutions:

1. Council Adoption of Resolution No. 2026-\_\_: A Resolution of the City Council of the City of Suisun City Approving Employee Cost Share Pursuant to Government Code Section 20516 – CalPERS ID 2298323828.
2. Council Adoption of Resolution No. 2026-\_\_: A Resolution of the City Council of the City of Suisun City for Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) – CalPERS ID 2298323828.

---

**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2026-\_\_: A Resolution of the City Council of the City of Suisun City Approving Employee Cost Share Pursuant to Government Code Section 20516 – CalPERS ID 2298323828.
  - a. Unrepresented Employee Group Signatures Agreement to Cost Share Pursuant to Government Code Section 20516
2. Council Adoption of Resolution No. 2026-\_\_: A Resolution of the City Council of the City of Suisun City for Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) – CalPERS ID 2298323828.
3. Employee Cost Sharing – CalPERS

---

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

---

**ATTACHMENTS:**

1. [Resolution - Unrepresented Cost Share 4.21.2026.docx](#)
- 1a. [Unrepresented Employee Signatures Agreement to Cost Share](#)
2. [Resolution - EPMC 4.21.2026](#)
3. [Employee Cost Share CalPERS](#)

**RESOLUTION NO. 2026-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AND  
THE UNREPRESENTED EMPLOYEES RELATING TO GC 20516 COST SHARE  
CALPERS ID 2298323828**

**WHEREAS**, the Unrepresented Employee Group of the City of Suisun City are not covered by a Memorandum of Understanding; and

**WHEREAS**, CalPERS requires that the City of Suisun City adopt a resolution that specifically identifies the information for unrepresented employees in order to amend the contract with CalPERS to include cost share for the following employees:

- Unrepresented Classic Miscellaneous Employees Group agree to pay 7% toward the employer rate per GC 20516 effective July 3, 2026, or as soon as administratively possible by CalPERS thereafter.
- Unrepresented Classic Fire Safety Employees Group agree to pay 7% toward the employer rate per GC 20516 effective July 3, 2026, or as soon as administratively possible by CalPERS thereafter.
- Unrepresented Classic Police Safety Employees Group agree to pay 9% toward the employer rate per GC 20516 effective July 3, 2026, or as soon as administratively possible by CalPERS thereafter.

**WHEREAS**, this resolution is an agreement between the City of Suisun City and its Unrepresented Employee Group to include cost share pursuant to GC 20516; and

**WHEREAS**, Government Code section 54953(c)(3) requires that, prior to taking final action, the legislative body shall orally report a summary of a recommendation for final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken; and

**WHEREAS**, the City Council previously considered and approved benefits and compensation for the Unrepresented Employee Group, including employee cost sharing of the employer CalPERS contribution pursuant to Government Code section 20516, through Resolution No. 2025-110 adopted on September 16, 2025; and

**WHEREAS**, the required summary of the compensation changes associated with Resolution No. 2025-110 was orally reported at the public meeting prior to the City Council taking final action, in compliance with Government Code section 54953(c)(3); and

**WHEREAS**, CalPERS requires the City to adopt a resolution identifying the specific employee groups affected, the exact percentage of cost sharing, and the effective date in order to amend the contract between the City of Suisun City and the California Public Employees' Retirement System to implement the approved cost share provisions; and

**WHEREAS**, a majority of the affected unrepresented employees have agreed to participate in the cost share pursuant to Government Code section 20516, and documentation of their agreement is reflected by the signatures attached to this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the Suisun City approves this resolution to amend the existing contract between the City of Suisun City and CalPERS effective July 3, 2026, or as soon as administratively possible by CalPERS thereafter, under Government Code 20516 for Unrepresented Employees as follows:

- Unrepresented Classic Miscellaneous Employees Group shall pay 7% toward the employer rate.
- Unrepresented Classic Fire Safety Employees Group shall pay 7% toward the employer rate.
- Unrepresented Classic Police Safety Employees Group shall pay 9% toward the employer rate.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 21st day of April 2026, by the following vote:

<b>AYES:</b>	Councilmembers:	_____
<b>NOES:</b>	Councilmembers:	_____
<b>ABSENT:</b>	Councilmembers:	_____
<b>ABSTAIN:</b>	Councilmembers:	_____

**WITNESS** my hand and the seal of said City this 21st day of April 2026.

\_\_\_\_\_  
Anita Skinner  
City Clerk

Attachments:

Exhibit A – Unrepresented Employee Group Signatures Agreement to Cost Share Pursuant to Government Code Section 20516

**ATTACHMENT A  
UNREPRESENTED EMPLOYEE GROUP SIGNATURES  
AGREEMENT TO COST SHARE PURSUANT TO  
GOVERNMENT CODE SECTION 20516**

The undersigned employees of the City of Suisun City who are members of the Unrepresented Employee Group acknowledge and agree to the employee cost share provisions described herein.

By signing below, each employee confirms their agreement to contribute toward the employer CalPERS contribution rate pursuant to Government Code Section 20516 as follows:

- Unrepresented Classic Miscellaneous Employees Group: 7% of the employer contribution rate
- Unrepresented Classic Fire Safety Employees Group: 7% of the employer contribution rate
- Unrepresented Classic Police Safety Employees Group: 9% of the employer contribution rate

The effective date of the cost share shall be as soon as administratively possible by CalPERS following approval of the resolution and amendment of the contract between the City of Suisun City and the California Public Employees' Retirement System.

The signatures below represent the agreement of a majority of affected unrepresented employees.

-----  
Employee Name: Aaron Roth, Police Chief

Employee Classification: Classic Police Safety

Signature: 

Date: 3/17/2026

Employee Name: Brad Lopez, Fire Chief

Employee Classification: Classic Fire Safety

Signature: 

Date: 3/17/2024

Employee Name: Bret Prebula, City Manager

Employee Classification: Classic Miscellaneous

Signature: 

Date: 3/17/2024

**Agreement to Cost Share Pursuant to Government Code Section 20516  
Unrepresented Employee Signatures Continued**

---

Employee Name: Jim Bermudez, Deputy City Manager

Employee Classification: Classic Miscellaneous

Signature:  \_\_\_\_\_

Date: 3/17/2026

Employee Name: Nouae Vue, Public Works Director / City Engineer


Employee Classification: Classic Miscellaneous

Signature:  \_\_\_\_\_

Date: 3/17/2026

Employee Name: Janet Hull, Recreation, Parks and Marina Director

Employee Classification: Classic Miscellaneous

Signature:  \_\_\_\_\_

Date: 3/17/2026

Employee Name: Rowland Roberts, IT Director

Employee Classification: Classic Miscellaneous

Signature:  \_\_\_\_\_

Date: 3/17/26

Employee Name: Christina Penland, Human Resources Administrator

Employee Classification: Classic Miscellaneous

Signature:  \_\_\_\_\_

Date: 3/17/2026

**RESOLUTION NO. 2026-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY FOR  
PAYING AND REPORTING THE VALUE OF EMPLOYER PAID MEMBER  
CONTRIBUTION – CALPERS ID: 2298323828**

**WHEREAS**, the governing body of the City of Suisun City has the authority to implement Government Code Section 20636(C) (4) pursuant to Section 20691; and

**WHEREAS**, the governing body of the City of Suisun City has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation; and

**WHEREAS**, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of Suisun City of a Resolution to commence paying and reporting the value of said Employer Paid Member Contributions (EPMC); and

**WHEREAS**, the governing body of the City of Suisun City has identified the following conditions for the purpose of its election to pay and report the value of EPMC:

- All Classic Miscellaneous Members shall receive a benefit consisting of the City paying 7.0% of the normal contribution as EPMC and reporting the same percentage (value) of compensation earnable {excluding Government Code Section 20636(c)(4)} as additional compensation.
- All Classic Fire Safety Members shall receive a benefit consisting of the City paying 7.0% of the normal contribution as EPMC and reporting the same percentage (value) of compensation earnable {excluding Government Code Section 20636(c)(4)} as additional compensation.
- All Classic Police Safety Members shall receive a benefit consisting of the City paying 9.0% of the normal contribution as EPMC and reporting the same percentage (value) of compensation earnable {excluding Government Code Section 20636(c)(4)} as additional compensation.
- The effective date of this Resolution shall be July 3, 2026, or as soon as administratively possible thereafter in order to implement this resolution concurrently with cost sharing.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Suisun City hereby adopts Resolution No. 2026-\_\_\_\_: electing to pay and report the value of EPMC, as set forth above.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 21st day of April 2026, by the following vote:

**AYES:** Councilmembers: \_\_\_\_\_  
**NOES:** Councilmembers: \_\_\_\_\_  
**ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 21st day of April 2026.

\_\_\_\_\_  
Anita Skinner  
City Clerk

# Employee Cost-Sharing

Cost-sharing may provide your agency an opportunity to save money and help offset pension costs.

As a contracting agency, cost-sharing allows employees to share a portion of the employer costs through a written agreement with an employee group. Your employer contribution rate will be reduced by the agreed upon percentage of cost-sharing.

A contract amendment isn't required to change a cost-sharing agreement for public agency employers and employee groups who have previously added cost-sharing for their represented groups to their contract.

## Requirements

The updated cost-sharing amount is reportable on payroll to CalPERS on the approved effective date.

Cost-sharing must be the same percentage for all, grouped by:

- All Miscellaneous or all Safety
- All Classic Members and/or all PEPRAs members
- Benefit Level Tier, such as:
  - First Tier Classic
  - PEPRAs Miscellaneous Formula
  - PEPRAs Safety Formula

---

## Get Started

### Establish Cost-Sharing

To get started, contact your Pension Contracts Analyst or through email at [pensioncontracts@calpers.ca.gov](mailto:pensioncontracts@calpers.ca.gov). An initial contract amendment is required to establish cost-sharing.

### Change an Existing Cost-Sharing Amount

Represented Groups	
Provide CalPERS a side letter for each bargaining unit with changes 90 days prior to the effective date and a cover letter to request the change.	
Side letter must contain:	<ul style="list-style-type: none"><li>• The exact percentage of cost-sharing change must be specified.</li><li>• Who it's specifically applicable to: tiers/classic/represented group name, etc.</li><li>• The desired effective date. Note: must be the first day of a pay period.</li></ul>

Unrepresented Groups	
Step One: The Employer's Board adopts a resolution to cost-share.	
Resolution must contain:	<ul style="list-style-type: none"> <li>• Who it's applicable to: tiers/classic/unrepresented group name, etc.</li> <li>• The exact percentage of cost-sharing change must be specified.</li> <li>• The desired effective date. Note: must be the first day of a pay period.</li> <li>• A simple majority of the unrepresented impacted employees need to sign in agreement.</li> </ul>
Step Two: The employer provides CalPERS the resolution and a cover letter indicating the exact percentage of change, total cost-share percentage and who it is applicable to.	
To initiate the contract amendment:	<ul style="list-style-type: none"> <li>• A CalPERS Pension Contract Analyst contacts the employer to establish the Anticipated Schedule of Agency Actions and sends the required documents.</li> </ul>
	<ul style="list-style-type: none"> <li>• Over a specified time period, the employer then:               <ul style="list-style-type: none"> <li>- Adopts the Resolution of Intention</li> <li>- Conducts an employee election</li> <li>- Approves the final reading of the ordinance or final resolution and completes certification forms.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Once the documents are received and approved, the amendment is updated with the effective date in my CalPERS.</li> </ul>
	<ul style="list-style-type: none"> <li>• A fully executed contract is sent to the employer.</li> </ul>

A CalPERS Pension Contracts Analyst will provide the necessary documents for adoption by your agency's governing body. All requirements and procedures will be outlined in a cover letter sent with the documents.

## We're Here to Help

This document is intended to provide an overview of cost-sharing per Government Code section 20516. To learn more about cost-sharing requirements, contact your CalPERS Pension Contracts Analyst at **888 CalPERS** (or **888-225-7377**) or email [pensioncontracts@calpers.ca.gov](mailto:pensioncontracts@calpers.ca.gov).

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 21, 2026

---

**AGENDA ITEM:** Council Adoption of Ordinance No. 825; An Ordinance of the City Council of the City of Suisun City, California, Adopting an Ordinance Amending Municipal Code Chapter 18.04.010 Definitions, Chapter 18.30.170 Accessory Dwelling Units, And Table 18.31.01 Development Standards In Residential Zones, Accessory Dwelling Units, to Comply with Recent Changes to State Law Regarding Accessory Dwelling Units (ADU) And Junior Accessory Dwelling Units (JADU) and Determining That The Action Is Exempt From The California Environmental Quality Act (CEQA).

---

**FISCAL IMPACT:** There is no fiscal impact associated with this item at this time.

---

**STRATEGIC PLAN:** Community Appeal.

---

**BACKGROUND:** On April 7, 2026, the City Council introduced and waived reading of Ordinance No. 825 at a regular meeting. A redlined version of the ordinance was provided to the City Council and members of the public in which minor edits were made to the proposed ordinance in response to correspondence from the California Housing Defense Fund (CalHFD). The correspondence suggested amendments to clarify consistency of the City’s ADU and JADU regulations with state law. A public hearing was held and public comment was provided.

No substantive changes have been made to the ordinance since the first reading. This item is being brought forward for adoption in accordance with municipal adoption procedures.

---

**STAFF REPORT:** Adoption of this ordinance will bring the City’s municipal code into conformance with current California state law regarding processing applications for and developing ADUs and JADUs in the City.

**General Plan Consistency**

The proposed amendment is consistent with the 2035 General Plan and the 2023-2031 Housing Element. Specifically, it implements Housing Element Program 1.H (ADU Facilitation) and supports Goal H-1 by providing diverse housing opportunities for all segments of the community because it encourages the facilitation of ADUs and JADUs by standardizing regulations and definitions, speeding up the review process, and providing for the creation of housing units that are diverse in size and affordability.

**Findings**

- The proposed amendment implements Housing Element Program 1.H (ADU Facilitation) by shortening the review time for determination of application completeness to 15 days and approval or denial to 60 days.
- The proposed amendment implements Housing Element Program 1.H (ADU Facilitation) by amending definitions and residential district standards to create consistency with state law. This removes uncertainty in the review process.
- The proposed amendment supports Goal H-1 (providing diverse housing opportunities for all segments of the community) by encouraging the creation of varied housing units, including

detached ADUs, conversion ADUs, and JADUs. JADUs may share sanitation facilities with a primary dwelling or may have independent sanitation facilities. The creation of these varied types of housing units supports Goal H-1.

- The proposed amendment supports Goal H-1 by encouraging the creation of housing units of varying sizes and ranges of affordability. The creation of a variety of housing units supports Goal H-1 (providing diverse housing opportunities for all segments of the community).

### **Environmental Review**

The proposed zoning text amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.17 and CEQA Guidelines Section 15282(h) which provide a statutory exemption for the adoption of an ordinance to implement the provisions of Government Code Section 65852.2 (Accessory Dwelling Units), as well as CEQA Guidelines Section 15061(b)(3)), the “common sense” exemption, because it can be seen with certainty that the adoption of these regulations for ADUs and JADUs within existing residential zones would not have a significant effect on the environment.

---

**STAFF RECOMMENDATION:** Staff recommends that the City Council adopt Ordinance No. 825: An Ordinance of the City Council of the City of Suisun City, California, Adopting an Ordinance Amending Municipal Code Chapter 18.04.010 Definitions, Chapter 18.30.170 Accessory Dwelling Units, And Table 18.31.01 Development Standards In Residential Zones, Accessory Dwelling Units, to Comply with Recent Changes to State Law Regarding Accessory Dwelling Units (ADU) And Junior Accessory Dwelling Units (JADU) and Determining That The Action Is Exempt From The California Environmental Quality Act (CEQA).

---

### **DOCUMENTS ATTACHED:**

1. Ordinance No. 825: An Ordinance of the City Council of the City of Suisun City, California, Adopting an Ordinance Amending Municipal Code Chapter 18.04.010 Definitions, Chapter 18.30.170 Accessory Dwelling Units, And Table 18.31.01 Development Standards In Residential Zones, Accessory Dwelling Units, to Comply with Recent Changes to State Law Regarding Accessory Dwelling Units (ADU) And Junior Accessory Dwelling Units (JADU) and Determining That The Action Is Exempt From The California Environmental Quality Act (CEQA).

---

**PREPARED BY:**

John Kearns, Principal Planner

**REVIEWED BY:**

Ricky Caperton, AICP, Dev. Services Director

**APPROVED BY:**

Bret Prebula, City Manager

---

### **ATTACHMENTS:**

1. [Accessory Dwelling Units \(ADU\) Ordinance](#)

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, ADOPTING AN ORDINANCE AMENDING MUNICIPAL CODE CHAPTER 18.04.010 DEFINITIONS, CHAPTER 18.30.170 ACCESSORY DWELLING UNITS, AND TABLE 18.31.01 DEVELOPMENT STANDARDS IN RESIDENTIAL ZONES, ACCESSORY DWELLING UNITS, TO COMPLY WITH RECENT CHANGES TO STATE LAW REGARDING ACCESSORY DWELLING UNITS (ADU) AND JUNIOR ACCESSORY DWELLING UNITS (JADU) AND DETERMINING THAT THE ACTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

**WHEREAS**, Section 1.01.050 of the Suisun City Municipal Code provides for amendments to the Suisun City Municipal Code by the City Council; and

**WHEREAS**, Title 18, Chapter 18.82 – Amendments of the Suisun City Municipal Code provides for the amendment of the Title by changing the text whenever the public necessity, convenience, or general welfare requires such amendment; and

**WHEREAS**, this proposed Zoning Ordinance amendment was considered by the City Council of the City of Suisun City at its regular meeting of April 7, 2026; and

**WHEREAS**, this proposed Zoning Ordinance amendment was continued from March 17, 2026 to a date certain of April 7, 2026; and

**WHEREAS**, this proposed Zoning Ordinance amendment was considered by the Planning Commission at their February 24, 2026, and the Commission recommended City Council approval of the ordinance by a vote of 4-0 with one absence; and

**WHEREAS**, a public notice describing the proposed amendments to the Suisun City Zoning Ordinance relative to Title 18 was published in the Daily Republic, a newspaper of general circulation, in accordance with the California Government Code.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the proposed changes to the text of the Suisun City Municipal Code amending Chapter 18.04.010 “Definitions”, by repealing in its entirety and replacing Chapter 18.30.170 “Accessory Dwelling Units and Junior Accessory

Dwelling Units”, and by repealing it its entirety and replacing Table 18.31.010 “Development Standards in Residential Zones, Accessory Dwelling Units”, to read as follows:

**18.04.010] - [Definitions.]**

“Accessory dwelling unit (ADU)” means an attached or detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel on which the single-family or multifamily dwelling is or will be situated. An ADU includes the following:

1. An efficiency unit, as defined in Section 17958.1 of the California Health and Safety Code.
2. A manufactured home, as defined in Section 18007 of the California Health and Safety Code.

“Junior accessory dwelling unit (JADU)” means a unit that is no more than 500 square feet of interior livable space in size and contained entirely within a single-family residence. A JADU may include separate sanitation facilities or may share sanitation facilities with the primary residence.

“Interior livable space” means the interior habitable space in a dwelling unit, not including wall thickness, exterior architectural features, or other nonhabitable spaces or features.

“Proposed dwelling” means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

“Major Transit Stop” means the Suisun Fairfield Amtrak Station or a location where the public may access fixed-route bus transportation at the intersection of two or more major bus routes with a service frequency interval of 20 minutes or less during morning and afternoon peak commute hours is also within the definition of a major transit stop. (Such a fixed-route bus stop does not currently exist within the city.)

**18.30.170 Accessory Dwelling Units and Junior Accessory Dwelling Units**

**A. Accessory Dwelling Units (State-Exempt Units)**

**1. Purpose, Applicability, and Review**

Notwithstanding any other provision, the City shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the types of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) listed under Section 18.03.170(A)(3). These units are considered "state-exempt" because they are subject only to the specific state standards as provided below. The City shall not apply any additional objective development or design standards in its review.

- a) Within 15 business days of receipt of an application for a state-exempt ADU or JADU a determination of completeness shall be made.
- b) Within 60 days following the submittal of a complete application, the city shall approve an application which meets state standards.

## 2. General Requirements

- a) No Parking Replacement: The City shall not require the replacement of off-street parking spaces if a garage, carport, or covered parking structure is demolished or converted in conjunction with an ADU application under this section.
- b) No Correction of Nonconformities: Approval shall not be conditioned upon the correction of pre-existing nonconforming zoning conditions.
- c) Fire Sprinklers: Fire sprinklers shall not be required for the ADU/JADU if they are not required for the primary residence.
- d) Rental Term: The rental of any ADU or JADU created under this section must be for a term longer than 30 days.

## 3. Mandatory Approval Categories

The following units shall be approved without the application of local objective development or design standards, except as expressly authorized by Government Code Section 66323:

- a) Converted Single-Family Space: One JADU within the existing or proposed space of a single-family dwelling, plus one ADU within the existing or proposed space of a single-family dwelling or an existing accessory structure.

### Standards:

- i. Ingress/Egress: Independent exterior access.
- ii. Setbacks: Minimum 4-foot side and rear yard setbacks or as required for fire and safety.

- b) Detached Single-Family ADU: One detached, new construction ADU on a lot with an existing or proposed single-family dwelling.

Standards:

- i. Setbacks: Minimum 4-foot side and rear yard setbacks.
  - ii. Size: Not more than 800 square feet of interior livable space.
  - iii. Height: Maximum height is 16 feet. (See Table 18.31.01 Note 3 for exceptions.)
- c) Converted Multifamily Space: A minimum of one unit, and up to a number of units equal to 25% of the existing multifamily units.

Standards:

- a) Location: Created within the interior of an existing multifamily dwelling structure in an area not used as livable space (e.g., storage areas, boiler rooms, attics, garages.)
- d) Detached Multifamily ADUs: Up to eight (8) detached ADUs on a lot with an existing multifamily dwelling or up to two (2) detached ADUs on a lot with a proposed multifamily dwelling.

Standards:

- a) Setbacks: Minimum 4-foot side and rear yard setbacks.
- b) Size: Not more than 800 square feet of interior livable space.
- c) Height: For a detached ADU on a lot with an existing or proposed multi-family, multi-story dwelling, a detached ADU may not exceed 18 feet in height. (See Table 18.31.01 Note 3 for exceptions.)

**B. Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) (Not State-Exempt Units)**

**1. Purpose and Applicability**

The provisions herein are intended to implement the requirements of California Government Code Section 66313 et seq. These provisions apply to all lots in residential or mixed-use zones where a primary dwelling exists or is proposed.

**2. Fee Exemptions and Limitations**

No impact fees (other than school impact fees) shall be charged for ADUs or JADUs with 750 square feet or less of interior livable space. School impact fees may be imposed on ADUs and JADUs of a size greater than 500 square feet of interior livable space.

### 3. General Development Standards

For ADUs that do not qualify as State Exempt under Government Code Section 66323, the following objective standards apply:

- a) Number: One ADU and one JADU are permitted on a lot with an existing single-family residence.
- b) Setbacks: Side and rear setbacks shall not be less than 4 feet.
- c) Yards: A detached ADU shall be located in the rear 50% of the lot, unless such a standard precludes the development of a detached ADU in which case it may be located within the front 50% of the lot.
- d) Size:
  - i. Detached ADU: Up to 850 square feet for units with one bedroom or less, and up to 1,000 square feet for units with more than one bedroom.
  - ii. JADU: Up to 500 square feet.
- e) Owner occupancy: For JADUs without independent sanitation facilities, owner-occupancy of either the primary residence or the JADU is required.
- f) Parking:
  - i. One parking space is required per unit or per bedroom, whichever is less.
  - ii. Tandem parking is permitted and may be located within setback areas.
  - iii. No replacement parking is required if a garage or carport is demolished to create an ADU.
  - iv. No additional parking is required if the ADU is located:
    - Within one-half mile walking distance of public transit;
    - Within an architecturally and historically significant district;
    - Within an existing primary residence or existing accessory structure;
    - Within an area where on-street parking permits are required, but no permit is offered to the occupant of the ADU;
    - Within one block of a car share vehicle.
- g) Rental Term: The rental of any ADU or JADU created under this section must be for a term longer than 30 days.

<b>Table 18.31.01 Development Standards in Residential Zones</b>					
<b>Accessory Dwelling Units</b>					
	RL Residential Low- density	RM Residential Medium- density	RH1 Residential High- density 1	RH2 Residential High-density 2	RMU Residential Mixed- Use
<b>State-exempt (Mandated) Accessory Dwelling Units</b>					
<b>Approval<sup>1</sup></b>	Ministerial	Ministerial	Ministerial	Ministerial	Ministerial
<b>Maximum unit count<sup>2</sup></b>					
Detached ADU	1	1	Up to 8 (not to exceed number of existing units)	Up to 8 (not to exceed number of existing units)	Up to 8 (not to exceed number of existing units)
Conversion Unit	1	1	Up to 25% of existing units	Up to 25% of existing units	Up to 25% of existing units
JADU	1	1	0	0	0
<b>Maximum Size</b>					
Detached ADU	800 square feet – interior livable space	800 square feet – interior livable space	800 square feet – interior livable space	800 square feet – interior livable space	800 square feet – interior livable space
Conversion Unit	Not more than the existing square feet of the primary structure converted to interior livable space	Not more than the existing square feet of the primary structure converted to interior livable space	Not more than the existing square feet of the primary structure converted to interior livable space	Not more than the existing square feet of the primary structure converted to interior livable space	Not more than the existing square feet of the primary structure converted to interior livable space
JADU	Not more than the existing square feet of the primary structure converted to interior livable space	Not more than the existing square feet of the primary structure converted to interior livable space	N/A	N/A	N/A
<b>Maximum Height<sup>3</sup></b>	16'	16'	18'	18'	18'
<b>Setbacks</b>	4' side and rear; Front setback waived if it precludes a unit on site	4' side and rear; Front setback waived if it precludes a unit on site	4' side and rear; Front setback waived if it precludes a unit on site	4' side and rear; Front setback waived if it precludes a unit on site	4' side and rear; Front setback waived if it precludes a unit on site
<b>Parking<sup>4</sup></b>	1 space per bedroom	1 space per bedroom	1 space per bedroom	1 space per bedroom	1 space per bedroom

# ATTACHMENT 1

<b>Space between primary dwelling and detached ADU</b>	5 feet or as required by CBSC	5 feet or as required by CBSC	5 feet or as required by CBSC	5 feet or as required by CBSC	5 feet or as required by CBSC

<b>Non-state-exempt Accessory Dwelling Units (Government Code Section 66313 et seq.)</b>					
<b>Approval<sup>1</sup></b>	Ministerial	Ministerial	N/A	N/A	N/A
<b>Maximum unit count</b>					
Detached ADU/ Conversion Unit	1	1	N/A	N/A	N/A
JADU	1	1	N/A	N/A	N/A
<b>Maximum Size</b>					
Detached ADU: Up to 1 bedroom 2+ bedrooms	850 sq. ft. 1000 sq. ft.	850 sq. ft. 1000 sq. ft.	N/A	N/A	N/A
Conversion Interior Unit	50% of existing primary unit	50% of existing primary unit	N/A	N/A	N/A
JADU	500 sq. ft.	500 sq. ft.	N/A	N/A	N/A
<b>Maximum Height<sup>3</sup></b>	16"	16'	N/A	N/A	N/A
<b>Setbacks</b>	4' side and rear; Front setback waived if it precludes a unit on site	4' side and rear; Front setback waived if it precludes a unit on site	N/A	N/A	N/A
<b>Parking<sup>4</sup></b>	1 space per bedroom	1 space per bedroom	N/A	N/A	N/A
<b>Space between primary dwelling and detached ADU</b>	5 feet or as required by CBSC	5 feet or as required by CBSC	N/A	N/A	N/A

1 Ministerial review: Within 15 business days of receipt a determination of completeness shall be made. Within 15 business days of a resubmittal application, a determination of completeness shall be made. Within 60 days following the submittal of a complete application the city shall approve an application which meets standards. If a determination is not made within 60 days the application is deemed approved.

- 2 Maximum number of units: On a site with an existing multifamily structure, up to 8 units (not to exceed number of existing units on a site with a proposed multifamily structure, up to 2 units.
- 3 Maximum Height: 16 except for locations within ½ mile of a major transit stop, in which case the maximum height is 18 feet. However, the ADU height may be increased up to the maximum height of the existing primary dwelling if it exceeds 16 feet.
- 4 Parking: One space per unit or one space per bedroom, whichever is less, is required. However, no replacement parking is required if a garage, carport, or covered parking structure is demolished or converted in conjunction with an ADU application. Tandem parking is permitted and may be located within setback areas. No additional parking is required if the ADU is located:
  - Within one-half mile walking distance of public transit;
  - Within an architecturally significant and/or historic district;
  - Within an existing primary residence or existing accessory structure;
  - Within an area where off-street parking is required, but no permit is offered to the occupant of the ADU;
  - Within one block of a car share vehicle.

**SECTION 2.** The City has determined the zoning text amendment is exempt from CEQA review. Public Resources Code Section 21080.17 provides a statutory exemption for the adoption of an ordinance by a city or county to implement the provisions of state ADU law. Furthermore, CEQA Guidelines Section 15282(h) provides a statutory exemption for the adoption of an ordinance by a city or county to implement the provisions of state ADU law. Furthermore, under CEQA Guidelines Section 15061(b)(3) it can be seen with certainty that these ministerial standards will not have a significant effect on the environment.

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

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

[SIGNATURES ON FOLLOWING PAGE]

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City, California, on this 21<sup>st</sup> day of April 2026.

\_\_\_\_\_  
Alma Hernandez,  
Mayor

ATTEST:

\_\_\_\_\_  
Anita Skinner,  
City Clerk

**CERTIFICATION**

I, Anita Skinner, City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was introduced at a regular meeting of the said City Council held on Tuesday, April 7, 2026, and regularly passed and adopted at a regular meeting of said City Council held on Tuesday, April 21, 2026, by the following vote:

**AYES:** Councilmembers: \_\_\_\_\_  
**NOES:** Councilmembers: \_\_\_\_\_  
**ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 21<sup>st</sup> day of April 2026.

\_\_\_\_\_  
Anita Skinner,  
City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 21, 2026

---

**AGENDA ITEM:** City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 7, 2026.

---

**FISCAL IMPACT:** None

---

**STRATEGIC PLAN:** Sustainability and Stewardship.

---

**BACKGROUND:** Pursuant to Government Code 40801, the City Clerk shall keep an accurate record of the proceedings of the City Council meetings. City Council minutes are prepared in a manner consistent with the intent of the Government Code. Minutes provide a record of when and where the meeting took place, type of meeting, and report any action taken, including the vote of each member of the City Council.

---

**STAFF REPORT:** Minutes of the City Council, Suisun City Council Acting as Successor Agency and Housing Authority held on April 7, 2026, are submitted for your approval..

---

**STAFF RECOMMENDATION:** City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on April 7, 2026.

---

**DOCUMENTS ATTACHED:**

1. Minutes - April 7, 2026 Regular Meetings of the City Council-Successor Agency-Housing Authority
- 

<b>PREPARED BY:</b>	Anita Skinner, City Clerk
<b>REVIEWED BY:</b>	Bret Prebula, City Manager
<b>APPROVED BY:</b>	Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. [Minutes - April 7, 2026 Regular meetings of the City Council-Successor Agency-Housing Authority](#)
- .

CITY COUNCIL  
Alma Hernandez, Mayor Jenalee  
Dawson, Mayor Pro Tem Amit Pal,  
Councilmember Parise Shepherd,  
Councilmember Princess Washington,  
Councilmember



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 SUISUN CITY HOUSING AUTHORITY**  
**TUESDAY, APRIL 7, 2026**  
**6:00 PM**

---

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

---

**6:00 P.M. CLOSED SESSION**  
**6:30 P.M. REGULAR SESSION**

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

*ZOOM MEETING INFORMATION:*  
*WEBSITE: <https://zoom.us/join>*  
*MEETING ID: 819 8157 7224*  
*CALL IN PHONE NUMBER: (707) 438-1720*

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

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

(Next Ord. No. – 825)  
(Next City Council Res. No. 2026 – 41)  
Next Suisun City Council Acting as Successor Agency Res. No. SA2026 - 03  
(Next Housing Authority Res. No. HA2026 – 03)

**6:00 P.M CLOSED SESSION**

**CALL TO ORDER 6:00pm**

Mayor Hernandez called the meeting to order at 6:00 pm.

**ROLL CALL**

PRESENT: Hernandez, Pal, Shepherd

ABSENT: Dawson, Washington (arrived at 6:02pm)

**CONFLICT OF INTEREST NOTIFICATION** None

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

**PUBLIC COMMENT CLOSED SESSION** None

*(In accordance with Section 54956(a), public comments are limited to items on this closed session agenda, and 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 comment period.)*

**CLOSED SESSION**

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

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9: (One Case)

**RECESS TO CLOSED SESSION (City Manager Conference Room, City Hall)**

Council entered into closed session at 6:02pm and closed at 6:27pm.

**6:30 P.M. RECONVENE OPEN SESSION**

**CALL TO ORDER**

Mayor Hernandez called the meeting to order at 6:35pm.

**ROLL CALL**

PRESENT: Hernandez, Pal, Shepherd, Washington

ABSENT: Dawson

**PLEDGE OF ALLEGIANCE** Pal

Led by Council Member Pal.

**INVOCATION**

Prayer written by 20 year old Gregory Mack and read by Clerk Skinner

**CLOSED SESSION REPORT** None

Announcement of Actions Taken, if any in Closed Session

**APPROVAL OF REORDERING OF AGENDA**

Motion by Council Member Pal for Items 17, 18, 16 and seconded by Council Member Washington.  
Motion passed unanimously.

**CONFLICT OF INTEREST NOTIFICATION** None

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

## **REPORTS (Informational items only.)**

2. City Manager Update - (Prebula: [Bprebula@suisun.com](mailto:Bprebula@suisun.com)).
  - Still working on code enforcement items
  - California Forever update on 4/21
3. City Attorney Report - (Enright).

None

## **PRESENTATIONS/APPOINTMENTS**

### Proclamations Presented

4. Proclamation Proclaiming the Month of April 2026 as Autism Acceptance Month - (Hernandez: [Ahernandez@suisun.com](mailto:Ahernandez@suisun.com)).

Mayor Hernandez read the proclamation and presented by Council Members Washington and Shepherd.

5. Proclamation "National Public Safety Telecommunicators Week" - (Roth: [Aroth@suisun.com](mailto:Aroth@suisun.com)).

Mayor Hernandez read the proclamation and presented by Council Member Washington to members of Suisun City Dispatchers. Comments by Police Chief Roth and Fire Chief Lopez. Council comments.

### Proclamations Not Presented

6. Proclamation "Fair Housing Month" - (Hernandez: [Ahernandez@suisun.com](mailto:Ahernandez@suisun.com)).

Mayor Hernandez stated the proclamation was presented at a prior event.

### Presentations

7. Presentation of the "Best of the Best" Award of Excellence to the Recreation, Parks & Marina Department by Stephanie Stephens, Executive Director of the California Parks & Recreation Society (CPRS).

Presented by CPRS Executive Director Stephanie Stephens to RPM Department staff member Marvin Mora.

## **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.)*

Alexis Megary comments supporting California Forever.

Michael Jefferson firmly and respectfully demanded Vice Mayor Dawson recuse herself from any and all items relating to California Forever, due to alleged family ties to California Forever.

Steve Olry commented on strategic plan report that indicated both Buzz Oates projects were being abandoned;

Alicia Mijares representative for Sheet Metal Local 21, commends the council efforts in moving forward and California Forever would be a big investment in the county.

Donna LeBlanc commented that Geopp Park reopened yesterday; landscaping and weed comments along Civic Center exit and median on Highway 12.

Yakub Farrakan comments on an upcoming event and they are looking for speakers for the event.

Rochele Henderson spoke in favor of California Forever.

Joseph Joyce spoke on comments made earlier against his family and their alleged relationship with California Forever.

ON LINE

Michelle Chavez encourage council going forward on expansion and get city codes up to date.

Council Member Pal left dais at 7:28pm and returned at 7:30pm

Nicole, Troy, Camille Robinson, Daniel Dale, Mavis, Charlie spoke in support the expansion plan.

Joe Joyce commented on Cinco de Mayo celebration on May 3.

### **COUNCIL COMMENTS**

*(Comments are limited to no more than 3 minutes)*

Council Members responded to public comments and answered questions posed by members of the public.

### **CONSENT CALENDAR**

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

. City Council

8. Council Adoption of Resolution No. 2026-41: Authorizing the Award of a Construction Contract for the Installation of the Metal Building Previously Purchased for the Public Works Department's Vacuum Truck and for SB 1383 Compost Storage - (Vue: Nvue@suisun.com).
9. Council Adoption of Resolution No. 2026-42: Approving a Professional Services Agreement with REP'd for Video Messaging and Engagement Services and Authorizing the City Manager to Execute the Agreement - (Prebula: Bprebula@suisun.com).
10. Council Adoption of Resolution No. 2026-43: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Kerex Engineering, Inc. for the 2026 Pavement Resurfacing Project - (Vue: Nvue@suisun.com).
11. Council Adoption of Resolution No. 2026-44 Authoring the City Manager to Accept a Donation of a Type I Fire Engine from the Contra Costa County Fire Protection District to Serve as a Reserve Engine for Suisun City Fire Department - (Lopez: Bllopez@suisun.com).
12. Council Adoption of Resolution 2026-45: Authorizing the City Manager or Designee to Process Annual Subscription Invoices for OpenGov Asset Management (Formerly Cartograph) Without Returning to City Council Annually - (Vue: Nvue@suisun.com).

Suisun City Council Acting as Successor Agency

13. Board Adoption of Resolution No. SA 2026-03: Authorizing the Execution and Delivery of a Transfer of Sidewalk Access and Fireplace Areas from the Lawler House Parcel to the Courtyard Property and Directing the Secretary of the Successor Agency to Transmit this Resolution to the Oversight Board, Finding that such Action is Exempt from Environmental Review under the California Environmental Quality Act - (City Attorney).

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

14. City Council/Successor Agency/Housing Authority Approval of the Minutes of the Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on March 17, 2026 and March 24, 2026 – (Skinner: [Clerk@suisun.com](mailto:Clerk@suisun.com)).

Council Member Washington pulled Item 11.

Donna LeBlanc, Item 9, commented there is nothing in the report that states where funds are coming from.

**Motion by Council Member Pal to approve Consent Calendar Items 8, 9, 10, 12, 13, 14 and seconded by Council member Washington. Motion passed by the following vote:**

**AYES: Hernandez, Pal, Shepherd, Washington**

**NOES: None**

**ABSENT: Dawson**

Item 11

Council Member Washington thanked the department for their work on partnering with other agencies to make this happen.

**Motion by Council Member Washington to approve Item 11 and seconded by Council Member Shepherd. Motion passed by the following vote:**

**AYES: Hernandez, Pal, Shepherd, Washington**

**NOES: None**

**ABSENT: None**

**PUBLIC HEARING**

15. PUBLIC HEARING: Council Introduction and Waive Reading of Ordinance No.825; An Ordinance of the City Council of the City of Suisun City, California, Adopting an Ordinance Amending Municipal Code Chapter 18.04.010 Definitions, Chapter 18.30.170 Accessory Dwelling Units, And Table 18.31.01 Development Standards In Residential Zones, Accessory Dwelling Units, to Comply with Recent Changes to State Law Regarding Accessory Dwelling Units (ADU) And Junior Accessory Dwelling Units (JADU) and Determining That The Action Is Exempt From The California Environmental Quality Act (CEQA) - (Continued from March 17, 2026) (Kearns:Jkearns@suisun.com).

City Attorney Enright commented that a letter was received from California Housing Defense Fund and that the city will be addressing their concerns.

Principal Planner Kearns introduced the ordinance and Contract Planner April Wooden who presented the changes to the ordinance and compliance with state law.

Council asked clarifying questions.

Mayor Hernandez opened the Public Hearing.

#### Electronic Comment

James Lloyd and Dylan Casey, CalHDF, applauds the City for amending its code to keep pace with changes to state law; however, the City should make sure that its ADU code provisions comply with state law.

#### In Person

Steve Olry numerous concerns regarding setbacks; live in a community with zero code enforcement; additional vehicles on private property.

Michael Jefferson concerns with additional vehicles on private property.

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

Council comments and discussion.

**Motion by Council Member Pal to approve Item 15 and seconded by Council Member Shepherd.  
Motion passed by the following vote:**

**AYES: Hernandez, Pal, Shepherd, Washington**

**NOES: None**

**ABSENT: Dawson**

Council Member Washington left dais at 8:32pm and returned at 8:35pm.

### **GENERAL BUSINESS**

#### *City Council*

17 Council Adoption of Resolution No. 2026-46: Authorizing the City Manager to Approve a Memorandum of Understanding with On the Edge Ministries for the Life Skills Transitional Employment Program for Suisun City's Unhoused Population - (City Attorney).

Ashley Esparza presented the report.

Michael Were, Edge Ministries, spoke on program successes.

Council clarifying questions that were replied to by Mr. Were, City Attorney and City Manager.

### **PUBLIC COMMENTS**

Donna LeBlanc asked if this program is approved will the city still be working with Mission Samoa; asked about funding; staff report does not mention costs, only slide 7 in the presentation listed costs.

Mr. Farrakan what happens after 6 months; funds from general fund which already has major issues.

Rochele Henderson commented mental health issues need to be addressed.

City Manager Prebula, Mayor Hernandez and staff responded to questions.  
Continued Council discussion.

Consensus that mandatory drug testing be added to MOU.

**Motion by Council Member Washington to approve Item 17 and seconded by Council Member Shepherd. Motion passed by the following vote:**

**AYES: Hernandez, Pal, Shepherd, Washington**

**NOES: None**

**ABSENT: Dawson**

18 Senate Bill 707 Updates to Brown Act and Senate Bill 827 Fiscal and Financial Training Requirement - (City Attorney).

Elizabeth Griffiths, Deputy City Attorney, presented the report.

Council asked clarifying questions and were responded to by City and Deputy City Attorneys.

This was an update only and no action was taken.

16 Discussion and Direction Regarding New Tax Revenue District Options, Authorization to Release Request for Proposal for Professional Consulting Services, and Allocating Fund to Complete Phase 1 - (Prebula: Bprebula@suisun.com).

City Manager Prebula introduced Management Analyst Amanda Dum and RPM staff Member Marvin Mora who presented the report.

Council asked clarifying questions which were replied to by staff, City Manager Prebula and City Attorney Enright.

#### PUBLIC COMMENTS

Donna LeBlanc if you are going to do this, the other LLD's need to be dissolved and all residents need to pay the same amount; hire landscaping experts.

Michael Jefferson you are asking more money from the citizens; this is the wrong way to go.

Steve Olry compliment Amanda and Marvin for report; utility bills are doubling; situations like this is what Measure S was designed for.

Tom LeBlanc wants to echo what Donna LeBlanc stated and bought house based on the fact there was no LLD.

Rochelle Henderson asked for clarification on what is being proposed.

Mr. Prebula responded to questions; explained difference between tax and assessment.

Council Member Washington would like to move forward with an RFP; have to address this somehow and fight for our open spaces and this seems to be the most feasible.

Council Member Pal does not feel this is the right time for this.

Mayor Hernandez is in favor of moving forward with the RFP.

Consensus to move forward and remove property tax.

## **COUNCIL UPDATES**

### **INFORMATIONAL REPORTS: (Non-Discussion Items)**

### **ADJOURNMENT**

There being no further business the meeting was adjourned in memory of Colonel Hilda J. Ross, Ray Martinez and Lady Mallory Trevigne at 10:37pm.

---

Anita Skinner, City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 21, 2026

---

**AGENDA ITEM:** Council/Agency Approval of March 2026 Accounts Payable and Payroll Warrants.

---

**FISCAL IMPACT:** Total expenditure for all funds is \$10,109,119.55.

*Note: The Accounts Payable Expense Report includes \$4.4 million that is being transferred to US Bank investment account. It is not an expense but due to the system set-up, every disbursement appears on the expense report.*

---

**STRATEGIC PLAN:** Sustainability and Stewardship.

---

**BACKGROUND:**

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

**CHAPTER 4. Financial Powers [37201 - 37210]**

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

**37208.**

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

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

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

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

---

**STAFF REPORT:**

Attached for City Council review and approval are the following:

**Payroll:**

March	Checks # 22952 - 22991	\$27,626.99
	Direct Deposits (03/06/26)	\$442,164.47
	Direct Deposits (03/20/26)	<u>\$436,523.69</u>
	Total Payroll	<b>\$906,315.15</b>

<b>Accounts Payable:</b>		
March	Total Accounts Payables	<u>\$9,202,804.40</u>
	<b>TOTAL AMOUNT</b>	<b><u>\$10,109,119.55</u></b>

---

**STAFF RECOMMENDATION:** It is recommended that the City Council approve accounts payable, payroll and payroll vendor checks for March 2026.

---

**DOCUMENTS ATTACHED:**

1. March 2026 Payroll Register
  2. March 2026 Accounts Payable
- 

<b>PREPARED BY:</b>	Lakhwinder Deol, Finance Director
<b>REVIEWED BY:</b>	Bret Prebula, City Manager
<b>APPROVED BY:</b>	Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. [March 2026 Payroll Register.pdf](#)
2. [March 2026 Accounts Payables.pdf](#)



# ***FINANCE DEPARTMENT***

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

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

## ***MEMORANDUM***

---

Date: March 26, 2026  
To: Honorable Mayor and City Council Members  
Prepared By: Diana Littles, Accounting Technician  
Approved By: Lakhwinder Deol, Finance Director  
RE: Payroll Checks for **March 2026**

Payroll:	Checks	22952 - 22991	\$27,626.99
	Direct Deposit	03/06/2026	\$442,164.47
	Direct Deposit	03/20/2026	\$436,523.69

**Total Payroll      \$906,315.15**

Check Number	Sequence Number	Check Date	Employee ID	Employee Name	Gross Amount	Check Amount
22952	0	3/6/2026	POC01	POCK, DONNA J.	4,497.65	484.57
22953	0	3/6/2026	DEM02	DEMELLO, KYLE	140.00	129.29
22954	0	3/6/2026	GOE00	GOETZE, JAKE B	420.00	387.87
22955	0	3/6/2026	AME01	AMEZCUA-ALVA, ESMERALDA	642.29	593.16
22956	0	3/6/2026	AZE01	AZEVEDO, ATHINA N	945.45	836.37
22957	0	3/6/2026	BOW01	BOWMAN, WILLIAM D	333.72	302.09
22958	0	3/6/2026	COH00	COHEN, LANCE M	514.85	475.46
22959	0	3/6/2026	COR06	CORTEZ, JUAN	909.00	806.88
22960	0	3/6/2026	FLO03	FLOWERS, FRANK E.	703.46	645.59
22961	0	3/6/2026	NAV02	NAVARRO, NAYLEA	987.70	870.55
22962	0	3/6/2026	ORT00	ORTEGA, ARIANA E	662.68	579.31
22963	0	3/6/2026	ORT02	ORTEGA, LUTHER M	222.48	205.46
22964	0	3/6/2026	PLA02	PLANCARTE-NO, ISABELLA	971.71	857.61
22965	0	3/6/2026	RIV05	RIVERA, WILLY R	593.28	547.9
22966	0	3/6/2026	ROD03	RODRIGUEZ-MA, CARLOS M	834.30	746.44
22967	0	3/6/2026	TEO01	TEODORO, FRANK	970.36	856.52
22968	0	3/6/2026	BIS03	KATHRYN BISHOP	0.00	1508.5
22969	0	3/6/2026	FRA01	FRANCHISE TAX BOARD	0.00	400
22970	0	3/12/2026	VAL01	VALDE, JASON D	2,323.78	1894.61
22971	0	3/12/2026	FIE01	FIERRO, ALEXANDER	2,638.02	2056.12
22972	0	3/20/2026	POC01	POCK, DONNA J.	4,497.65	484.57
22973	0	3/20/2026	DEM02	DEMELLO, KYLE	420.00	387.87
22974	0	3/20/2026	GEN01	GENGLER, DANIEL M	140.00	129.29
22975	0	3/20/2026	GOE00	GOETZE, JAKE B	140.00	129.29
22976	0	3/20/2026	AME01	AMEZCUA-ALVA, ESMERALDA	795.21	714.82
22977	0	3/20/2026	AZE01	AZEVEDO, ATHINA N	1,103.03	963.86
22978	0	3/20/2026	BOW01	BOWMAN, WILLIAM D	787.95	714.52
22979	0	3/20/2026	COH00	COHEN, LANCE M	596.41	550.78
22980	0	3/20/2026	COR06	CORTEZ, JUAN	630.00	581.8
22981	0	3/20/2026	CRA02	CRAFT, NY'SAAN D	285.46	263.62
22982	0	3/20/2026	FLO03	FLOWERS, FRANK E.	774.82	698.33
22983	0	3/20/2026	NAV02	NAVARRO, NAYLEA	1,190.00	1033.82
22984	0	3/20/2026	ORT00	ORTEGA, ARIANA E	800.31	683.93
22985	0	3/20/2026	PLA02	PLANCARTE-NO, ISABELLA	856.16	764.14
22986	0	3/20/2026	RIV05	RIVERA, WILLY R	648.90	599.26
22987	0	3/20/2026	ROD03	RODRIGUEZ-MA, CARLOS M	991.89	873.94
22988	0	3/20/2026	TEO01	TEODORO, FRANK	913.28	810.35
22989	0	3/20/2026	BIS03	KATHRYN BISHOP	0.00	1508.5
22990	0	3/20/2026	FRA01	FRANCHISE TAX BOARD	0.00	400
22991	0	3/20/2026	SOL61	SOLANO COUNTY SHIERIFF'S	0.00	150
Z63743	0	3/6/2026	BER05	BERBER, KATRINA C	2,640.00	0
Z63744	0	3/6/2026	BER03	BERMUDEZ, JIM	9,562.31	0
Z63745	0	3/6/2026	ELM01	ELM, MICHAEL L	2,925.20	0
Z63746	0	3/6/2026	ESC05	ESCOBAR, SHARON	2,514.40	0
Z63747	0	3/6/2026	MER01	MERCADO-MART, GLORIA	3,210.64	0
Z63748	0	3/6/2026	NAS01	NASH, ASHLEY A	3,130.28	0
Z63749	0	3/6/2026	PEN01	PENLAND, CHRISTINA Y	8,677.94	0
Z63750	0	3/6/2026	PRE01	PREBULA, BRET T	11,690.01	0
Z63751	0	3/6/2026	VAS01	VASQUEZ, BIANCA M	2,947.20	0
Z63752	0	3/6/2026	VAN00	VANG, CHAO C	2,691.20	0
Z63753	0	3/6/2026	ADA01	ADAMS, ELISHA R	3,177.60	0
Z63754	0	3/6/2026	AND01	ANDERSON, PHYLLIS	3,088.80	0
Z63755	0	3/6/2026	JOH03	JOHNSON, AUZUNIQUE	2,336.00	0

Z63756	0	3/6/2026	WOO02	WOODEN, APRIL E	2,145.00	0
Z63757	0	3/6/2026	DAW02	DAWSON, JENALEE M	1,010.08	0
Z63758	0	3/6/2026	HER00	HERNANDEZ, ALMA R	514.74	0
Z63759	0	3/6/2026	SHE02	SHEPHERD, PARISE S	497.24	0
Z63760	0	3/6/2026	SKI02	SKINNER, ANITA L	544.57	0
Z63761	0	3/6/2026	TEW01	TEWARI, VINAY P	203.78	0
Z63762	0	3/6/2026	WAS02	WASHINGTON, PRINCESS K	1,010.08	0
Z63763	0	3/6/2026	CAR09	CARDENAS, SARA C	2,904.43	0
Z63764	0	3/6/2026	COR03	CORRALES, SHERRI L.	3,161.31	0
Z63765	0	3/6/2026	DAN01	DANIEL, ROBERTA J.	3,985.66	0
Z63766	0	3/6/2026	DEO01	DEOL, LAKHWINDER K	8,765.34	0
Z63767	0	3/6/2026	LIT01	LITTLES, DIANA A.	4,282.66	0
Z63768	0	3/6/2026	LUN01	LUNA, ELIZABETH N.	6,178.36	0
Z63769	0	3/6/2026	MAR03	MARTIN, SHERRON L.	3,402.61	0
Z63770	0	3/6/2026	ROM03	ROMERO, MARIA L	2,990.71	0
Z63771	0	3/6/2026	TOD02	TODD, KATIE A	2,843.86	0
Z63772	0	3/6/2026	BRA05	BRASSFIELD, JASON C	5,538.49	0
Z63773	0	3/6/2026	COL01	COLIN, JOSE L	6,327.60	0
Z63774	0	3/6/2026	DAN02	DANNER, JOSHUA S	8,949.81	0
Z63775	0	3/6/2026	DEL04	DE LOA, MATEO	280.00	0
Z63776	0	3/6/2026	DUC01	DUCHSCHER, JUSTIN M	9,684.25	0
Z63777	0	3/6/2026	ESP00	ESPARZA, RYAN J	6,114.13	0
Z63778	0	3/6/2026	FAR01	FARRELL, ANDREW L	3,428.19	0
Z63779	0	3/6/2026	HEL01	HELTON, JACOB T	6,322.62	0
Z63780	0	3/6/2026	KEG01	KEGLE, ANDREW D	6,635.09	0
Z63781	0	3/6/2026	LEM01	LEMING, AARON P	6,484.17	0
Z63782	0	3/6/2026	LOP03	LOPEZ, BRAD L	6,112.62	0
Z63783	0	3/6/2026	LUJ01	LUJAN, CHRISTOPHER J	7,723.25	0
Z63784	0	3/6/2026	MAR15	MARTIN, DEAN R	6,946.80	0
Z63785	0	3/6/2026	REN01	RENUCCI, GREG M	7,506.70	0
Z63786	0	3/6/2026	RIV03	RIVERA, LUIS R	5,902.05	0
Z63787	0	3/6/2026	SOT02	SOTO-POMEROY, FRANCISCO J	4,887.60	0
Z63788	0	3/6/2026	TAY04	TAYLOR JR, TIMOTHY D	420.00	0
Z63789	0	3/6/2026	VAN01	VANDER MEER, JASON S	6,427.76	0
Z63790	0	3/6/2026	ZUN02	ZUNINO, MICHELLE E.	3,488.01	0
Z63791	0	3/6/2026	GOL03	GOLTIAO, JASON R	5,000.17	0
Z63792	0	3/6/2026	LOP00	LOPEZ-DE LOA, BELTHZABEL	3,221.60	0
Z63793	0	3/6/2026	MUN01	MUNOZ, MARIA L	3,471.60	0
Z63794	0	3/6/2026	ROB03	ROBERTS, ROWLAND H.	7,968.77	0
Z63795	0	3/6/2026	VAL01	VALDE, JASON D	7,191.04	0
Z63796	0	3/6/2026	ABD01	ABDELAZIZ, SHARIF S	6,669.91	0
Z63797	0	3/6/2026	ALE01	ALEXANDER, HALEY C	9,115.72	0
Z63798	0	3/6/2026	CAM02	CAMIGI, TYLER J	8,761.01	0
Z63799	0	3/6/2026	CAN02	CANGCO, ALVIN J	6,327.73	0
Z63800	0	3/6/2026	CAR06	CARLOCK, LISA A.	7,563.34	0
Z63801	0	3/6/2026	COL03	COLLINS, TAYLOR	3,830.31	0
Z63802	0	3/6/2026	CON05	CONAMA, TIFFANY N	5,371.62	0
Z63803	0	3/6/2026	COO01	COOK, BRANDI	3,606.20	0
Z63804	0	3/6/2026	DEM03	DEMELLO, RYAN A	7,291.78	0
Z63805	0	3/6/2026	DOO01	DOOLEY, CHRISTOPHER J	7,486.01	0
Z63806	0	3/6/2026	FIE01	FIERRO, ALEXANDER	6,157.79	0
Z63807	0	3/6/2026	FLO00	FLORES, AISHA	7,460.91	0
Z63808	0	3/6/2026	GAL04	GALLEGOS-ARE, NOE	5,819.85	0
Z63809	0	3/6/2026	HEA01	HEALY, DANIEL J.	8,330.30	0

Z63810	0	3/6/2026	HEI03	HEINE, SCOTT J	6,620.90	0
Z63811	0	3/6/2026	HEN02	HENDERSON, JEFF T.	8,330.30	0
Z63812	0	3/6/2026	KEN02	KENT, AMBER M.	7,068.38	0
Z63813	0	3/6/2026	KEN03	KENT, EMILY M	2,737.42	0
Z63814	0	3/6/2026	KHA01	KHANTIGNA, FRANKIE	7,555.91	0
Z63815	0	3/6/2026	KIN00	KING, CAMRYN R	4,975.66	0
Z63816	0	3/6/2026	LAZ00	LAZARO, JULIA M	12,331.75	0
Z63817	0	3/6/2026	LEH01	LE, HOANG D	5,158.40	0
Z63818	0	3/6/2026	LET01	LETTERMAN, THOMAS	7,597.07	0
Z63819	0	3/6/2026	LOM01	LOMBARD, TIFFANEY	7,557.06	0
Z63820	0	3/6/2026	MAR18	MARQUITZ, BRIANNA D	4,157.63	0
Z63821	0	3/6/2026	MAR19	MARTINEZ, CAROLANN E	3,049.45	0
Z63822	0	3/6/2026	MUR00	MURPHY, HAYLEY A	2,259.42	0
Z63823	0	3/6/2026	NER01	NERI, SIGFRED D	14,048.94	0
Z63824	0	3/6/2026	OKO01	OKODOGBE, NICHOLAS	5,879.93	0
Z63825	0	3/6/2026	OLS02	OLSEN, JAMES C	10,355.77	0
Z63826	0	3/6/2026	ROB00	ROBINSON, KARA C	4,487.90	0
Z63827	0	3/6/2026	ROT01	ROTH, AARON C	11,527.85	0
Z63828	0	3/6/2026	SAG01	SAGAMI, ANNE	8,177.83	0
Z63829	0	3/6/2026	SAN02	SANCHEZ, JESSE A	4,947.93	0
Z63830	0	3/6/2026	SEL01	SELBY, KAYLEY E	5,371.62	0
Z63831	0	3/6/2026	SHI01	SHING-CHUN, HARRISON	9,481.11	0
Z63832	0	3/6/2026	VER02	VERA, ERIC	6,047.44	0
Z63833	0	3/6/2026	WAD01	WADDELL, ANEKKA S	2,537.42	0
Z63834	0	3/6/2026	ZAR01	ZARAGOZA, ERNESTO Z	6,001.29	0
Z63835	0	3/6/2026	CAP01	CAPERTON, RICKY	8,531.70	0
Z63836	0	3/6/2026	KEA02	KEARNS, JOHN T.	5,660.11	0
Z63837	0	3/6/2026	BAR05	BARAJAS, HILO	2,633.20	0
Z63838	0	3/6/2026	BLO01	BLOCK JR, DELBERT R	2,768.80	0
Z63839	0	3/6/2026	BRY02	BRYAN, JOHN E.	3,929.60	0
Z63840	0	3/6/2026	COR02	CORTEZ, JUAN M.	622.84	0
Z63841	0	3/6/2026	DEL03	DE LA CRUZ, MARIBEL	4,740.35	0
Z63842	0	3/6/2026	DIA01	DIAZ II, NAPOLEON W.	3,826.94	0
Z63843	0	3/6/2026	DUM01	DUM, AMANDA	4,866.04	0
Z63844	0	3/6/2026	ESC04	ESCOBEDO, NICHOLAS J	2,766.80	0
Z63845	0	3/6/2026	GEL01	GELUZ, GEMMA V.	3,513.01	0
Z63846	0	3/6/2026	HER01	HERROD, JAMES A.	6,137.37	0
Z63847	0	3/6/2026	LOZ01	LOZANO, NICODEMUS G	5,764.78	0
Z63848	0	3/6/2026	ORT03	ORTIZ GARCIA, JOSE O	2,497.60	0
Z63849	0	3/6/2026	PEC01	PECH, LUIS	2,383.20	0
Z63850	0	3/6/2026	PER04	PERGAMIT, MICHAEL W	3,415.34	0
Z63851	0	3/6/2026	PRI01	PRIEST, CLAUDERICK M	5,474.57	0
Z63852	0	3/6/2026	ROB05	ROBLES CASTI, JUAN D	2,647.60	0
Z63853	0	3/6/2026	SAL03	SALT, TEVITA VAEA P	3,152.80	0
Z63854	0	3/6/2026	SAM02	SAMO, JERAMY J.	3,659.06	0
Z63855	0	3/6/2026	SIF01	SIFUENTES, JONATHAN	3,125.20	0
Z63856	0	3/6/2026	SIL01	SILVA ZAMORA, BRAYAN O	2,900.80	0
Z63857	0	3/6/2026	VUE00	VUE, LUE	2,901.59	0
Z63858	0	3/6/2026	VUE01	VUE, NOUAE A	9,266.01	0
Z63859	0	3/6/2026	YAN01	YANG, GE H	3,007.20	0
Z63860	0	3/6/2026	ALL01	ALLEN, RYAN D	3,138.36	0
Z63861	0	3/6/2026	ALV01	ALVAREZ, SANTINO A	900.00	0
Z63862	0	3/6/2026	ARA00	ARANIEGO, CIARA	785.02	0
Z63863	0	3/6/2026	CAS02	CASTILLO-KUD, JADE A	723.85	0

Z63864	0	3/6/2026	CLA01	CLARK, TRENTON J	778.68	0
Z63865	0	3/6/2026	CLO01	CLOUD, LEILA I	513.00	0
Z63866	0	3/6/2026	COL02	COLLINS, JAMIR R	594.00	0
Z63867	0	3/6/2026	COR05	CORTES, CRISTIAN A	402.70	0
Z63868	0	3/6/2026	DOW01	DOWNEY, JEFFREY D	4,630.66	0
Z63869	0	3/6/2026	ESP02	ESPERANZA-IB, TRISTAN M	441.21	0
Z63870	0	3/6/2026	FLO02	FLORES, GLADIS	315.00	0
Z63871	0	3/6/2026	GAR04	GARCIA, VERONICA	270.00	0
Z63872	0	3/6/2026	GAT01	GATMEN, JOSEPH J	4,242.01	0
Z63873	0	3/6/2026	GID02	GIDDINGS, KAMANI	1,018.99	0
Z63874	0	3/6/2026	HAT01	HATTEN, KAREN S.	343.80	0
Z63875	0	3/6/2026	HUL01	HULL, JANET	7,756.86	0
Z63876	0	3/6/2026	JAC01	JACKSON, TRISTAN K	866.58	0
Z63877	0	3/6/2026	JON03	JONES, JANINE S	331.65	0
Z63878	0	3/6/2026	KIN02	KING, KATHLEEN S	3,411.95	0
Z63879	0	3/6/2026	LIN02	LINCOLN-BERR, SOLANGE	897.16	0
Z63880	0	3/6/2026	LOP04	LOPEZ, VANESSA A	785.05	0
Z63881	0	3/6/2026	LUN03	LUNA, OSCAR N	973.62	0
Z63882	0	3/6/2026	MCH01	MCHENRY, HAYLEY J	3,815.33	0
Z63883	0	3/6/2026	MOR01	MORA, MARVIN J	5,123.96	0
Z63884	0	3/6/2026	PAN01	PANTOJA, FERNANDO J	1,851.36	0
Z63885	0	3/6/2026	PER06	PERRY, GIZELLE ANNE	2,728.00	0
Z63886	0	3/6/2026	PIC02	PICKERING, KAILEY I	1,188.79	0
Z63887	0	3/6/2026	POR02	PORTER, RAYE B	866.58	0
Z63888	0	3/6/2026	POR01	PORTER, TAI R	1,300.94	0
Z63889	0	3/6/2026	RAM02	RAMIREZ, CHRISTOPHER A	333.72	0
Z63890	0	3/6/2026	RAN01	RANSOM, ADRIANNA C	992.72	0
Z63891	0	3/6/2026	SAE02	SAEED, MOHAMED	982.62	0
Z63892	0	3/6/2026	SAL06	SALCEDA, BEYONCE O	460.35	0
Z63893	0	3/6/2026	SAL08	SALCEDA, KRISTINE	567.00	0
Z63894	0	3/6/2026	SAN09	SANTOS, ASHLEY D	572.52	0
Z63895	0	3/6/2026	SCR01	SCRIVNER, MARINA H	432.00	0
Z63896	0	3/6/2026	SIM01	SIMMONS, KAREN R	687.60	0
Z63897	0	3/6/2026	SIN01	SINGLEY, JUSTEEN K	2,809.84	0
Z63898	0	3/6/2026	TAT01	TATNEY-MORRI, MONICA L	409.70	0
Z63899	0	3/6/2026	TAY02	TAYLOR, AMIA C	504.00	0
Z63900	0	3/6/2026	THO00	THOMPSON, AMARIYAE P.	397.61	0
Z63901	0	3/6/2026	TKA01	TKACZ, OLIVIA F	840.40	0
Z63902	0	3/6/2026	VAZ01	VAZQUEZ, JOSE A	828.00	0
Z63903	0	3/6/2026	VIL01	VILLANUEVA, TREVOR A	1,498.67	0
Z63904	0	3/6/2026	WAG01	WAGNER, LUKAS P	355.50	0
Z63905	0	3/6/2026	WHA01	WHALEY, JUDE	498.99	0
Z63906	0	3/20/2026	BER05	BERBER, KATRINA C	2,640.00	0
Z63907	0	3/20/2026	BER03	BERMUDEZ, JIM	9,562.31	0
Z63908	0	3/20/2026	ELM01	ELM, MICHAEL L	3,130.91	0
Z63909	0	3/20/2026	ESC05	ESCOBAR, SHARON	2,514.40	0
Z63910	0	3/20/2026	MER01	MERCADO-MART, GLORIA	3,392.16	0
Z63911	0	3/20/2026	NAS01	NASH, ASHLEY A	3,143.48	0
Z63912	0	3/20/2026	PEN01	PENLAND, CHRISTINA Y	8,677.94	0
Z63913	0	3/20/2026	PRE01	PREBULA, BRET T	11,690.01	0
Z63914	0	3/20/2026	VAS01	VASQUEZ, BIANCA M	2,947.20	0
Z63915	0	3/20/2026	VAN00	VANG, CHAO C	2,691.20	0
Z63916	0	3/20/2026	ADA01	ADAMS, ELISHA R	3,177.60	0
Z63917	0	3/20/2026	AND01	ANDERSON, PHYLLIS	3,088.80	0

Z63918	0	3/20/2026	CAP01	CAPERTON, RICKY	8,531.70	0
Z63919	0	3/20/2026	JOH03	JOHNSON, AUZUNIQUE	2,336.00	0
Z63920	0	3/20/2026	KEA02	KEARNS, JOHN T.	5,660.11	0
Z63921	0	3/20/2026	WOO02	WOODEN, APRIL E	552.50	0
Z63922	0	3/20/2026	DAW02	DAWSON, JENALEE M	1,110.08	0
Z63923	0	3/20/2026	HER00	HERNANDEZ, ALMA R	614.74	0
Z63924	0	3/20/2026	PAL01	PAL, AMIT	100.00	0
Z63925	0	3/20/2026	SHE02	SHEPHERD, PARISE S	597.24	0
Z63926	0	3/20/2026	SKI02	SKINNER, ANITA L	544.57	0
Z63927	0	3/20/2026	TEW01	TEWARI, VINAY P	203.78	0
Z63928	0	3/20/2026	WAS02	WASHINGTON, PRINCESS K	1,110.08	0
Z63929	0	3/20/2026	CAR09	CARDENAS, SARA C	2,763.19	0
Z63930	0	3/20/2026	COR03	CORRALES, SHERRI L.	3,161.31	0
Z63931	0	3/20/2026	DAN01	DANIEL, ROBERTA J.	3,985.66	0
Z63932	0	3/20/2026	DEO01	DEOL, LAKHWINDER K	8,765.34	0
Z63933	0	3/20/2026	LIT01	LITTLES, DIANA A.	4,006.06	0
Z63934	0	3/20/2026	LUN01	LUNA, ELIZABETH N.	6,178.36	0
Z63935	0	3/20/2026	MAR03	MARTIN, SHERRON L.	3,402.61	0
Z63936	0	3/20/2026	ROM03	ROMERO, MARIA L	2,898.86	0
Z63937	0	3/20/2026	TOD02	TODD, KATIE A	2,768.80	0
Z63938	0	3/20/2026	ANT01	ANTES, DARREN J	1,120.00	0
Z63939	0	3/20/2026	BRA05	BRASSFIELD, JASON C	6,908.76	0
Z63940	0	3/20/2026	COL01	COLIN, JOSE L	6,327.60	0
Z63941	0	3/20/2026	DAN02	DANNER, JOSHUA S	9,026.85	0
Z63942	0	3/20/2026	DEL04	DE LOA, MATEO	280.00	0
Z63943	0	3/20/2026	DUC01	DUCHSCHER, JUSTIN M	6,322.62	0
Z63944	0	3/20/2026	ESP00	ESPARZA, RYAN J	6,094.04	0
Z63945	0	3/20/2026	FAR01	FARRELL, ANDREW L	4,554.11	0
Z63946	0	3/20/2026	HEL01	HELTON, JACOB T	5,070.17	0
Z63947	0	3/20/2026	KEG01	KEGLE, ANDREW D	5,160.97	0
Z63948	0	3/20/2026	LEM01	LEMING, AARON P	5,557.75	0
Z63949	0	3/20/2026	LOP03	LOPEZ, BRAD L	8,713.99	0
Z63950	0	3/20/2026	LUJ01	LUJAN, CHRISTOPHER J	7,609.59	0
Z63951	0	3/20/2026	MAR15	MARTIN, DEAN R	8,881.72	0
Z63952	0	3/20/2026	REN01	RENUCCI, GREG M	7,151.46	0
Z63953	0	3/20/2026	RIV03	RIVERA, LUIS R	7,466.17	0
Z63954	0	3/20/2026	SOT02	SOTO-POMEROY, FRANCISCO J	6,534.57	0
Z63955	0	3/20/2026	VAN01	VANDER MEER, JASON S	6,217.48	0
Z63956	0	3/20/2026	ZUN02	ZUNINO, MICHELLE E.	3,488.01	0
Z63957	0	3/20/2026	GOL03	GOLTIAO, JASON R	5,000.17	0
Z63958	0	3/20/2026	LOP00	LOPEZ-DE LOA, BELTHZABEL	3,221.60	0
Z63959	0	3/20/2026	MUN01	MUNOZ, MARIA L	3,471.60	0
Z63960	0	3/20/2026	ROB03	ROBERTS, ROWLAND H.	7,968.77	0
Z63961	0	3/20/2026	VAL01	VALDE, JASON D	4,156.13	0
Z63962	0	3/20/2026	ABD01	ABDELAZIZ, SHARIF S	6,610.00	0
Z63963	0	3/20/2026	ALE01	ALEXANDER, HALEY C	7,072.31	0
Z63964	0	3/20/2026	CAM02	CAMIGI, TYLER J	7,443.13	0
Z63965	0	3/20/2026	CAN02	CANGCO, ALVIN J	8,514.38	0
Z63966	0	3/20/2026	CAR06	CARLOCK, LISA A.	8,968.18	0
Z63967	0	3/20/2026	COL03	COLLINS, TAYLOR	3,850.73	0
Z63968	0	3/20/2026	CON05	CONAMA, TIFFANY N	5,371.62	0
Z63969	0	3/20/2026	COO01	COOK, BRANDI	3,606.20	0
Z63970	0	3/20/2026	DEM03	DEMELLO, RYAN A	7,024.65	0
Z63971	0	3/20/2026	DOO01	DOOLEY, CHRISTOPHER J	6,998.73	0

Z63972	0	3/20/2026	FIE01	FIERRO, ALEXANDER	6,381.99	0
Z63973	0	3/20/2026	FLO00	FLORES, AISHA	5,716.33	0
Z63974	0	3/20/2026	GAL04	GALLEGOS-ARE, NOE	8,768.14	0
Z63975	0	3/20/2026	HEA01	HEALY, DANIEL J.	8,330.30	0
Z63976	0	3/20/2026	HEI03	HEINE, SCOTT J	8,891.30	0
Z63977	0	3/20/2026	HEN02	HENDERSON, JEFF T.	8,330.30	0
Z63978	0	3/20/2026	KEN02	KENT, AMBER M.	6,328.81	0
Z63979	0	3/20/2026	KEN03	KENT, EMILY M	2,737.42	0
Z63980	0	3/20/2026	KHA01	KHANTIGNA, FRANKIE	8,148.73	0
Z63981	0	3/20/2026	KIN00	KING, CAMRYN R	4,256.34	0
Z63982	0	3/20/2026	LAZ00	LAZARO, JULIA M	13,906.68	0
Z63983	0	3/20/2026	LEH01	LE, HOANG D	5,427.54	0
Z63984	0	3/20/2026	LET01	LETTERMAN, THOMAS	6,469.20	0
Z63985	0	3/20/2026	LOM01	LOMBARD, TIFFANEY	6,702.42	0
Z63986	0	3/20/2026	MAR18	MARQUITZ, BRIANNA D	5,129.87	0
Z63987	0	3/20/2026	MAR19	MARTINEZ, CAROLANN E	3,035.04	0
Z63988	0	3/20/2026	MUR00	MURPHY, HAYLEY A	2,259.42	0
Z63989	0	3/20/2026	NER01	NERI, SIGFRED D	10,723.79	0
Z63990	0	3/20/2026	OKO01	OKODOGBE, NICHOLAS	4,889.36	0
Z63991	0	3/20/2026	OLS02	OLSEN, JAMES C	10,493.92	0
Z63992	0	3/20/2026	ROB00	ROBINSON, KARA C	5,007.28	0
Z63993	0	3/20/2026	ROT01	ROTH, AARON C	11,527.85	0
Z63994	0	3/20/2026	SAG01	SAGAMI, ANNE	5,485.55	0
Z63995	0	3/20/2026	SAN02	SANCHEZ, JESSE A	5,540.02	0
Z63996	0	3/20/2026	SEL01	SELBY, KAYLEY E	5,371.62	0
Z63997	0	3/20/2026	SHI01	SHING-CHUN, HARRISON	9,482.62	0
Z63998	0	3/20/2026	VER02	VERA, ERIC	6,496.53	0
Z63999	0	3/20/2026	WAD01	WADDELL, ANEKKA S	2,537.42	0
Z64000	0	3/20/2026	ZAR01	ZARAGOZA, ERNESTO Z	7,366.02	0
Z64001	0	3/20/2026	BAR05	BARAJAS, HILO	2,633.20	0
Z64002	0	3/20/2026	BLO01	BLOCK JR, DELBERT R	2,768.80	0
Z64003	0	3/20/2026	BRY02	BRYAN, JOHN E.	4,366.10	0
Z64004	0	3/20/2026	COR02	CORTEZ, JUAN M.	622.84	0
Z64005	0	3/20/2026	DEL03	DE LA CRUZ, MARIBEL	4,740.35	0
Z64006	0	3/20/2026	DIA01	DIAZ II, NAPOLEON W.	3,851.94	0
Z64007	0	3/20/2026	DUM01	DUM, AMANDA	4,851.57	0
Z64008	0	3/20/2026	ESC04	ESCOBEDO, NICHOLAS J	2,766.80	0
Z64009	0	3/20/2026	GEL01	GELUZ, GEMMA V.	3,513.01	0
Z64010	0	3/20/2026	HER01	HERROD, JAMES A.	6,137.37	0
Z64011	0	3/20/2026	LOZ01	LOZANO, NICODEMUS G	5,764.78	0
Z64012	0	3/20/2026	ORT03	ORTIZ GARCIA, JOSE O	2,497.60	0
Z64013	0	3/20/2026	PEC01	PECH, LUIS	2,383.20	0
Z64014	0	3/20/2026	PER04	PERGAMIT, MICHAEL W	3,415.34	0
Z64015	0	3/20/2026	PRI01	PRIEST, CLAUDERICK M	4,267.82	0
Z64016	0	3/20/2026	ROB05	ROBLES CASTI, JUAN D	2,647.60	0
Z64017	0	3/20/2026	SAL03	SALT, TEVITA VAEA P	3,152.80	0
Z64018	0	3/20/2026	SAM02	SAMO, JERAMY J.	3,659.06	0
Z64019	0	3/20/2026	SIF01	SIFUENTES, JONATHAN	3,957.76	0
Z64020	0	3/20/2026	SIL01	SILVA ZAMORA, BRAYAN O	2,900.80	0
Z64021	0	3/20/2026	VUE00	VUE, LUE	2,915.86	0
Z64022	0	3/20/2026	VUE01	VUE, NOUAE A	9,266.01	0
Z64023	0	3/20/2026	YAN01	YANG, GE H	3,007.20	0
Z64024	0	3/20/2026	ALL01	ALLEN, RYAN D	3,138.36	0
Z64025	0	3/20/2026	ALV01	ALVAREZ, SANTINO A	351.00	0

Z64026	0	3/20/2026	ARA00	ARANIEGO, CIARA	652.48	0
Z64027	0	3/20/2026	CAS02	CASTILLO-KUD, JADE A	800.31	0
Z64028	0	3/20/2026	CLA01	CLARK, TRENTON J	778.68	0
Z64029	0	3/20/2026	CLO01	CLOUD, LEILA I	841.50	0
Z64030	0	3/20/2026	COL02	COLLINS, JAMIR R	639.00	0
Z64031	0	3/20/2026	COR05	CORTES, CRISTIAN A	402.70	0
Z64032	0	3/20/2026	DOW01	DOWNEY, JEFFREY D	4,630.66	0
Z64033	0	3/20/2026	ESP02	ESPERANZA-IB, TRISTAN M	483.23	0
Z64034	0	3/20/2026	FLO02	FLORES, GLADIS	324.00	0
Z64035	0	3/20/2026	GAR04	GARCIA, VERONICA	72.00	0
Z64036	0	3/20/2026	GAT01	GATMEN, JOSEPH J	4,242.01	0
Z64037	0	3/20/2026	GID02	GIDDINGS, KAMANI	1,192.32	0
Z64038	0	3/20/2026	HAT01	HATTEN, KAREN S.	343.80	0
Z64039	0	3/20/2026	HUL01	HULL, JANET	7,756.86	0
Z64040	0	3/20/2026	JAC01	JACKSON, TRISTAN K	953.24	0
Z64041	0	3/20/2026	JON03	JONES, JANINE S	549.45	0
Z64042	0	3/20/2026	KIN02	KING, KATHLEEN S	3,704.53	0
Z64043	0	3/20/2026	LIN02	LINCOLN-BERR, SOLANGE	948.14	0
Z64044	0	3/20/2026	LOP04	LOPEZ, VANESSA A	1,099.07	0
Z64045	0	3/20/2026	LUN03	LUNA, OSCAR N	1,039.89	0
Z64046	0	3/20/2026	MCH01	MCHENRY, HAYLEY J	3,815.33	0
Z64047	0	3/20/2026	MOR01	MORA, MARVIN J	5,123.96	0
Z64048	0	3/20/2026	PAN01	PANTOJA, FERNANDO J	2,013.76	0
Z64049	0	3/20/2026	PER06	PERRY, GIZELLE ANNE	2,728.00	0
Z64050	0	3/20/2026	PIC02	PICKERING, KAILEY I	117.76	0
Z64051	0	3/20/2026	POR02	PORTER, RAYE B	851.28	0
Z64052	0	3/20/2026	POR01	PORTER, TAI R	1,261.69	0
Z64053	0	3/20/2026	RAM02	RAMIREZ, CHRISTOPHER A	194.67	0
Z64054	0	3/20/2026	RAN01	RANSOM, ADRIANNA C	971.72	0
Z64055	0	3/20/2026	SAE02	SAEED, MOHAMED	778.68	0
Z64056	0	3/20/2026	SAL06	SALCEDA, BEYONCE O	881.10	0
Z64057	0	3/20/2026	SAL08	SALCEDA, KRISTINE	657.00	0
Z64058	0	3/20/2026	SAN09	SANTOS, ASHLEY D	514.75	0
Z64059	0	3/20/2026	SCR01	SCRIVNER, MARINA H	648.00	0
Z64060	0	3/20/2026	SIM01	SIMMONS, KAREN R	764.00	0
Z64061	0	3/20/2026	SIN01	SINGLEY, JUSTEEN K	2,809.84	0
Z64062	0	3/20/2026	TAT01	TATNEY-MORRI, MONICA L	672.32	0
Z64063	0	3/20/2026	TAY02	TAYLOR, AMIA C	504.00	0
Z64064	0	3/20/2026	THO00	THOMPSON, AMARIYAE P.	764.63	0
Z64065	0	3/20/2026	TKA01	TKACZ, OLIVIA F	1,129.29	0
Z64066	0	3/20/2026	VAZ01	VAZQUEZ, JOSE A	792.00	0
Z64067	0	3/20/2026	VIL01	VILLANUEVA, TREVORA	1,386.52	0
Z64068	0	3/20/2026	WAG01	WAGNER, LUKAS P	720.00	0
Z64069	0	3/20/2026	WAL01	WALTHOUR, JANELLE A	36.00	0
Z64070	0	3/20/2026	WHA01	WHALEY, JUDE	241.62	0

27,626.99

Emp ID	Name	Deducted Last Posting	Deduction Amt.	Per Pay Period
ABD01	SHARIF S ABDELAZIZ	4277.01	.00	
ADA01	ELISHA R ADAMS	2528.99	.00	
ALE01	HALEY C ALEXANDER	5852.74	.00	
ALL01	RYAN D ALLEN	2143.50	.00	
ALV01	SANTINO A ALVAREZ	799.59	.00	
AND01	PHYLLIS ANDERSON	2409.83	.00	
ARA00	CIARA ARANIEGO	724.97	.00	
BAR05	HILO BARAJAS	1908.51	.00	
BER03	JIM BERMUDEZ	6059.35	.00	
		500.00	500.00	
BER05	KATRINA C BERBER	2073.56	.00	
BLO01	DELBERT R BLOCK JR	2097.70	.00	
BRA05	JASON C BRASSFIELD	3708.14	.00	
BRY02	JOHN E. BRYAN	3385.73	.00	
CAM02	TYLER J CAMIGI	6046.39	.00	
CAN02	ALVIN J CANGCO	4071.15	.00	
CAP01	RICKY CAPERTON	4891.90	.00	
CAR06	LISA A. CARLOCK	4962.44	.00	
CAR09	SARA C CARDENAS	2215.61	.00	
CAS02	JADE A CASTILLO-KUD	668.47	.00	
CLA01	TRENTON J CLARK	679.66	.00	
CLO01	LEILA I CLOUD	473.75	.00	
COL01	JOSE L COLIN	3769.21	.00	
COL02	JAMIR R COLLINS	548.56	.00	
COL03	TAYLOR COLLINS	2617.40	.00	
CON05	TIFFANY N CONAMA	2311.08	.00	
		1000.00	1000.00	
COO01	BRANDI COOK	2850.13	.00	
COR02	JUAN M. CORTEZ	403.28	.00	
COR03	SHERRI L. CORRALES	1704.15	.00	
COR05	CRISTIAN A CORTES	371.89	.00	
DAN01	ROBERTA J. DANIEL	2167.14	.00	
		500.00	500.00	
DAN02	JOSHUA S DANNER	5597.41	.00	
DAW02	JENALEE M DAWSON	927.19	.00	
DEL03	MARIBEL DE LA CRUZ	3063.89	.00	
		150.00	150.00	
DEL04	MATEO DE LOA	258.58	.00	
DEM03	RYAN A DEMELLO	4732.06	.00	
DEO01	LAKHWINDER K DEOL	5389.60	.00	
		100.00	100.00	
DIA01	NAPOLEON W. DIAZ II	2199.00	.00	
DOO01	CHRISTOPHER J DOOLEY	4822.02	.00	
DOW01	JEFFREY D DOWNEY	3124.72	.00	
DUC01	JUSTIN M DUCHSCHER	6165.88	.00	
DUM01	AMANDA DUM	3214.72	.00	
		100.00	100.00	
		75.00	75.00	
ELM01	MICHAEL L ELM	2058.39	.00	
ESC04	NICHOLAS J ESCOBEDO	2147.06	.00	
ESC05	SHARON ESCOBAR	2045.30	.00	
ESP00	RYAN J ESPARZA	4430.33	.00	
ESP02	TRISTAN M ESPERANZA-IB	407.45	.00	
FAR01	ANDREW L FARRELL	2210.01	.00	
FIE01	ALEXANDER FIERRO	3601.46	.00	
FLO00	AISHA FLORES	4678.08	.00	
FLO02	GLADIS FLORES	290.90	.00	
GAL04	NOE GALLEGOS-ARE	3816.40	.00	
GAR04	VERONICA GARCIA	244.22	.00	
GAT01	JOSEPH J GATMEN	3190.95	.00	
GEL01	GEMMA V. GELUZ	2306.66	.00	
GID02	KAMANI GIDDINGS	895.86	.00	
GOL03	JASON R GOLTIAO	3869.82	.00	
HAT01	KAREN S. HATTEN	308.37	.00	
HEA01	DANIEL J. HEALY	5690.22	.00	
HEI03	SCOTT J HEINE	4227.52	.00	
HEL01	JACOB T HELTON	3018.62	.00	
HEN02	JEFF T. HENDERSON	5293.79	.00	
HER00	ALMA R HERNANDEZ	304.28	.00	
HER01	JAMES A. HERROD	3923.89	.00	
HUL01	JANET HULL	2357.28	.00	
		300.00	300.00	
		1750.00	1750.00	
		500.00	500.00	
JAC01	TRISTAN K JACKSON	736.29	.00	
JOH03	AUZUNIQUE JOHNSON	1578.91	.00	
JON03	JANINE S JONES	306.28	.00	
KEA02	JOHN T. KEARNS	3415.27	.00	
KEG01	ANDREW D KEGLE	4437.50	.00	
KEN02	AMBER M. KENT	4445.46	.00	
KEN03	EMILY M KENT	2137.68	.00	
KHA01	FRANKIE KHANTIGNA	4548.25	.00	
KIN00	CAMRYN R KING	3291.63	.00	
KIN02	KATHLEEN S KING	2320.62	.00	
LAZ00	JULIA M LAZARO	5285.08	.00	
		1600.00	1600.00	
LEH01	HOANG D LE	3382.04	.00	
LEM01	AARON P LEMING	2887.16	.00	
LET01	THOMAS LETTERMAN	3465.98	.00	
		1120.52	.00	
LIN02	SOLANGE LINCOLN-BERR	797.30	.00	
LIT01	DIANA A. LITTLES	2584.34	.00	
		75.00	75.00	
LOM01	TIFFANEY LOMBARD	5195.81	.00	
LOP00	BELTHZABEL LOPEZ-DE LOA	2238.81	.00	

Emp ID	Name	Deducted Last	Posting	Deduction Amt.	Per Pay Period
LOP03	BRAD L LOPEZ	3752.34		.00	
LOP04	VANESSA A LOPEZ	701.40		.00	
LOZ01	NICODEMUS G LOZANO	3286.45		.00	
LUJ01	CHRISTOPHER J LUJAN	6770.31		.00	
LUN01	ELIZABETH N. LUNA	3954.97		.00	
		50.00		50.00	
		100.00		100.00	
LUN03	OSCAR N LUNA	859.16		.00	
MAR03	SHERRON L. MARTIN	1555.18		.00	
		500.00		500.00	
		50.00		50.00	
		25.00		25.00	
MAR15	DEAN R MARTIN	3379.38		.00	
MAR18	BRIANNA D MARQUITZ	2452.07		.00	
MAR19	CAROLANN E MARTINEZ	1944.16		.00	
MCH01	HAYLEY J MCHENRY	1605.70		.00	
		688.15		.00	
MER01	GLORIA MERCADO-MART	2513.54		.00	
MOR01	MARVIN J MORA	3106.47		.00	
MUN01	MARIA L MUNOZ	2595.99		.00	
MUR00	HAYLEY A MURPHY	1761.71		.00	
NAS01	ASHLEY A NASH	2240.79		.00	
NER01	SIGFRED D NERI	11556.83		.00	
OKO01	NICHOLAS OKODOGBE	4407.27		.00	
OLS02	JAMES C OLSEN	3757.88		.00	
ORT03	JOSE O ORTIZ GARCIA	1751.30		.00	
PAN01	FERNANDO J PANTOJA	1453.59		.00	
PEC01	LUIS PECH	1684.33		.00	
PEN01	CHRISTINA Y PENLAND	3024.84		.00	
		1000.00		1000.00	
		125.00		125.00	
		250.00		250.00	
PER04	MICHAEL W PERGAMIT	2354.99		.00	
PER06	GIZELLE ANNE PERRY	2091.37		.00	
PIC02	KAILEY I PICKERING	1032.87		.00	
POC01	DONNA J. POCK	1951.22		1951.22	
		325.00		325.00	
POR01	TAI R PORTER	1096.91		.00	
POR02	RAYE B PORTER	772.55		.00	
PRE01	BRET T PREBULA	7467.02		.00	
PRI01	CLAUDERICK M PRIEST	4626.99		.00	
RAM02	CHRISTOPHER A RAMIREZ	308.19		.00	
RAN01	ADRIANNA C RANSOM	874.62		.00	
REN01	GREG M RENUCCI	4512.81		.00	
RIV03	LUIS R RIVERA	2988.52		.00	
ROB00	KARA C ROBINSON	2433.92		.00	
ROB03	ROWLAND H. ROBERTS	4586.94		.00	
ROB05	JUAN D ROBLES CASTI	2052.89		.00	
ROM03	MARIA L ROMERO	2228.88		.00	
ROT01	AARON C ROTH	6526.32		.00	
SAE02	MOHAMED SAEED	866.44		.00	
SAG01	ANNE SAGAMI	6039.99		.00	
SAL03	TEVITA VAEA P SALT	1701.34		.00	
		200.00		200.00	
SAL06	BEYONCE O SALCEDA	425.13		.00	
SAL08	KRISTINE SALCEDA	523.63		.00	
SAM02	JERAMY J. SAMO	2440.28		.00	
SAN02	JESSE A SANCHEZ	3275.00		.00	
SAN09	ASHLEY D SANTOS	528.72		.00	
SCR01	MARINA H SCRIVNER	398.96		.00	
SEL01	KAYLEY E SELBY	3108.93		.00	
SHE02	PARISE S SHEPHERD	271.18		.00	
SHI01	HARRISON SHING-CHUN	5386.97		.00	
SIF01	JONATHAN SIFUENTES	2353.72		.00	
SIL01	BRAYAN O SILVA ZAMORA	2141.54		.00	
SIM01	KAREN R SIMMONS	632.43		.00	
SIN01	JUSTEEN K SINGLEY	2072.64		.00	
SKI02	ANITA L SKINNER	314.35		.00	
SOT02	FRANCISCO J SOTO-POMEROY	2896.73		.00	
TAT01	MONICA L TATNEY-MORRI	378.36		.00	
TAY02	AMIA C TAYLOR	465.44		.00	
TAY04	TIMOTHY D TAYLOR JR	387.87		.00	
TEW01	VINAY P TEWARI	196.14		.00	
THO00	AMARIYAE P. THOMPSON	367.19		.00	
TKA01	OLIVIA F TKACZ	751.37		.00	
TOD02	KATIE A TODD	2004.12		.00	
VAL01	JASON D VALDE	4759.06		.00	
VAN00	CHAO C VANG	1989.23		.00	
VAN01	JASON S VANDER MEER	3711.98		.00	
VAS01	BIANCA M VASQUEZ	1582.31		.00	
		250.00		250.00	
		250.00		250.00	
VAZ01	JOSE A VAZQUEZ	741.34		.00	
VER02	ERIC VERA	3893.79		.00	
VIL01	TREVOR A VILLANUEVA	1213.85		.00	
VUE00	LUE VUE	2182.34		.00	
VUE01	NOUAE A VUE	5636.79		.00	
WAD01	ANEKKA S WADDELL	2077.39		.00	
WAG01	LUKAS P WAGNER	328.31		.00	
WAS02	PRINCESS K WASHINGTON	965.30		.00	
WHA01	JUDE WHALEY	460.81		.00	
WO002	APRIL E WOODEN	1766.99		.00	
YAN01	GE H YANG	2232.84		.00	
ZAR01	ERNESTO Z ZARAGOZA	4079.41		.00	
ZUN02	MICHELLE E. ZUNINO	2419.75		.00	

Sub-Total: 442164.47

Date.: Mar 6, 2026  
Time.: 12:29 pm  
Run by: Diana Littles

CITY OF SUISUN CITY  
DIRECT DEPOSIT FOR COUNCIL

Page.: 3  
List.: ACHC  
Group: SPFMEM

Emp ID	Name	Deducted Last Posting	Deduction Amt.	Per Pay Period
-----		-----		
Grn-Total:			442164.47	
Count:	190			

Emp ID	Name	Deducted Last Posting	Deduction Amt.	Per Pay Period
ABD01	SHARIF S ABDELAZIZ	4238.47	.00	
ADA01	ELISHA R ADAMS	2529.00	.00	
ALE01	HALEY C ALEXANDER	4573.73	.00	
ALL01	RYAN D ALLEN	2143.51	.00	
ALV01	SANTINO A ALVAREZ	324.15	.00	
AND01	PHYLLIS ANDERSON	2411.61	.00	
ANT01	DARREN J ANTES	943.06	.00	
ARA00	CIARA ARANIEGO	602.57	.00	
BAR05	HILLO BARAJAS	1908.51	.00	
BER03	JIM BERMUDEZ	6059.35	.00	
		500.00	500.00	
BER05	KATRINA C BERBER	2073.57	.00	
BLO01	DELBERT R BLOCK JR	2097.71	.00	
BRA05	JASON C BRASSFIELD	4558.71	.00	
BRY02	JOHN E. BRYAN	3810.22	.00	
CAM02	TYLER J CAMIGI	5172.36	.00	
CAN02	ALVIN J CANGCO	5466.89	.00	
CAP01	RICKY CAPERTON	4891.91	.00	
CAR06	LISA A. CARLOCK	5866.03	.00	
CAR09	SARA C CARDENAS	2124.45	.00	
CAS02	JADE A CASTILLO-KUD	733.25	.00	
CLA01	TRENTON J CLARK	679.66	.00	
CLO01	LEILA I CLOUD	752.27	.00	
COL01	JOSE L COLIN	3769.20	.00	
COL02	JAMIR R COLLINS	590.11	.00	
COL03	TAYLOR COLLINS	2630.07	.00	
CON05	TIFFANY N CONAMA	2311.09	.00	
		1000.00	1000.00	
COO01	BRANDI COOK	2850.13	.00	
COR02	JUAN M. CORTEZ	403.28	.00	
COR03	SHERRI L. CORRALES	1706.37	.00	
COR05	CRISTIAN A CORTEZ	371.89	.00	
DAN01	ROBERTA J. DANIEL	2167.14	.00	
		500.00	500.00	
DAN02	JOSHUA S DANNER	5647.52	.00	
DAW02	JENALEE M DAWSON	1013.54	.00	
DEL03	MARIBEL DE LA CRUZ	3063.89	.00	
		150.00	150.00	
DEL04	MATEO DE LOA	258.58	.00	
DEM03	RYAN A DEMELLO	4560.24	.00	
DEO01	LAKHWINDER K DEOL	5389.61	.00	
		100.00	100.00	
DIA01	NAPOLEON W. DIAZ II	2228.60	.00	
DOO01	CHRISTOPHER J DOOLEY	4508.61	.00	
DOW01	JEFFREY D DOWNEY	3124.72	.00	
DUC01	JUSTIN M DUCHSCHER	3937.07	.00	
DUM01	AMANDA DUM	3200.25	.00	
		100.00	100.00	
		75.00	75.00	
ELM01	MICHAEL L ELM	2215.68	.00	
ESC04	NICHOLAS J ESCOBEDO	2147.06	.00	
ESC05	SHARON ESCOBAR	2045.30	.00	
ESP00	RYAN J ESPARZA	4412.98	.00	
ESP02	TRISTAN M ESPERANZA-IB	446.26	.00	
FAR01	ANDREW L FARRELL	2963.53	.00	
FIE01	ALEXANDER FIERRO	3748.58	.00	
FLO00	AISHA FLORES	3555.97	.00	
FLO02	GLADIS FLORES	299.21	.00	
GAL04	NOE GALLEGOS-ARE	5719.17	.00	
GAR04	VERONICA GARCIA	64.45	.00	
GAT01	JOSEPH J GATMEN	3190.96	.00	
GEL01	GEMMA V. GELUZ	2314.93	.00	
GID02	KAMANI GIDDINGS	1035.66	.00	
GOL03	JASON R GOLTIAO	3869.83	.00	
HAT01	KAREN S. HATTEN	158.37	.00	
HEA01	DANIEL J. HEALY	5690.23	.00	
HEI03	SCOTT J HEINE	5687.85	.00	
HEL01	JACOB T HELTON	2374.65	.00	
HEN02	JEFF T. HENDERSON	5293.79	.00	
HER00	ALMA R HERNANDEZ	402.84	.00	
HER01	JAMES A. HERROD	3923.89	.00	
HUL01	JANET HULL	2357.28	.00	
		300.00	300.00	
		1750.00	1750.00	
		500.00	500.00	
JAC01	TRISTAN K JACKSON	804.79	.00	
JOH03	AUZUNIQUE JOHNSON	1578.91	.00	
JON03	JANINE S JONES	507.41	.00	
KEA02	JOHN T. KEARNS	3415.28	.00	
KEG01	ANDREW D KEGLE	3393.04	.00	
KEN02	AMBER M. KENT	3979.25	.00	
KEN03	EMILY M KENT	2137.68	.00	
KHA01	FRANKIE KHANTIGNA	4929.56	.00	
KIN00	CAMRYN R KING	2824.23	.00	
KIN02	KATHLEEN S KING	2557.18	.00	
LAZ00	JULIA M LAZARO	6120.35	.00	
		1600.00	1600.00	
LEH01	HOANG D LE	3560.54	.00	
LEM01	AARON P LEMING	2458.74	.00	
LET01	THOMAS LETTERMAN	2936.06	.00	
		943.88	.00	
LIN02	SOLANGE LINCOLN-BERR	838.55	.00	
LIT01	DIANA A. LITTLES	2414.32	.00	
		75.00	75.00	
LOM01	TIFFANEY LOMBARD	4640.19	.00	

Emp ID	Name	Deducted Last Posting	Deduction Amt.	Per Pay Period
LOP00	BELTHZABEL LOPEZ-DE LOA	2241.26	.00	
LOP03	BRAD L LOPEZ	5273.93	.00	
LOP04	VANESSA A LOPEZ	944.76	.00	
LOZ01	NICODEMUS G LOZANO	3286.46	.00	
LUJ01	CHRISTOPHER J LUJAN	6475.08	.00	
LUN01	ELIZABETH N. LUNA	3954.98	.00	
		50.00	50.00	
		100.00	100.00	
LUN03	OSCAR N LUNA	912.78	.00	
MAR03	SHERRON L. MARTIN	1556.24	.00	
		500.00	500.00	
		50.00	50.00	
		25.00	25.00	
MAR15	DEAN R MARTIN	4763.19	.00	
MAR18	BRIANNA D MARQUITZ	3084.23	.00	
MAR19	CAROLANN E MARTINEZ	1933.73	.00	
MCH01	HAYLEY J MCHENRY	1605.70	.00	
		688.15	.00	
MER01	GLORIA MERCADO-MART	2767.96	.00	
MOR01	MARVIN J MORA	3106.47	.00	
MUN01	MARIA L MUNOZ	2596.00	.00	
MUR00	HAYLEY A MURPHY	1761.72	.00	
NAS01	ASHLEY A NASH	2249.56	.00	
NER01	SIGFRED D NERI	6149.43	.00	
OKO01	NICHOLAS OKODOGBE	3633.95	.00	
OLS02	JAMES C OLSEN	3817.59	.00	
ORT03	JOSE O ORTIZ GARCIA	1751.31	.00	
PAL01	AMIT PAL	98.55	.00	
PAN01	FERNANDO J PANTOJA	1576.25	.00	
PEC01	LUIS PECH	1681.04	.00	
PEN01	CHRISTINA Y PENLAND	3024.84	.00	
		1000.00	1000.00	
		125.00	125.00	
		250.00	250.00	
PER04	MICHAEL W PERGAMIT	2354.99	.00	
PER06	GIZELLE ANNE PERRY	2091.38	.00	
PIC02	KAILEY I PICKERING	108.75	.00	
POC01	DONNA J. POCK	1951.22	1951.22	
		325.00	325.00	
POR01	TAI R PORTER	1065.09	.00	
POR02	RAYE B PORTER	760.18	.00	
PRE01	BRET T PREBULA	7467.03	.00	
PRI01	CLAUDERICK M PRIEST	2596.01	.00	
RAM02	CHRISTOPHER A RAMIREZ	179.78	.00	
RAN01	ADRIANNA C RANSOM	857.62	.00	
REN01	GREG M RENUCCI	4288.89	.00	
RIV03	LUIS R RIVERA	3988.80	.00	
ROB00	KARA C ROBINSON	2772.18	.00	
ROB03	ROWLAND H. ROBERTS	4586.95	.00	
ROB05	JUAN D ROBLES CASTI	2052.89	.00	
ROM03	MARIA L ROMERO	2158.66	.00	
ROT01	AARON C ROTH	6526.33	.00	
SAE02	MOHAMED SAEED	701.44	.00	
SAG01	ANNE SAGAMI	3415.90	.00	
SAL03	TEVITA VAEA P SALT	1702.41	.00	
		200.00	200.00	
SAL06	BEYONCE O SALCEDA	790.78	.00	
SAL08	KRISTINE SALCEDA	606.74	.00	
SAM02	JERAMY J. SAMO	2451.47	.00	
SAN02	JESSE A SANCHEZ	3675.11	.00	
SAN09	ASHLEY D SANTOS	475.38	.00	
SCR01	MARINA H SCRIVNER	598.42	.00	
SEL01	KAYLEY E SELBY	3108.94	.00	
SHE02	PARISE S SHEPHERD	369.73	.00	
SHI01	HARRISON SHING-CHUN	5388.62	.00	
SIF01	JONATHAN SIFUENTES	2971.63	.00	
SIL01	BRAYAN O SILVA ZAMORA	2141.55	.00	
SIM01	KAREN R SIMMONS	695.81	.00	
SIN01	JUSTEEN K SINGLEY	2072.65	.00	
SKI02	ANITA L SKINNER	314.36	.00	
SOT02	FRANCISCO J SOTO-POMEROY	3749.94	.00	
TAT01	MONICA L TATNEY-MORRI	620.89	.00	
TAY02	AMIA C TAYLOR	465.44	.00	
TEW01	VINAY P TEWARI	196.14	.00	
THO00	AMARIYAE P. THOMPSON	696.33	.00	
TKA01	OLIVIA F TKACZ	985.11	.00	
TOD02	KATIE A TODD	1945.09	.00	
VAL01	JASON D VALDE	3028.30	.00	
VAN00	CHAO C VANG	1989.24	.00	
VAN01	JASON S VANDER MEER	3580.13	.00	
VAS01	BIANCA M VASQUEZ	1582.32	.00	
		250.00	250.00	
		250.00	250.00	
VAZ01	JOSE A VAZQUEZ	712.22	.00	
VER02	ERIC VERA	4182.65	.00	
VIL01	TREVOR A VILLANUEVA	1128.99	.00	
VUE00	LUE VUE	2192.22	.00	
VUE01	NOUAE A VUE	5636.80	.00	
WAD01	ANEKKA S WADDELL	2077.39	.00	
WAG01	LUKAS P WAGNER	659.31	.00	
WAL01	JANELLE A WALTHOUR	33.25	.00	
WAS02	PRINCESS K WASHINGTON	1053.85	.00	
WHA01	JUDE WHALEY	223.14	.00	
WOO02	APRIL E WOODEN	510.23	.00	
YAN01	GE H YANG	2232.84	.00	

Date.: Mar 20, 2026  
Time.: 3:41 pm  
Run by: Diana Littles

CITY OF SUISUN CITY  
DIRECT DEPOSIT FOR COUNCIL

Page.: 3  
List.: ACHC  
Group: SPFMEM

Emp ID	Name	Deducted Last Posting	Deduction Amt.	Per Pay Period
ZAR01	ERNESTO Z ZARAGOZA	4964.68	.00	
ZUN02	MICHELLE E. ZUNINO	2428.01	.00	
Sub-Total:		436523.69		
Grn-Total:		436523.69		
Count: 192				



## ***FINANCE DEPARTMENT***

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

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

### ***MEMORANDUM***

---

DATE: April 6, 2026

TO: Honorable Mayor and City Councilmembers

PREPARED BY: Sherri Corrales, Account Clerk III

APPROVED BY: Lakhwinder Deol, Finance Director

RE: Accounts Payable checks for  
**March 2026**

**Total for GENERAL FUND & OTHER A/P      \$9,202,804.40**



SUISUN CITY, CA

# Check Report

By Check Number

Date Range: 03/01/2026 - 03/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: WestAmerica Bank-General Checking Account</b>						
AMA00	AMAZON CAPITAL SERVICES	03/09/2026	EFT	0.00	1,220.06	1044
KIN15	ANISA KINSEY	03/09/2026	EFT	0.00	1,266.00	1045
ATH05	ATHENS INSURANCE SERVICE,	03/09/2026	EFT	0.00	2,673.00	1046
BAU01	BAUER COMPRESSORS,INC	03/09/2026	EFT	0.00	1,713.98	1047
LOP06	DEBORAH FAYE LOPEZ	03/09/2026	EFT	0.00	200.00	1048
HAT00	DONALD HATTALA	03/09/2026	EFT	0.00	1,404.00	1049
AMP00	ROBERT BELL SR.	03/09/2026	EFT	0.00	2,978.50	1050
V00821	SPRINTURF, LLC	03/09/2026	EFT	0.00	474,813.75	1051
V00711	STOEL RIVES LLP	03/09/2026	EFT	0.00	150,308.00	1052
WEX00	WEX INC	03/09/2026	EFT	0.00	17,391.51	1053
AMA00	AMAZON CAPITAL SERVICES	03/13/2026	EFT	0.00	4,450.13	1054
ATH04	ATHENS INSURANCE SERVICE,	03/13/2026	EFT	0.00	28,162.88	1055
CHAVX	CHAPLIN AND HILL INVESTIG	03/13/2026	EFT	0.00	4,165.95	1056
V00413	OPTIMIZED INVESTMENT PARTNERS LLC	03/13/2026	EFT	0.00	2,956.12	1057
COR16	US BANK	03/23/2026	EFT	0.00	61,101.90	1058
AMA00	AMAZON CAPITAL SERVICES	03/20/2026	EFT	0.00	6,592.57	1075
DOO02	DOOLEY ENTERPRISES, INC.	03/20/2026	EFT	0.00	929.05	1076
V00536	RICHARDS, WATSON & GERSHON	03/20/2026	EFT	0.00	99,774.96	1077
AMA00	AMAZON CAPITAL SERVICES	03/27/2026	EFT	0.00	4,987.76	1078
PAR47	PARODI INVESTIGATIVE SOLU	03/27/2026	EFT	0.00	540.00	1079
AAA04	AAA VINTAGE GASSES, INC.	03/06/2026	Regular	0.00	104.00	158684
ALK01	ALKAR	03/06/2026	Regular	0.00	1,464.75	158685
ALT01	ALTEC INDUSTRIES, INC	03/06/2026	Regular	0.00	4,713.52	158686
ASS04	ASSOCIATED SERVICES CO	03/06/2026	Regular	0.00	1,398.43	158687
AT&16	AT&T	03/06/2026	Regular	0.00	3,519.52	158688
AT&11	AT&T	03/06/2026	Regular	0.00	238.43	158689
AT&18	AT&T-1714, 7335	03/06/2026	Regular	0.00	380.68	158690
V00879	BCMAGIC4U, INC.	03/06/2026	Regular	0.00	2,000.00	158691
BRA30	BRADY COMPANIES, LLC	03/06/2026	Regular	0.00	76.68	158692
V00888	BRIANNA MARQUITZ	03/06/2026	Regular	0.00	153.95	158693
V00912	BRYAN ENVIRONMENTAL, INC.	03/06/2026	Regular	0.00	2,000.00	158694
CHAVI	CHAVAN & ASSOCIATES, LLP	03/06/2026	Regular	0.00	16,625.00	158695
CIT24	CITY OF VALLEJO HOUSING A	03/06/2026	Regular	0.00	5,171.60	158696
COM48	COMCAST	03/06/2026	Regular	0.00	158.67	158697
COR01	CORBIN WILLITS SYSTEM INC	03/06/2026	Regular	0.00	1,671.43	158698
V00150	CORETTA GRAYSON	03/06/2026	Regular	0.00	140.00	158699
CUL04	CULLIGAN OF SACRAMENTO	03/06/2026	Regular	0.00	108.90	158700
DAI01	DAILY REPUBLIC	03/06/2026	Regular	0.00	118.19	158701
DEL11	DELL MARKETING L P	03/06/2026	Regular	0.00	7,420.18	158702
DKS00	DKS ASSOCIATES	03/06/2026	Regular	0.00	21,317.50	158703
PET26	DONALD J. PETERS	03/06/2026	Regular	0.00	100.00	158704
V00909	EMILY KENT	03/06/2026	Regular	0.00	-35.00	158705
V00909	EMILY KENT	03/06/2026	Regular	0.00	35.00	158705
PAN04	FERNANDO PANTOJA	03/06/2026	Regular	0.00	575.17	158706
FAI20	FFLD-SUI UNIF SCHOOL DIST	03/06/2026	Regular	0.00	10.50	158707
V00881	FLEX TECHNOLOGY GROUP LLC	03/06/2026	Regular	0.00	134.85	158708
FRA08	FRASER & ASSOCIATES	03/06/2026	Regular	0.00	3,450.00	158709
GMT02	GM TOWING	03/06/2026	Regular	0.00	775.00	158710
DAR10	HERBERT I DARDON	03/06/2026	Regular	0.00	100.00	158711
HOM15	HOME DEPOT	03/06/2026	Regular	0.00	80.15	158712
HOM12	HOME DEPOT CREDIT SERVICE	03/06/2026	Regular	0.00	486.04	158713
V00902	J & T TOWING	03/06/2026	Regular	0.00	700.00	158714
RAM25	J RAMIREZ TOWING	03/06/2026	Regular	0.00	95.00	158715
V00562	JOE A GONZALVES & SON	03/06/2026	Regular	0.00	4,000.00	158716

Check Report

Date Range: 03/01/2026 - 03/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
V00491	KARSTE CONSULTING INC	03/06/2026	Regular	0.00	2,500.00	158717
V00654	KATRINA GARCIA	03/06/2026	Regular	0.00	100.00	158718
V00553	KEVIN LYNN REYNOLDS	03/06/2026	Regular	0.00	285.00	158719
V00754	KOSMONT REAL ESTATE SERVICES	03/06/2026	Regular	0.00	5,959.20	158720
ELD01	KRISTINA MARIE ELDER	03/06/2026	Regular	0.00	100.00	158721
KRO03	KRONICK,MOSKOVITZ,TIEDEMA	03/06/2026	Regular	0.00	11,373.30	158722
LES03	LES SCHWAB TIRE CENTER	03/06/2026	Regular	0.00	226.44	158723
LES03	LES SCHWAB TIRE CENTER	03/06/2026	Regular	0.00	-226.44	158723
LIN11	LINDE GAS & EQUIPMENT, IN	03/06/2026	Regular	0.00	191.66	158724
V00623	LORI RUSSELL	03/06/2026	Regular	0.00	434.00	158725
MCKREC	MCKENZIE HARDWARE	03/06/2026	Regular	0.00	387.51	158726
MCKBLD	MCKENZIE HARDWARE/2	03/06/2026	Regular	0.00	347.06	158727
MCFIRE	MCKENZIE HARDWARE-2	03/06/2026	Regular	0.00	208.76	158728
MCKMAR	MCKENZIE HARDWARE-M	03/06/2026	Regular	0.00	21.81	158729
MII00	MII TRAINING INNOVATIONS,	03/06/2026	Regular	0.00	475.00	158730
MOT02	MOTOROLA SOLUTIONS, INC	03/06/2026	Regular	0.00	43,293.14	158731
V00652	NANCY S FEDERLE	03/06/2026	Regular	0.00	100.00	158732
NEW25	NEW LOOK POWER WASH	03/06/2026	Regular	0.00	1,276.00	158733
NOR42	NORTHBAY HEALTH MEDICAL FOUNDATION	03/06/2026	Regular	0.00	240.00	158734
NOR60	NORTHERN CALIF GLOVES	03/06/2026	Regular	0.00	245.72	158735
V00567	PCS MARINE CONSTRUCTION INC.	03/06/2026	Regular	0.00	4,475.85	158736
PG&01	PG&E	03/06/2026	Regular	0.00	34,334.68	158737
PIT11	PIT STOP AUTO REPAIR	03/06/2026	Regular	0.00	-815.96	158740
PIT11	PIT STOP AUTO REPAIR	03/06/2026	Regular	0.00	815.96	158740
RAM09	RAMOS OIL COMPANY, INC	03/06/2026	Regular	0.00	98.78	158741
REC07	RECREATION PROJECT SERVIC	03/06/2026	Regular	0.00	27,912.50	158742
V00908	RONALD BUTTS	03/06/2026	Regular	0.00	35.00	158743
V00852	RS&G, INC.	03/06/2026	Regular	0.00	3,853.75	158744
FOR23	RUTH FORNEY	03/06/2026	Regular	0.00	100.00	158745
V00907	SEAN CHENEY LIGHTING NORTH, INC.	03/06/2026	Regular	0.00	929.65	158746
SEC02	SECURITY CONTRACTORS SERV	03/06/2026	Regular	0.00	503.13	158747
SHM00	SH MECHANICAL INC	03/06/2026	Regular	0.00	6,131.67	158748
SOL17	SOLANO CNTY WATER AGENCY	03/06/2026	Regular	0.00	13,325.00	158749
V00593	ST STEPHEN'S CME CHURCH	03/06/2026	Regular	0.00	434.00	158750
V00905	STERLING MAY EQUIPMENT CO., INC.	03/06/2026	Regular	0.00	156,440.16	158751
V00911	SUSAN YUEN	03/06/2026	Regular	0.00	368.00	158752
WES65	TERRENCE EDWIN WEST	03/06/2026	Regular	0.00	100.00	158753
V00605	THE COPY CORNER	03/06/2026	Regular	0.00	314.42	158754
KAM01	THOMAS KAMIN	03/06/2026	Regular	0.00	100.00	158755
V00543	TIM PAXIN'S PACIF EXCAVATING, INC	03/06/2026	Regular	0.00	54,349.50	158756
V00910	TYLER THIENEPHETH	03/06/2026	Regular	0.00	445.00	158757
V00898	WESTNET, LLC	03/06/2026	Regular	0.00	72,947.53	158758
5ST00	5 STAR DETAIL & WASH INC.	03/13/2026	Regular	0.00	381.53	158759
AIR10	AIRGAS USA, LLC	03/13/2026	Regular	0.00	325.53	158760
ALK01	ALKAR	03/13/2026	Regular	0.00	1,506.60	158761
ASS06	ASSISTANCE PLUS	03/13/2026	Regular	0.00	1,209.17	158762
AT&11	AT&T	03/13/2026	Regular	0.00	124.24	158763
V00360	BBP ADMIN	03/13/2026	Regular	0.00	76.05	158764
V00914	BPR CONSULTING GROUP	03/13/2026	Regular	0.00	552.50	158765
V00888	BRIANNA MARQUITZ	03/13/2026	Regular	0.00	568.99	158766
CDW01	CDW GOVERNMENT INC	03/13/2026	Regular	0.00	316.68	158767
CON41	CED FAIRFIELD	03/13/2026	Regular	0.00	586.13	158768
CIN01	CINTAS CORPORATION #2	03/13/2026	Regular	0.00	945.60	158769
CIT06	CITY OF FAIRFIELD	03/13/2026	Regular	0.00	15,889.86	158770
SUI13	CITY OF SUISUN CITY	03/13/2026	Regular	0.00	118.57	158771
CIT52	CITYGATE ASSOCIATES, LLC	03/13/2026	Regular	0.00	16,537.26	158772
COL43	COLLICUTT SERVICES, INC.	03/13/2026	Regular	0.00	2,245.62	158773
COM59	COMCAST	03/13/2026	Regular	0.00	1,578.43	158774
V00768	COMCAST BUSINESS	03/13/2026	Regular	0.00	483.30	158775
DAI01	DAILY REPUBLIC	03/13/2026	Regular	0.00	331.31	158776
ECO06	ECONOMIC & PLANNING SYSTEMS, INC.	03/13/2026	Regular	0.00	3,183.75	158777

Check Report

Date Range: 03/01/2026 - 03/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
FAD00	FAD-ENGELL COMPANY, LLC	03/13/2026	Regular	0.00	200.00	158778
FOR20	FORD LINCOLN FAIRFIELD	03/13/2026	Regular	0.00	150.10	158779
GRN00	GRN VLY ALOHA SAW & MOWER	03/13/2026	Regular	0.00	277.27	158780
HUN12	HUNTERS SERVICES INC.	03/13/2026	Regular	0.00	720.00	158781
INH00	IN HOUSE LEASING, INCORPO	03/13/2026	Regular	0.00	4,000.86	158782
RAM25	J RAMIREZ TOWING	03/13/2026	Regular	0.00	95.00	158783
JCN01	JC NELSON SUPPLY CO	03/13/2026	Regular	0.00	613.32	158784
SCI03	JORDAN READING	03/13/2026	Regular	0.00	1,232.00	158785
V00654	KATRINA GARCIA	03/13/2026	Regular	0.00	100.00	158786
KSN00	KIELDSEN, SINNOCK & NEUDE	03/13/2026	Regular	0.00	16,155.00	158787
LEX04	LEXISNEXIS COPLOGIC SOLUT	03/13/2026	Regular	0.00	1,049.02	158788
LIF01	LIFE-ASSIST INC	03/13/2026	Regular	0.00	551.01	158789
CUR02	LN CURTIS & SONS	03/13/2026	Regular	0.00	118.80	158790
MCKPW	MCKENZIE HARDWARE-PW	03/13/2026	Regular	0.00	1,309.95	158791
V00663	MISSION SAMOA INC.	03/13/2026	Regular	0.00	4,853.00	158793
V00899	NAPA AUTO PARTS	03/13/2026	Regular	0.00	196.54	158794
V00278	NATIONAL HOSE TESTING SPECIALISTS INC	03/13/2026	Regular	0.00	2,341.17	158795
V00915	PALADIN DRONES INC	03/13/2026	Regular	0.00	25,368.75	158796
PG&01	PG&E	03/13/2026	Regular	0.00	16,273.83	158797
V00913	RELIABLE APPLIANCE SERVICE INC.	03/13/2026	Regular	0.00	137.75	158798
REPO5	REPUBLIC SERVICES #846	03/13/2026	Regular	0.00	6,643.90	158799
V00894	RESOURCE DEVELOPMENT CO, LLC	03/13/2026	Regular	0.00	130,188.00	158800
V00630	SELMAN & COMPANY LLC	03/13/2026	Regular	0.00	207.55	158801
SHE02	SHELDON GAS COMPANY	03/13/2026	Regular	0.00	70.87	158802
SOL12	SOLANO COUNTY DOIT-ADMIN	03/13/2026	Regular	0.00	500.00	158803
SOL13	SOLANO FIRE CHIEFS ASSOCI	03/13/2026	Regular	0.00	750.00	158804
SOLH1	SOLITUDE LAKE MANAGEMENT	03/13/2026	Regular	0.00	849.00	158805
SPE22	SPEAKWRITE LLC	03/13/2026	Regular	0.00	372.65	158806
STE33	STERICYCLE, INC.	03/13/2026	Regular	0.00	582.00	158807
BUS10	SUISUN CITY H.W.B.I.D.	03/13/2026	Regular	0.00	10,454.30	158808
SUP07	SUPERIOR BUILDING SERVICE	03/13/2026	Regular	0.00	8,450.00	158809
V00887	THE EDGE COMMUNITY CHURCH	03/13/2026	Regular	0.00	2,500.00	158810
THE05	THE UPS STORE #5284	03/13/2026	Regular	0.00	280.00	158811
TRA40	TRANSUNION RISK AND ALTER	03/13/2026	Regular	0.00	181.30	158812
V00529	TRIEPEI SMITH AND ASSOCIATES, INC.	03/13/2026	Regular	0.00	3,638.75	158813
TUR04	TURF STAR INC	03/13/2026	Regular	0.00	171.34	158814
TYL00	TYLER TECHNOLOGIES, INC.	03/13/2026	Regular	0.00	2,162.70	158815
USB03	U S BANK	03/13/2026	Regular	0.00	1,000.00	158816
V00489	UNITED ELECTRICAL SERVICES	03/13/2026	Regular	0.00	3,360.00	158817
USP01	US POSTMASTER	03/13/2026	Regular	0.00	370.00	158818
V00701	VERSATERM PUBLIC SAFETY US, INC.	03/13/2026	Regular	0.00	2,294.08	158819
V00382	VESTIS GROUP INC	03/13/2026	Regular	0.00	134.94	158820
ALK01	ALKAR	03/20/2026	Regular	0.00	1,841.40	158821
AT&11	AT&T	03/20/2026	Regular	0.00	1,814.83	158822
V00916	ATHINA AZEVEDO	03/20/2026	Regular	0.00	86.42	158823
V00888	BRIANNA MARQUITZ	03/20/2026	Regular	0.00	153.95	158824
CALD0	CALIFORNIA HWY ADOPTION C	03/20/2026	Regular	0.00	320.00	158825
CIN01	CINTAS CORPORATION #2	03/20/2026	Regular	0.00	1,232.60	158826
CIT05	CITY OF FAIRFIELD	03/20/2026	Regular	0.00	1,302.00	158827
V00639	CITY OF FAIRFIELD	03/20/2026	Regular	0.00	20,322.24	158828
DAI01	DAILY REPUBLIC	03/20/2026	Regular	0.00	2,135.13	158829
ROC11	DAVID GLEN MARTIN	03/20/2026	Regular	0.00	24,725.00	158830
V00917	DAVID J. VARGAS	03/20/2026	Regular	0.00	17,000.00	158831
DKS00	DKS ASSOCIATES	03/20/2026	Regular	0.00	54,526.44	158832
EAS08	EAST BAY TIRE CO	03/20/2026	Regular	0.00	526.69	158833
ECO06	ECONOMIC & PLANNING SYSTEMS, INC.	03/20/2026	Regular	0.00	9,035.00	158834
FAI20	FFLD-SUI UNIF SCHOOL DIST	03/20/2026	Regular	0.00	1,694.00	158835
FIR26	FIRST VANGUARD RENTALS &	03/20/2026	Regular	0.00	467.06	158836
V00881	FLEX TECHNOLOGY GROUP LLC	03/20/2026	Regular	0.00	1,869.26	158837
GRN00	GRN VLY ALOHA SAW & MOWER	03/20/2026	Regular	0.00	375.38	158838
HCI00	HCI SYSTEMS, INC.	03/20/2026	Regular	0.00	2,100.00	158839

Check Report

Date Range: 03/01/2026 - 03/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
HUL07	JANET HULL	03/20/2026	Regular	0.00	50.00	158840
PUU00	JOHN P PUUMALA	03/20/2026	Regular	0.00	1,786.11	158841
V00627	KARA ROBINSON	03/20/2026	Regular	0.00	227.40	158842
V00754	KOSMONT REAL ESTATE SERVICES	03/20/2026	Regular	0.00	1,877.20	158843
V00906	L & M RENTAL FENCE INC.	03/20/2026	Regular	0.00	7,390.20	158844
V00565	LIO MOLIA	03/20/2026	Regular	0.00	445.00	158845
MAD06	MADDAUS WATER MANAGEMENT	03/20/2026	Regular	0.00	33,986.25	158846
GRA41	MARK GRAHAM	03/20/2026	Regular	0.00	700.00	158847
MRI00	MRI SOFTWARE, LLC	03/20/2026	Regular	0.00	10,361.86	158848
V00142	NAPOLEAN DIAZ	03/20/2026	Regular	0.00	209.97	158849
NOR60	NORTHERN CALIF GLOVES	03/20/2026	Regular	0.00	647.95	158850
PG&01	PG&E	03/20/2026	Regular	0.00	1,517.16	158851
RAM09	RAMOS OIL COMPANY, INC	03/20/2026	Regular	0.00	299.02	158852
REA03	READYREFRESH BY NESTLE	03/20/2026	Regular	0.00	143.70	158853
V00807	RENTOKIL NORTH AMERICA INC	03/20/2026	Regular	0.00	584.00	158854
V00542	SANBELL-BAY AREA	03/20/2026	Regular	0.00	7,440.00	158855
SHM00	SH MECHANICAL INC	03/20/2026	Regular	0.00	7,786.95	158856
SHR01	SHRED-IT	03/20/2026	Regular	0.00	400.30	158857
SOL54	SOLANO COUNTY DIST ATTY	03/20/2026	Regular	0.00	408.00	158858
SOLG4	SOLANO DIVERSIFIED SERVIC	03/20/2026	Regular	0.00	2,162.00	158859
STA66	STARWIND SOFTWARE, INC.	03/20/2026	Regular	0.00	23,632.10	158860
V00514	STEPHANIE N BEAUCHAINE	03/20/2026	Regular	0.00	1,643.95	158861
V00893	TERRA REALTY ADVISORS, INC.	03/20/2026	Regular	0.00	3,035.16	158862
V00769	THE DESK, LLC	03/20/2026	Regular	0.00	1,550.00	158863
THE05	THE UPS STORE #5284	03/20/2026	Regular	0.00	35.00	158864
USP01	US POSTMASTER	03/20/2026	Regular	0.00	3,200.00	158865
V00851	ZANJERO, LLC	03/20/2026	Regular	0.00	18,337.50	158866
ALK01	ALKAR	03/27/2026	Regular	0.00	1,506.60	158876
V00923	AMERICAN COMMUNITY CORRECTIONS INST., I	03/27/2026	Regular	0.00	3,500.00	158877
V00771	APEX TECHNOLOGY MANAGEMENT, LLC	03/27/2026	Regular	0.00	14,743.00	158878
V00459	APPLIED LANDSCAPE MATERIALS, INC.	03/27/2026	Regular	0.00	2,975.07	158879
V00813	ARKANCE USA LLC	03/27/2026	Regular	0.00	450.00	158880
ASS04	ASSOCIATED SERVICES CO	03/27/2026	Regular	0.00	1,164.88	158881
AT&15	AT&T	03/27/2026	Regular	0.00	877.28	158882
AT&11	AT&T	03/27/2026	Regular	0.00	336.87	158883
V00606	BERTHILA GARCIA	03/27/2026	Regular	0.00	3,799.81	158884
BKF00	BKF ENGINEERS	03/27/2026	Regular	0.00	3,271.00	158885
CIN01	CINTAS CORPORATION #2	03/27/2026	Regular	0.00	258.40	158886
COL43	COLLICUTT SERVICES, INC.	03/27/2026	Regular	0.00	1,388.24	158887
COM51	COMCAST	03/27/2026	Regular	0.00	219.78	158888
COM57	COMCAST	03/27/2026	Regular	0.00	64.30	158889
COR01	CORBIN WILLITS SYSTEM INC	03/27/2026	Regular	0.00	1,671.43	158890
DAI01	DAILY REPUBLIC	03/27/2026	Regular	0.00	137.56	158891
DEP25	DEPARTMENT OF JUSTICE	03/27/2026	Regular	0.00	552.00	158892
V00827	DUTCH CONTRACTING, INC.	03/27/2026	Regular	0.00	60,240.20	158893
EAS08	EAST BAY TIRE CO	03/27/2026	Regular	0.00	190.76	158894
V00919	EDDY REYES	03/27/2026	Regular	0.00	445.00	158895
V00881	FLEX TECHNOLOGY GROUP LLC	03/27/2026	Regular	0.00	173.83	158896
V00920	GIOVANNI DY	03/27/2026	Regular	0.00	445.00	158897
V00190	JULIA HAHN	03/27/2026	Regular	0.00	445.00	158898
SIN07	JUSTEEN SINGLEY	03/27/2026	Regular	0.00	253.33	158899
LIF01	LIFE-ASSIST INC	03/27/2026	Regular	0.00	1,069.53	158900
V00922	MELODY MENDEZ	03/27/2026	Regular	0.00	250.00	158901
NBS01	NBS GOVT FINANCE GROUP	03/27/2026	Regular	0.00	8,970.58	158902
PG&01	PG&E	03/27/2026	Regular	0.00	37,343.91	158903
RAM09	RAMOS OIL COMPANY, INC	03/27/2026	Regular	0.00	242.24	158905
V00918	ROBERTSON INDUSTRIES, INC.	03/27/2026	Regular	0.00	32,742.33	158906
V00907	SEAN CHENEY LIGHTING NORTH, INC.	03/27/2026	Regular	0.00	873.00	158907
DEP33	SOLANO CNTY DEPT RESOURCE	03/27/2026	Regular	0.00	79.00	158908
SOL19	SOLANO IRRIGATION DIST	03/27/2026	Regular	0.00	626,460.06	158909
STA56	STAPLES ADVANTAGE	03/27/2026	Regular	0.00	301.19	158910

Check Report

Date Range: 03/01/2026 - 03/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
TAR05	TARGETSOLUTIONS LEARNING,	03/27/2026	Regular	0.00	7,960.00	158911
V00543	TIM PAXIN'S PACIF EXCAVATING, INC	03/27/2026	Regular	0.00	104,988.30	158912
V00921	TRACY ANN SANTOS	03/27/2026	Regular	0.00	445.00	158913
TYL00	TYLER TECHNOLOGIES, INC.	03/27/2026	Regular	0.00	320.00	158914
VER01	VERIZON WIRELESS	03/27/2026	Regular	0.00	2,567.38	158915
VER16	VERIZON WIRELESS	03/27/2026	Regular	0.00	191.85	158916
VER08	VERIZON WIRELESS	03/27/2026	Regular	0.00	2,447.28	158917
VER09	VERIZON WIRELESS	03/27/2026	Regular	0.00	1,514.22	158918
V00382	VESTIS GROUP INC	03/27/2026	Regular	0.00	140.52	158919
MIR02	MIRACLE PLAYSYSTEMS INC	03/30/2026	Regular	0.00	3,569.62	158920
SUI13	CITY OF SUISUN CITY	03/31/2026	Regular	0.00	15,410.13	158921
WES44	WESTAMERICA BANK	03/02/2026	Bank Draft	0.00	4.45	DFT0001701
V00154	CLOVER	03/02/2026	Bank Draft	0.00	153.51	DFT0001702
V00100	CITY OF SUISUN HOUSING AUTHORITY	03/02/2026	Bank Draft	0.00	393,879.57	DFT0001703
V00078	CAL PERS RETIREMENT SYSTEM	03/03/2026	Bank Draft	0.00	225,949.11	DFT0001704
V00305	Paymentech LLC	03/04/2026	Bank Draft	0.00	22,562.39	DFT0001705
V00155	AMERICAN EXPRESS	03/05/2026	Bank Draft	0.00	287.26	DFT0001706
INT42	INTERNAL REVENUE SERVICE	03/06/2026	Bank Draft	0.00	92,451.21	DFT0001708
V00095	INTUIT-SUISUN CITY FIRE DEPARTMENT	03/06/2026	Bank Draft	0.00	9.00	DFT0001709
V00079	FRANCHISE TAX BOARD	03/09/2026	Bank Draft	0.00	35,473.46	DFT0001710
V00657	INSURANCE AND BENEFITS TRUST OF PORAC	03/10/2026	Bank Draft	0.00	832.00	DFT0001711
V00456	SCPFA	03/10/2026	Bank Draft	0.00	119.99	DFT0001712
V00088	SCPOA	03/10/2026	Bank Draft	0.00	2,105.00	DFT0001713
V00085	SEIU UNION	03/10/2026	Bank Draft	0.00	839.97	DFT0001714
V00082	CHILD SUPPORT SERVICES	03/10/2026	Bank Draft	0.00	1,729.83	DFT0001715
V00095	INTUIT-SUISUN CITY FIRE DEPARTMENT	03/10/2026	Bank Draft	0.00	9.38	DFT0001716
PAR02	PARS	03/10/2026	Bank Draft	0.00	497.34	DFT0001717
V00086	SCMPEA	03/10/2026	Bank Draft	0.00	192.00	DFT0001718
V00084	INTERNATIONAL ASSOCIATION OF FIRE FIGHTER	03/10/2026	Bank Draft	0.00	1,200.03	DFT0001719
PAR02	PARS	03/10/2026	Bank Draft	0.00	2,787.85	DFT0001720
USB02	US BANK	03/10/2026	Bank Draft	0.00	2,615,000.00	DFT0001721
V00128	FAIRFIELD-SUISUN SEWER DISTRICT	03/10/2026	Bank Draft	0.00	546,436.35	DFT0001722
V00080	MISSION SQUARE	03/10/2026	Bank Draft	0.00	33,930.18	DFT0001723
V00080	MISSION SQUARE	03/10/2026	Bank Draft	0.00	1,563.42	DFT0001724
V00078	CAL PERS RETIREMENT SYSTEM	03/11/2026	Bank Draft	0.00	120,102.23	DFT0001725
V00154	CLOVER	03/11/2026	Bank Draft	0.00	84.95	DFT0001726
V00095	INTUIT-SUISUN CITY FIRE DEPARTMENT	03/11/2026	Bank Draft	0.00	46.66	DFT0001727
V00095	INTUIT-SUISUN CITY FIRE DEPARTMENT	03/12/2026	Bank Draft	0.00	14.73	DFT0001728
V00078	CAL PERS RETIREMENT SYSTEM	03/13/2026	Bank Draft	0.00	857.48	DFT0001729
V00079	FRANCHISE TAX BOARD	03/13/2026	Bank Draft	0.00	176.55	DFT0001730
INT42	INTERNAL REVENUE SERVICE	03/13/2026	Bank Draft	0.00	479.09	DFT0001731
WES44	WESTAMERICA BANK	03/16/2026	Bank Draft	0.00	1,867.74	DFT0001732
V00096	ENTERPRISE FLEET MANAGEMENT	03/20/2026	Bank Draft	0.00	2,844.76	DFT0001733
V00096	ENTERPRISE FLEET MANAGEMENT	03/20/2026	Bank Draft	0.00	11,124.38	DFT0001734
V00096	ENTERPRISE FLEET MANAGEMENT	03/20/2026	Bank Draft	0.00	108.71	DFT0001735
V00096	ENTERPRISE FLEET MANAGEMENT	03/20/2026	Bank Draft	0.00	63,165.69	DFT0001736
INT42	INTERNAL REVENUE SERVICE	03/20/2026	Bank Draft	0.00	96,176.50	DFT0001737
V00079	FRANCHISE TAX BOARD	03/23/2026	Bank Draft	0.00	36,945.06	DFT0001738
V00082	CHILD SUPPORT SERVICES	03/23/2026	Bank Draft	0.00	1,729.83	DFT0001739
V00080	MISSION SQUARE	03/23/2026	Bank Draft	0.00	33,891.71	DFT0001740
V00086	SCMPEA	03/23/2026	Bank Draft	0.00	192.00	DFT0001741
V00084	INTERNATIONAL ASSOCIATION OF FIRE FIGHTER	03/23/2026	Bank Draft	0.00	1,200.03	DFT0001742
V00080	MISSION SQUARE	03/23/2026	Bank Draft	0.00	1,572.14	DFT0001743
PAR02	PARS	03/23/2026	Bank Draft	0.00	2,589.85	DFT0001744
V00456	SCPFA	03/24/2026	Bank Draft	0.00	119.99	DFT0001745
V00085	SEIU UNION	03/24/2026	Bank Draft	0.00	718.60	DFT0001746
V00088	SCPOA	03/24/2026	Bank Draft	0.00	2,105.00	DFT0001747
USB02	US BANK	03/24/2026	Bank Draft	0.00	1,787,000.00	DFT0001748
V00095	INTUIT-SUISUN CITY FIRE DEPARTMENT	03/31/2026	Bank Draft	0.00	26.88	DFT0001749
V00078	CAL PERS RETIREMENT SYSTEM	03/25/2026	Bank Draft	0.00	120,945.35	DFT0001750
AME60	AMERICAN FIDELITY ADMIN SVCS, LLC.	03/27/2026	Bank Draft	0.00	6,334.90	DFT0001751

Check Report

Date Range: 03/01/2026 - 03/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
V00391	MUTUAL OF OMAHA	03/27/2026	Bank Draft	0.00	22,296.26	DFT0001752
AME60	AMERICAN FIDELITY ADMIN SVCS, LLC.	03/26/2026	Bank Draft	0.00	2,173.46	DFT0001760

Bank Code WestAmerica Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	434	225	0.00	2,041,347.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-1,077.40
Bank Drafts	52	52	0.00	6,294,903.83
EFT's	314	20	0.00	867,630.12
	<b>800</b>	<b>300</b>	<b>0.00</b>	<b>9,202,804.40</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	434	225	0.00	2,041,347.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-1,077.40
Bank Drafts	52	52	0.00	6,294,903.83
EFT's	314	20	0.00	867,630.12
	<b>800</b>	<b>300</b>	<b>0.00</b>	<b>9,202,804.40</b>

### Fund Summary

Fund	Name	Period	Amount
990	POOLED CASH FUND	3/2026	9,202,804.40
			<b>9,202,804.40</b>

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 21, 2026

---

**AGENDA ITEM:** Council Introduction and Waive Reading of Ordinance No. -\_\_: Repealing and Replacing in its Entirety Chapter 5.34 (Vendors) and Repealing and Replacing in its Entirety Chapter 18.56 (Mobile Food Vendors) of the Suisun City Municipal Code.

---

**FISCAL IMPACT:** The adoption of the proposed Ordinance is not expected to have a significant fiscal impact on the City’s General Fund. The Ordinance establishes a local licensing framework and administrative enforcement process that will require staff time for permit processing, compliance monitoring, and issuance of administrative citations. These administrative costs are anticipated to be offset, in whole or in part, by vendor permit fees and revenue from administrative citations. Overall, the Ordinance is intended to be revenue-neutral, with any incremental administrative costs being covered within existing departmental budgets.

---

**STRATEGIC PLAN:** Public Safety

---

**BACKGROUND:**

The City of Suisun City (“City”) currently regulates vendors under Chapter 5.34 “Vendors” and Chapter 18.56 “Mobile Food Vendors.” Due to significant changes in state law over the past several years, these chapters are now outdated and certain provisions conflict with state law.

On September 17, 2018, the Governor signed Senate Bill 946 (“SB 946”), which substantially limits local agencies’ authority to regulate sidewalk vendors. SB 946 narrows municipal discretion, limiting local sidewalk vending regulations to time, place, and manner restrictions that are directly related to objective health, safety, and welfare concerns. As described in the Legislature’s findings, the bill’s purpose is to promote entrepreneurship, support immigrant and low-income communities, and remove barriers to entrepreneurs’ access to the formal economy.

SB 946 also prohibits the imposition of criminal penalties for violations related to sidewalk vending. Instead, these violations may be addressed through administrative fines under Government Code Section 51039. If a vendor incurs a fourth violation of local sidewalk vending regulations within a twelve-month period, a local agency may rescind the vendor’s permit for the remainder of its term. Additionally, the law requires cities to consider an individual’s ability to pay, and provide notice of the right to request an ability-to-pay determination before imposing any fines.

Although SB 946 decriminalized sidewalk vending, it preserved a city’s ability to enforce county health codes adopted through the California Retail Food Code. As a result, cities could continue to pursue criminal enforcement against sidewalk food vendors for failure to obtain required county health permits.

However, in 2022, the legislature enacted Senate Bill 972 (“SB 972”), effective January 1, 2023, which decriminalized sidewalk food vending by eliminating criminal penalties under the California Retail Food Code for sidewalk food vendors. SB 972 also allows certain sidewalk food vendors to be exempt from the requirement to obtain a health permit under the California Retail Food Code. Specifically,

sidewalk food vendors operating with 25 square feet or less of display area and selling only prepackaged non-potentially hazardous food are exempt from health permitting requirements.

Cities may still conduct routine inspections of vending carts and food preparation facilities, and vendors are still subject to applicable health and safety standards. However, violations of the California Retail Food Code by sidewalk food vendors are now generally enforced through administrative remedies, rather than criminal prosecution. Nonetheless, cities retain the authority to enforce criminal actions against sidewalk food vendors operating on private property.

Currently, the Suisun City Municipal Code requires all mobile food vendors selling food to obtain a permit under the California Health and Safety Code. It also contains enforcement provisions that do not fully comply with SB 946 and SB 972. Additionally, the existing Chapters 5.34 and 18.56 lack clear definitions, making it unclear which regulations apply to different types of vendors.

Furthermore, Solano County has requested that cities within its jurisdiction adopt consistent mobile food vendor regulations to streamline administration. Several cities within Solano County have adopted or are considering updated ordinances. Recently, the City of Fairfield adopted a Mobile Food Vendor Ordinance in November 2025.

At the March 17, 2026 City Council meeting, City Council discussed incorporating additional standards from the City of Vallejo’s vendor ordinance into Suisun City’s proposed Ordinance. Attached is a summary comparing City of Vallejo’s sidewalk vendor ordinance with Suisun City’s proposed sidewalk vendor and mobile food vendor ordinance.

---

**STAFF REPORT:**

The proposed Ordinance repeals and replaces Chapters 5.34 and 18.56 of the Municipal Code to ensure that the City’s vendor regulations comply with state law. The proposed Ordinance is modeled after the Mobile Food Vendor Ordinance adopted by the City of Fairfield in November 2025 to promote consistent municipal mobile food vendor regulations across Solano County.

The revised Ordinance clarifies the scope of each vendor chapter. The proposed Chapter 5.34 “Sidewalk Vendors” applies to all vendors who sell goods and food items that do not require a Solano County health permit. In contrast, the proposed Chapter 18.56 “Mobile Food Vendors” applies to all vendors who sell food requiring a Solano County health permit. This structure ensures that vendors exempt from the state health permit requirements (e.g., those selling prepackaged, non-potentially hazardous food) are regulated solely under the sidewalk vendor chapter (Chapter 5.34), while food vendors needing health permits are regulated under the mobile food vending chapter (Chapter 18.56).

Certain mobile food vendors, such as those selling food from non-motorized carts on sidewalks, may be classified as “sidewalk vendors” under the definition in Government Code Section 51036. Consequently, they are subject to the restrictions established by SB 946. The proposed Ordinance includes substantially similar provisions in both Chapter 5.34 “Sidewalk Vendors” and Chapter 18.56 “Mobile Food Vendors.” While some of these provisions may appear redundant, this structure ensures that all sidewalk vendors, including certain mobile food vendors, are subject to the same standards. Moreover, this alignment allows the City’s mobile food vendor regulations to be more consistent with those of neighboring jurisdictions.

The proposed Ordinance establishes a local licensing process that requires vendors under both Chapter 5.34 and 18.56 to obtain a City-issued permit or license. The licensing framework includes eligibility

criteria, application requirements, and defined procedures for when the Director of Development Services may deny, suspend, or revoke a vending permit or license.

Consistent with SB 946, the proposed Ordinance imposes time, place and manner restrictions, including:

- Limiting vending operations to the hours of 7:00 a.m. to 10:00 p.m.;
- Prohibiting vending in a manner that obstructs pedestrian or vehicular traffic;
- Prohibiting obstruction of emergency vehicle routes, fire hydrants, building entrances and exits, and traffic signals; and
- Requiring vendors to maintain clean and sanitary conditions in and around the vending location.

The proposed Ordinance eliminates criminal penalties for sidewalk vending and sidewalk food vending violations. Consistent with SB 946 and SB 972, violations are enforceable solely through administrative citations. The proposed Ordinance also establishes notice and appeal procedures and requires the City to provide sidewalk vendors with the opportunity to request an ability-to-pay determination before fines are imposed.

With respect to mobile food vendors, the proposed Ordinance includes specific requirements for mobile food vendors whose operations require a Solano County health permit. These requirements include compliance with the California Retail Food Code, possession of required county health permits, adherence to inspection requirements, and food handling certifications.

In sum, the proposed Ordinance provides new vendor regulations to ensure consistency and clarity among the City’s vending provisions across the City’s Municipal Code and align the City’s mobile food vendor provisions with those of neighboring jurisdictions.

---

**STAFF RECOMMENDATION:** Council Introduction and Waive Reading of Ordinance No. 2026-\_\_ : Repealing and Replacing in its Entirety Chapter 5.34 (Vendors) and Repealing and Replacing in its Entirety Chapter 18.56 (Mobile Food Vendors) of the Suisun City Municipal Code.

---

**DOCUMENTS ATTACHED:**

1. Council Introduction and Waive Reading of Ordinance No. 2026-\_\_ : Repealing and Replacing in its Entirety Chapter 5.34 (Vendors) and Repealing and Replacing in its Entirety Chapter 18.56 (Mobile Food Vendors) of the Suisun City Municipal Code
2. Summary Comparing Suisun City’s Proposed Sidewalk Vendor and Mobile Food Vendor Ordinances with the City of Vallejo’s
3. Current Suisun City Municipal Code, Chapter 5.34 and 18.56

---

<b>PREPARED BY:</b>	Patrick Enright, City Attorney
<b>REVIEWED BY:</b>	Bret Prebula, City Manager
<b>APPROVED BY:</b>	Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. [Sidewalk Vendor and Mobile Food Vendor Ordinance - 4.21.26.DOCX](#)
2. [Vallejo v. Suisun Sidewalk and Mobile Food Vending Ords](#)
3. [Current Suisun City Municipal Code, Chapter 5.34 and 18.56.pdf](#)

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 5.34 (VENDORS) AND REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 18.56 (MOBILE FOOD VENDORS) OF THE SUISUN CITY MUNICIPAL CODE.**

**WHEREAS**, California Constitution, Article XI, Section 7, authorizes the City of Suisun City (“City”) to adopt and enforce local police, sanitary, and other ordinances and regulations that are not in conflict with the general laws; and

**WHEREAS**, Government Code Section 51036 to 51039 (originally adopted as “SB 946” in 2018) authorize the City to regulate sidewalk vendors upon a public sidewalk or pedestrian path for health, safety or welfare concerns; and

**WHEREAS**, the current language of Chapter 5.34 is outdated; and

**WHEREAS**, the City desires to amend the Suisun Municipal Code to ensure compliance with SB 946 while protecting public health, safety and welfare; and

**WHEREAS**, the act of looking for prospective buyers while operating a mobile vending vehicle may reduce the operator’s attentiveness to surrounding pedestrian and vehicular traffic, thereby increasing traffic and public safety risks on public roadways; and

**WHEREAS**, unregulated vending operating in close proximity to school buildings may create additional traffic and pedestrian safety hazards by attracting young people who may be inattentive to vehicular traffic or may enter roadways unexpectedly to purchase merchandise or food; and

**WHEREAS**, the City Council finds that allowing multiple vendors to operate in close proximity to one another may obstruct pedestrian travel, impede access for individuals with disabilities, interfere with emergency access, create obstacles and contribute to congestion for pedestrians, vehicles, and bicycle traffic; and

**WHEREAS**, the City Council finds that regulating the location, hours of operation, and permitting requirements for vendors on public rights-of-way is necessary to protect pedestrian access, maintain emergency response routes, and ensure the orderly use of City rights-of-way; and

**WHEREAS**, the City Council finds the presence of mobile vending operations can cause an increase in garbage and litter in surrounding areas, which can be unsanitary and potentially hazardous to public health; and

**WHEREAS**, the City Council further finds that regulating mobile food vendors is necessary to protect public health by ensuring vendors comply with Solano County Department of Public Health regulations and applicable California health laws.

**NOW THEREFORE THE CITY COUNCIL OF THE CITY OF SUISUN CITY DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** Chapter 5.34 of the Suisun City Municipal Code is hereby repealed and replaced in its entirety to read as follows:

**“Chapter 5.34 - SIDEWALK VENDORS**

**5.34.010 - Purpose.**

This Chapter regulates the sale of merchandise or food on the public sidewalks within the city for the purpose of promoting the free and safe flow of vehicular and pedestrian traffic and is directly related to the objective health, safety, and welfare of the public. It is hereby found that the use of such rights-of-way for such purposes in violation of the prohibitions of this Chapter would constitute an interruption of the free flow of traffic and a serious and dangerous hazard to the public.

**5.34.020 - Applicability of Chapter.**

The provisions of this chapter shall not apply to a mobile food vendor regulated under Chapter 18.56 of this Code. Any person or entity engaged in food vending, as defined in Section 18.56.020, shall be subject to the regulations in Chapter 18.56.

**5.34.030 - Definitions.**

As used in this chapter the following meanings shall apply:

“Applicant” means the individual, group, company, partnership, or other recognized legal entity seeking a sidewalk vendor permit from the City of Suisun City.

“City” means City of Suisun City, California.

“Director” means the director of development services of the City of Suisun City, or his or her designee(s).

“School” means any public, charter, or private school serving children between kindergarten and high school.

“Sidewalk” means the area of the public right-of-way which is designated or ordinarily used for pedestrian travel, and including also any paved or unpaved land within the right of way adjacent to any public street or highway. Sidewalk also includes other pedestrian paths located on public property.

“Sidewalk vendor” means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one’s person, upon a public sidewalk or other pedestrian path. A sidewalk vendor includes a compact mobile food operation that has 25 square feet or less of display area and sells only prepackaged, non-potentially hazardous foods or whole produce.

“Sidewalk vending unit” means a facility for the sale of food and/or merchandise that operates from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance.

“Roaming sidewalk vendor” means a sidewalk vendor who moves from place to place and stops only to complete a transaction.

“Stationary sidewalk vendor” means a sidewalk vendor who remains in a single location for the purpose of vending for more than six (6) consecutive hours within a 24-hour period.

"Vend" or "vending" means to sell, offer for sale, expose or display for sale, solicit offers to purchase, or to barter food or merchandise, or to require someone to negotiate, establish or pay a fee before providing food or merchandise, even if characterized as a donation.

“Vendor” means a person, individual, firm, co-partnership, joint venture, association, corporation, or any other group or combination acting as an entity, that sells, offers for sale, solicits for purchase, or exposes or displays for sale, any food, beverage or merchandise, or to require someone to negotiate or establish to pay a fee before providing food, beverages or merchandise, even if characterized as a donation.

#### **5.34.040 - Sidewalk Vendor Permit Required.**

- A. Except as may be allowed by a previously granted license or by any ordinance or resolution establishing and regulating a street market or farmer's market in the city, or as permitted for a limited period by a special event permit, it shall be unlawful for any vendor to operate as a sidewalk vendor in the city jurisdiction without first obtaining a sidewalk vending permit as specified in this chapter.
- B. A vendor desiring to engage in sidewalk vending in the city shall first file an application for a sidewalk vendor permit pursuant to procedures established in this chapter.
- C. A separate sidewalk vendor permit shall be required for each sidewalk vendor.
- D. The individual, group, or legal entity desiring to engage in sidewalk vending shall obtain and maintain all required permits from the City of Suisun City, Solano County Health Department, and other regulatory agencies, including, but not limited to the city’s building division, planning division, and/or fire department permits.
- E. A violation of this chapter may result in the suspension or revocation of a sidewalk vendor permit and civil penalties.

#### **5.34.050 - Application Requirements.**

Application for a sidewalk vendor permit shall be made by the sidewalk vendor, or his or her authorized agent, on a form prescribed by the director.

Each application for a sidewalk vending permit shall include:

- A. Name, current address, telephone number, and copy of a photo ID of the applicant.
- B. If applicant is an agent of an individual, company, partnership, corporation, or other entity, the name and business address of the principle.
- C. A description of the food or merchandise offered for sale.
- D. A non-refundable application fee.
- E. If the proposed location is on private property, written consent in a form approved by the city from the property owner (if other than self) permitting the sidewalk vendor to locate on the property.
- F. Whether the sidewalk vendor intends to operate as a stationary sidewalk vendor or a roaming sidewalk vendor.
- G. If the sidewalk vendor is stationary:
  - 1. A map or illustration, showing:
    - a. The proposed location(s);
    - b. The address and assessor's parcel number of the subject or nearest parcel, and/or specific section of the public right-of-way; and
    - c. The two (2) nearest street intersections.
  - 2. A site plan for each proposed location, containing:
    - a. If on a parcel, the location and dimensions of all proposed sidewalk vending units, any public seating or other site amenities (including chairs and tables), buildings or other structures on site, paved areas, driveways, trash receptacles, garages, parking spaces, maneuvering aisles, and pavement striping.
    - b. If in the public right-of-way, location and dimensions of the proposed sidewalk vending unit, sidewalks, curb cuts, trash receptacles, and obstructions such as parking meters, telecommunication boxes, street trees, and light poles.
  - 3. The proposed schedule for the sidewalk vending operation, including dates, and starting and ending times of the vending period.
- H. Photographs of the site(s) and sidewalk vendor unit.
- I. A description of the sidewalk vending unit, including the square footage of any display area for food or merchandise.
- J. A copy of applicant's valid and current City of Suisun City business license.

- K. A California seller's permit number pursuant to Section 6067 of the Revenue and Taxation Code, if any.
- L. Proof of liability insurance in the amount and subject to the terms on file with the city's risk manager. The city's risk manager shall promulgate provisions regarding insurance requirements for sidewalk vendors and shall be in an amount which is determined to be sufficient to adequately protect the city, persons, and property for injuries or damages which may be caused by activity under this chapter. Such insurance shall name as additional insured the City of Suisun City, its officers, agents, and employees, and shall further provide that the policy shall not terminate or be canceled without 30 calendar days' advance written notice to the City of Suisun City.
- M. Any other reasonable information regarding time, place, and manner of the sidewalk vendor permit that the director requires to evaluate the proposal.
- N. Certification by the applicant that the information contained in the application is true to his or her knowledge and belief.

**5.34.060 - Expiration and Renewal of Sidewalk Vending Permit.**

- A. Initial sidewalk vendor permits shall be valid until December 31 of the current year.
- B. Permits shall be renewed on an annual basis. The city shall send notice to the permittee. The permittee shall submit the renewal annually, prior to the permit's expiration date. A permittee may continue operations while an application for renewal is pending with the city. All renewal applications shall be filed with the finance department.
- C. Applications for renewals shall include all submittal materials as required at initial application, updated as necessary, proof of continuing compliance with applicable regulations, and payment of the non-refundable renewal fee. Renewal permits shall be valid for a one-year period beginning January 1.

**5.34.070 - Operational Permit Standards.**

- A. A sidewalk vendor permit cannot be transferred or conveyed from the permittee of record or otherwise assigned to another person.
- B. If a sidewalk vendor transfers its sidewalk vending business assets, the recipient of the assets shall, before operating, apply for and obtain a new sidewalk vendor permit from the city.

**5.34.080 - Operational Standards.**

Sidewalk vendors shall comply with the following standards and conditions:

- A. Appearance and condition of the sidewalk vending unit.

1. All sidewalk vending units shall clearly display a current city business license, and city sidewalk vending permit in plain view and at all times.
  2. Aside from the signage required by subsection (a), no more than three (3) signs shall be attached to any sidewalk vending unit, with a maximum aggregate display surface of thirty (30) square feet of signage per sidewalk vending unit.
  3. The regular permitted hours of operation for all sidewalk vendors are 7:00 a.m. to 10:00 p.m. daily.
- B. Utilities. Sidewalk vending units shall either be entirely self-sufficient in regard to gas, electricity, water, and telecommunications, or shall be required to apply for appropriate permits for any utility hook-ups or connections to on-site utilities to ensure building and public safety and consistency with applicable building codes.
- C. Refuse, trash, and litter maintenance.
1. The sidewalk vendor shall not throw, deposit, discharge, leave, or permit to be thrown, deposited, discharged, or left, any fat, oil, grease, refuse, garbage, or other discarded or abandoned objects, articles, and accumulations, in or upon any street, alley, sidewalk, gutter, storm drain, inlet, catch basin, conduit or other drainage structure, or upon any public or private lot of land in the city.
  2. Stationary sidewalk vendors shall maintain the subject site and adjacent public right-of-way free of litter on and within one hundred (100) feet radius of their site.
  3. Sidewalk vendors shall carry a waste disposal bag or container to permit the disposal of trash.
  4. At a minimum, all refuse from a sidewalk vending operation shall be removed and properly disposed of after each vending period.
  5. Failure to adequately clean up after a sidewalk vending operation date shall be grounds for denying an applicant's request for permit renewal.
- D. Performance standards.
1. Noise levels from the sidewalk vending units shall not exceed the city's noise ordinance standards. Vendors should use low-noise emission generators, if applicable.
  2. Noise and odors from sidewalk vending units shall be contained within the immediate area of the permitted sidewalk vending location.
  3. The sidewalk vending unit shall not obstruct pedestrian or vehicular traffic.
  4. The sidewalk vendor shall maintain site circulation for pedestrians and access consistent with the Americans with Disabilities Act (ADA).

E. Security.

1. The site shall be maintained in a safe and clean manner at all times.
2. Sidewalk vending units shall have adequate lighting to ensure customer safety. Lighting shall be directed downwards and away from public streets and adjacent properties.

F. Seating, chairs and tables for stationary sidewalk vendors. Depending on site size, configuration and location, a plan for site amenities, including but not limited to tables and chairs, portable restroom facilities, and/or temporary shade structures, may be permitted in conjunction with the operation of a sidewalk vending site. A site plan depicting the proposed location of any site amenities shall be submitted for review and approval in conjunction with a sidewalk vendor permit application.

G. Other requirements.

1. Sidewalk vending units shall be maintained in operating condition at all times and shall be movable at all times.
2. No sidewalk vending unit shall become a permanent fixture on the site or be considered an improvement to real property.
3. Proof of liability insurance in the amount required by the city shall be maintained by the sidewalk vendor.
4. The posting of the sidewalk vending permit at the site is required at all times.
5. The sidewalk vendor shall have a working telephone where the sidewalk vendor can be reached directly at all times during vending.
6. The sale or soliciting the sale of any alcoholic beverages or controlled substances from any sidewalk vending unit is strictly prohibited.
7. The sidewalk vendor shall comply with all applicable state and local laws, including, without limitation, all traffic and parking laws.

**5.34.090 - Location-Specific Regulations.**

Sidewalk vendors shall be subject to the following location requirements:

- A. Vending in the street portion of a public right-of-way is restricted. The director is authorized to adopt a sidewalk vending permitted area map and make amendments or correct administrative errors to such map. The director is also authorized to adopt any additional location requirements in addition to the requirements described in this chapter.
- B. A location for a sidewalk vendor shall not be permitted:

1. One hundred (100) feet from another sidewalk vendor, unless permitted to operate at designated street public right-of-way, or are permitted to operate on different days of the week from the same location.
2. Within one thousand (1000) feet from the parcel boundary of a school serving children between kindergarten and high school between the hours of 7 a.m. and 6 p.m. Monday through Friday.

C. Sidewalk vendors shall not block or impede access to:

1. Required parking or driveways;
2. Bicycle racks;
3. Signal crossings;
4. Required off-street parking;
5. Parking meters;
6. Pedestrian or bicycle routes;
7. Emergency vehicle routes;
8. Building entrances and exits;
9. Required accessibility routes and curb cuts;
10. Easements;
11. Trash enclosure areas or access to trash bins/trash enclosures; or
12. Other city facilities, as determined by the director.

D. Sidewalk vendors shall maintain site circulation and access consistent with the Americans with Disabilities Act (ADA).

**5.34.100 - Permit Approval, Denial, Suspension, Revocation, and Appeals.**

- A. The director shall approve, approve with conditions, or deny a sidewalk vendor permit application based on the standards and criteria set forth in this chapter and/or, if any, in the administrative guidelines. The director may impose conditions of approval on a sidewalk vendor permit in the exercise of his or her reasonable discretion. The applicant shall be notified of any conditions of approval in writing.
- B. The director may deny, suspend or revoke a permit issued under this chapter. A permit may be denied, suspended or revoked for any of the following reasons:
  1. Fraud, misrepresentation or a false statement contained in the application for a permit.

2. Fraud, misrepresentation or a false statement made in connection with the selling of food or merchandise.
  3. Repeated failure to address pollutant discharge(s), including but not limited to, wash water discharge, fuel, detergents, tire dressings, foams, or any other chemicals.
  4. Violating any of the operating standards required under this chapter.
  5. Violating any of the permit conditions imposed by this chapter.
  6. Causing a public nuisance or causing an unlawful or criminal activity to occur during a sidewalk vending operation; or any other violation of this chapter.
- C. Any person who has been notified regarding the denial of their sidewalk vendor permit application or the possible suspension or revocation of their sidewalk vendor permit may appeal the decision pursuant to Section 5.34.120 of this Code.
- D. When circumstances demonstrate that continued operation by a sidewalk vendor poses an imminent threat to the public's health and safety, the city may immediately suspend or revoke a sidewalk vendor permit. The sidewalk vendor may request a hearing pursuant to Section 5.34.120 of this Code.
- E. It is unlawful for a sidewalk vendor whose permit has been suspended or revoked to continue to operate. If the city suspends or revokes a permit, the sidewalk vendor shall immediately cease all vending operations.
- F. A sidewalk vendor aggrieved by an order issued by the director may appeal the order to state district court.

#### **5.34.110 - Enforcement.**

- A. A sidewalk vendor who is issued a citation in violation of this chapter shall be subject to the following fines:
1. Vending which violates a requirement of this chapter, other than failure to possess a valid sidewalk vendor permit:
    - a. An administrative fine of one hundred dollars (\$100) for a first violation.
    - b. An administrative fine of two hundred dollars (\$200) for a second violation within one (1) year of the first violation.
    - c. An administrative fine of five hundred dollars (\$500) for each additional violation within one (1) year of the first violation.
    - d. A sidewalk vendor permit may be revoked or suspended for the remainder of its term upon a fourth or subsequent violation.
  2. Vending without a valid sidewalk vendor permit:

- a. An administrative fine of two hundred fifty dollars (\$250) for a first violation.
  - b. An administrative fine of five hundred dollars (\$500) for a second violation within one (1) year of the first violation.
  - c. An administrative fine of one thousand dollars (\$1,000) for each additional violation within one (1) year of the first violation.
3. A violation occurring after twelve (12) consecutive months with no violation shall be considered a first violation.
  4. The administrative fines listed in this Section 5.34.110(A)(2) shall be reduced from two hundred fifty dollars (\$250) to one hundred dollars (\$100), five hundred dollars (\$500) to two hundred dollars (\$200), and one thousand dollars (\$1,000) to five hundred dollars (\$500) upon obtaining a sidewalk vendor permit from the director within ten (10) calendar days of the citation issuance.
- B. Additional fines, fees, assessments, or any other financial conditions beyond those authorized by this section shall not be assessed. A violation of this chapter shall not be punishable as an infraction or misdemeanor.
- C. When assessing an administrative fine pursuant to this chapter, the director shall take into consideration the person's ability to pay the fine. The director shall provide the person with notice of their right to request an ability-to-pay determination. The person may request an ability-to-pay determination at adjudication or while the judgement remains unpaid, including when a case is delinquent or has been referred to a comprehensive collection program.
1. If the person meets the criteria described in subdivision (a) or (b) of Section 68632 of the California Government Code, the director shall accept, in full satisfaction, twenty (20) percent of the administrative fine imposed pursuant to this chapter.
  2. The director may allow the person to complete community service in lieu of paying the total administrative fine, may waive the administrative fine, or may offer an alternative disposition.
  3. The director may request adequate documentation, including but not limited to a sworn statement from the sidewalk vendor, when an ability-to-pay determination is requested. If the requested documents are not provided to the director, the director may make a finding that the person does not qualify for an ability-to-pay determination.
  4. The director shall provide written notice of their determination to the individual. Such notice must include a statement advising the individual of their right to request an appeal hearing pursuant to Section 5.34.120.

**5.34.120 - Appeals.**

- A. Any person aggrieved by any determination of the director with respect to a permit or license, administrative fine, violation alleged, condition imposed, suspension or revocation, or the director's determination on ability-to-pay pursuant to this chapter, may appeal to the city manager by filing a written appeal with the city manager within fifteen (15) calendar days of issuance of the citation or notice of the action or decision. Failure to timely request a hearing constitutes a waiver of the right to appeal and a failure to exhaust administrative remedies.
- B. Upon receipt of such appeal by the city manager, the city manager shall set a date for hearing. A hearing shall be set for a date that is not less than 15 days and not more than 60 days from the date of the filing of the request for hearing.
- C. At the hearing, the appellant and the city shall be entitled to legal representation and may present relevant evidence, testify under oath, and call witnesses who shall testify under oath. The city manager shall not be bound by the traditional rules of evidence in a hearing, except that hearsay evidence may not be the sole basis for the decision of the city manager. The city manager may continue the hearing as deemed necessary.
- D. After the hearing, the city manager shall affirm, modify, or revise the original decision or administrative fine, and shall notify the appellant of such decision. The decision of the city manager shall be final.
- E. All fines owed after the city manager's decision are due within thirty (30) days of issuance of the decision. The city may use all remedies available to collect any unpaid fee.

**5.34.130 - Liability and Indemnification.**

- A. To the fullest extent permitted by law, any actions taken by a public officer or employee under the provisions of this chapter shall not become the personal liability of any public officer or employee of the city.
- B. To the maximum extent permitted by law, the licensee under this chapter shall defend (with counsel acceptable to the city), indemnify and hold harmless the city, the city council, the city planning commission, and their respective officials, officers, employees, representatives, agents and volunteers (hereafter collectively called "city") from any liability, damages, actions, claims, demands, litigation, loss (direct or indirect), causes of action, proceedings or judgment (including legal costs, attorneys' fees, expert witness or consultant fees, city attorney or staff time, expenses or costs) (collectively called "action") against the city to attack, set aside, void or annul, any sidewalk vending-related approvals and actions or implementation of such approvals and actions, including conditions of approval, if any. The city may elect, in its sole discretion, to participate in the defense of said action and the licensee shall reimburse the city for its reasonable legal costs and attorneys' fees.
- C. Within ten (10) calendar days of the service of the pleadings upon the city of any action as specified in Subsection B above, the licensee shall execute a Letter of Agreement with the city, acceptable to the city attorney, which memorializes the above obligations. These

obligations and the Letter of Agreement shall survive termination, extinguishment or invalidation of the vending-related approval. Failure to timely execute the Letter of Agreement does not relieve the licensee of any of the obligations contained in this section or any other requirements or performance or operating standards that may be imposed by the city.”

**SECTION 2.** Chapter 18.56 (Mobile Food Vendors) of the Suisun City Municipal Code is hereby repealed and replaced in its entirety to read as follows:

**“Chapter 18.56 - MOBILE FOOD VENDORS**

**18.56.010 - Purpose.**

The purpose of this chapter is to regulate the vending of food and food products of mobile food vendor operations on public and private property within the City of Suisun City. These regulations aim to ensure the safety, cleanliness, and convenience of mobile food vending operations while promoting business in the city.

**18.56.020 - Definitions.**

“Applicant” means the individual, group, company, partnership, or other recognized legal entity seeking a mobile food vendor license from the City of Suisun City.

“City” means City of Suisun City, California.

“Director” means the director of development services of the City of Suisun City, or his or her designee(s).

“Food vending” means the business of selling raw or cut fruit, produce, prepared foods and non-alcoholic beverages, and/or prepackaged foods and beverages, where:

1. Food is prepared off-site in a commercial commissary and/or prepared on-site within the mobile food vending vehicle, per Solano County Health Regulations.
2. Food is ordered and served from a truck, trailer, or other equipment or vehicle as permitted by Solano County Health Department.
3. Fruit and produce are sold to customers without preparation or cooking by a vendor.
4. Food is served to-go or outdoors as part of a sanctioned event.
5. Food is paid for prior to consumption.

“Group site” or “group site food vending” means the stationary operation of two (2) or more mobile food vendors clustered together on a single site and operating at the same time.

“Group site organizer” or “responsible party” means the individual or legal entity who is directly responsible for organizing and/or conducting the group site and/or the facility manager, and his or her respective designees.

“Mobile food vendor license” means the city’s annual or temporary permit required to place, operate, maintain, or allow mobile food vending within the city limits.

“Mobile food vendor permitted area” means the areas and public rights-of-way that are permitted for a mobile food vendor license.

“Mobile food vendor vehicle” means any motorized vehicle such as a truck, trailer or non-motorized carts from which food vending services are provided, as permitted by Solano County Health Department. Not included in this definition is the preparation of food and serving of food outside of a vehicle, typically under a tent, canopy, or from a booth.

“Mobile food vendor” means any person who is food vending from a mobile food vendor vehicle for immediate service and/or consumption. A mobile food vendor does not include compact mobile food operations that have 25 square feet or less of display area and sell only prepackaged, non-potentially hazardous food, which are regulated under Chapter 5.34.

“Property owner” means the holder of the fee title to property, whether a person, partnership, corporation, or other entity recognized by the law, and his/her/its lessees, permittees, assignees, or successors in interest.

“Public right-of-way” means any public street, road, avenue, highway, named or unnamed alley, lane, court, place, trail, parkway, sidewalk, or other public way operated and/or controlled by the city, or subject to an easement owned by or dedicated to the city.

“School” means any public, charter, or private school serving children between kindergarten and high school.

“Site” means the specific public or private property location, including any public right-of-way, for which an applicant or responsible party has been issued a mobile food vendor license.

“Solano County Health Department” means the Solano County Department of Resource Management, Environmental Health Division or such other departments of the County of Solano that are responsible for the licensing of food and enforcement of food health laws.

“Stationary” means a mobile food vendor vehicle that remains in a single location for the purpose of food vending for more than six (6) consecutive hours within a 24-hour period.

#### **18.56.030 - Licenses Required.**

- A. Except as may be allowed by a previously granted license or by any ordinance or resolution establishing and regulating a street market or farmer's market in the city, or as permitted for a limited period by a special event permit, it shall be unlawful for any individual, group, or legal entity to operate a mobile food vendor vehicle in the city jurisdiction without first obtaining a mobile food vendor license as specified in this chapter.

- B. Any individual, group, or legal entity desiring to engage in food vending in the city shall first file an application for a mobile food vendor license pursuant to procedures established in this chapter.
- C. A separate mobile food vendor license shall be required for each mobile food vendor vehicle.
- D. The individual, group, or legal entity desiring to engage in food vending shall obtain and maintain all required permits from the City of Suisun City, Solano County Health Department, and other regulatory agencies, including, but not limited to the city's building division, planning division, and/or fire department permits.
- E. A violation of this chapter may result in the suspension or revocation of a mobile food vendor license and civil penalties.

**18.56.040 - Application Requirements.**

Application for a mobile food vending license shall be made by the owner of the affected mobile food vendor vehicle, or his or her authorized agent, on a form prescribed by the director.

Each application for a mobile food vending license shall include:

- A. Name, current address, telephone number, and copy of a photo ID of the applicant.
- B. If applicant is an agent of an individual, company, partnership, corporation, or other entity, the name and business address of the principle.
- C. A description of the food or merchandise offered for sale.
- D. A non-refundable application fee.
- E. If the proposed location is on private property, written consent in a form approved by the city from the property owner (if other than self) permitting the mobile food vendor or group site to locate on the property.
- F. If the mobile food vendor is stationary or a group site:
  - 1. A map or illustration, showing:
    - a. The proposed location(s);
    - b. The address and assessor's parcel number of the subject or nearest parcel, and/or specific section of the public right-of-way in a designated parking space; and
    - c. The two (2) nearest street intersections.
  - 2. A site plan for each proposed location, containing:

- a. If on a parcel, the location and dimensions of all proposed mobile food vending vehicles, any public seating or other site amenities (including chairs and tables), buildings or other structures on site, paved areas, driveways, trash receptacles, garages, parking spaces, maneuvering aisles, and pavement striping.
  - b. If in the public right-of-way, location and dimensions of the proposed mobile food vending vehicle, sidewalks, curb cuts, trash receptacles, and obstructions such as parking meters, telecommunication boxes, street trees, and light poles.
3. The proposed schedule for the individual food vending site or group site, including dates, and starting and ending times of the vending period.
- G. Photographs of the site(s) and mobile food vendor vehicle(s);
- H. A description of the mobile food vendor vehicle;
- I. If the mobile food vendor vehicle is a motorized vehicle, the applicant shall provide:
1. The vehicle's registration and license number, and
  2. The applicant's California driver's license number.
- J. A copy of applicant's valid and current Solano County Health Department mobile food permit.
- K. A copy of applicant's valid and current City of Suisun City business license.
- L. A California seller's permit number pursuant to Section 6067 of the Revenue and Taxation Code.
- M. Certification of a food handler course and proof of all required approvals from the Solano County Health Department.
- N. A maintenance plan and list of Best Management Practices for cleaning, spill prevention, and waste handling. The maintenance plan must include litter pickup in the vicinity of the proposed vending location or the proposed vending route, as well as the lawful disposal of any liquid or solid waste resulting from the vending operation (including, but not limited to, fats, oil, juice, cooking material, scraps, etc.). The maintenance plan shall also include a description of how any equipment used (including, but not limited to, utensils, containers, grills, etc.) will be cleaned and sanitized.
- O. The commercial address where the mobile food vendor vehicles will be stored and serviced during non-operating hours.
- P. The following information shall be provided regarding the commercial kitchen or commissary to be used by the applicant, if any:
1. Proof of all required approvals from Solano County Health Department; and

- 2. A valid lease between the mobile food vendor and a commercial kitchen or commissary.
- Q. Proof of liability insurance in the amount and subject to the terms on file with the city's risk manager. The city's risk manager shall promulgate provisions regarding insurance requirements for mobile food vendors and shall be in an amount which is determined to be sufficient to adequately protect the city, persons, and property for injuries or damages which may be caused by activity under this chapter. Such insurance shall name as additional insured the City of Suisun City, its officers, agents, and employees, and shall further provide that the policy shall not terminate or be canceled without 30 calendar days' advance written notice to the City of Suisun City.
- R. Any other reasonable information regarding time, place, and manner of the mobile food vendor license that the director requires to evaluate the proposal.
- S. Certification by the applicant that the information contained in the application is true to his or her knowledge and belief.

**18.56.050 - Expiration and Renewal of Mobile Food Vendor Licenses.**

- A. Initial mobile food vendor licenses shall be valid until December 31 of the current year.
- B. Licenses shall be renewed on an annual basis. The city shall send notice to the licensee. The licensee shall submit the renewal annually, prior to the license's expiration date. A licensee may continue operations while an application for renewal is pending with the city. All renewal applications shall be filed with the finance department.
- C. Applications for renewals shall include all submittal materials as required at initial application, updated as necessary, proof of continuing compliance with health and safety regulations, and payment of the non-refundable renewal fee. Renewal licenses shall be valid for a one-year period beginning January 1.

**18.56.060 - Operational License Standards.**

- A. A mobile food vendor license cannot be transferred or conveyed from the licensee of record or otherwise assigned to another person.
- B. If a mobile food vendor transfers its mobile food vending business assets, the recipient of the assets shall, before operating, apply for and obtain a new mobile food vendor license from the city.

**18.56.070 - Operational Standards.**

Mobile food vendors shall comply with the following standards and conditions:

- A. Appearance and condition of the mobile food vending vehicle.

1. All mobile food vending vehicles shall clearly display a current city business license, Solano County Health Department permit (and decal), and city mobile food vending license (and decal) in plain view and at all times.
  2. Aside from the signage required by subsection (a), no more than three (3) signs shall be attached to any mobile food vending vehicle, with a maximum aggregate display surface of thirty (30) square feet of signage per mobile food vending vehicle.
  3. The regular permitted hours of operation for all individual mobile food vending vehicles are 7:00 a.m. to 10:00 p.m. daily.
- B. Utilities. Mobile food vending vehicles shall either be entirely self-sufficient in regard to gas, electricity, water, and telecommunications, or shall be required to apply for appropriate permits for any utility hook-ups or connections to on-site utilities to ensure building and public safety and consistency with applicable building codes.
- C. Refuse, trash, and litter maintenance.
1. The mobile food vendor or group site organizer shall not throw, deposit, discharge, leave, or permit to be thrown, deposited, discharged, or left, any fat, oil, grease, refuse, garbage, or other discarded or abandoned objects, articles, and accumulations, in or upon any street, alley, sidewalk, gutter, storm drain, inlet, catch basin, conduit or other drainage structure, or upon any public or private lot of land in the city.
  2. A minimum of one thirty-two (32)-gallon liter receptacle shall be within fifteen (15) feet of each mobile food vending vehicle for customers and employees.
  3. Mobile food vendors and group site organizers shall maintain the subject site and adjacent public right-of-way free of litter on and within one hundred (100) feet radius of their site.
  4. At a minimum, all refuse shall be removed from the mobile food vending location or group site and properly disposed of after each vending period.
  5. Failure to adequately clean up after a mobile food vending operation date shall be grounds for denying an applicant's request for license renewal.
- D. Performance standards.
1. Noise levels from food vending facilities shall not exceed the city's noise ordinance standards. Vendors should use low-noise emission generators.
  2. Noise and odors from food vending facilities shall be contained within the immediate area of the permitted mobile food vending location.
  3. The mobile food vending vehicle shall not obstruct pedestrian or vehicular traffic.

4. The mobile food vendor shall maintain site circulation for pedestrians and access consistent with the Americans with Disabilities Act (ADA).

E. Security.

1. The site shall be maintained in a safe and clean manner at all times.
2. Mobile food vending vehicles and group sites shall have adequate lighting to ensure customer safety. Lighting shall be directed downwards and away from public streets and adjacent properties.

F. Seating, chairs and tables for stationary mobile food vending. Depending on site size, configuration and location, a plan for site amenities, including but not limited to tables and chairs, portable restroom facilities, and/or temporary shade structures, may be permitted in conjunction with the operation of a food vending site. A site plan depicting the proposed location of any site amenities shall be submitted for review and approval in conjunction with a mobile food vending license application.

G. Other requirements.

1. Mobile food vending vehicles shall be maintained in operating condition at all times and shall be movable at all times.
2. No mobile food vending vehicle shall become a permanent fixture on the site or be considered an improvement to real property.
3. The mobile food vendor shall always maintain a valid Solano County Health Department permit. If the permit expires, or is suspended or revoked, then all food sales shall cease until the permit is reinstated.
4. The group site organizer or their representative shall be personally present at all times during group site operations.
5. Proof of liability insurance in the amount required by the city shall be maintained by the mobile food vendor or group site organizer.
6. The posting of the mobile food vending license at the site is required at all times.
7. The mobile food vendor or group site organizer shall have a working telephone where he/she can be reached directly at all times during food vending.
8. The mobile food vendor shall park so that its service window faces the sidewalk and serve customers through its service window.
9. The sale or soliciting the sale of any alcoholic beverages or controlled substances from any mobile food vending vehicle is strictly prohibited.

10. The mobile food vendor shall comply with all applicable state and local laws, including, without limitation, all traffic and parking laws.

**18.56.080 - Permitted Area.**

Mobile food vending vehicles and group sites shall be subject to the following location requirements:

- A. Mobile food vending shall only be located in the mobile food vending permitted area, if any, and may be located on private property, on publicly owned property, or on the public right-of-way. Food vending in the street portion of a public right-of-way is restricted. The director is authorized to adopt a mobile food vending permitted area map and make amendments or correct administrative errors to such map. The director is also authorized to adopt any additional location requirements in addition to the requirements described in this chapter.
- B. A location for a mobile food vending vehicle or group site shall not be permitted:
  1. One hundred (100) feet from another mobile food vending vehicle or group site, unless permitted to operate at designated street public right-of-way, or are permitted to operate on different days of the week from the same location.
  2. Within one thousand (1000) feet from the parcel boundary of a school serving children between kindergarten and high school between the hours of 7 a.m. and 6 p.m. Monday through Friday.
- C. Mobile food vending vehicle or group sites also cannot block or impede access to:
  1. Required parking or driveways;
  2. Bicycle racks;
  3. Signal crossings;
  4. Required off-street parking;
  5. Parking meters;
  6. Pedestrian or bicycle routes;
  7. Emergency vehicle routes;
  8. Building entrances and exits;
  9. Required accessibility routes and curb cuts;
  10. Easements;
  11. Trash enclosure areas or access to trash bins/trash enclosures; or

12. Other city facilities, as determined by the director.

- D. Mobile food vending vehicles and group sites shall maintain site circulation and access consistent with the Americans with Disabilities Act (ADA).
- E. In accordance with Section 114315 of the California Retail Food Code, mobile food vending vehicles stopped to conduct business for more than one hour, shall operate within two hundred (200) feet of an approved, readily available and functioning restroom facility. Executive portable toilet facilities with handwashing stations may satisfy this requirement.
- F. Each mobile food vending vehicle and group site shall be located within two hundred (200) feet of a restroom facility that employees can legally access.

**18.56.090 - License Approval, Denial, Suspension, Revocation, and Appeals.**

- A. The director shall approve, approve with conditions, or deny a mobile food vendor license application based on the standards and criteria set forth in this chapter and/or, if any, in the administrative guidelines. The director may impose conditions of approval on a mobile food vendor license in the exercise of his or her reasonable discretion. The applicant shall be notified of any conditions of approval in writing.
- B. The director may deny, suspend or revoke a license issued under this chapter. A license may be denied, suspended or revoked for any of the following reasons:
  - 1. Fraud, misrepresentation or a false statement contained in the application for a license.
  - 2. Fraud, misrepresentation or a false statement made in connection with the selling of food.
  - 3. The receipt of an “F” grade during an inspection or an investigation in response to a complaint from the Solano County Health Department.
  - 4. Repeated failure to address pollutant discharge(s), including but not limited to, wash water discharge, fuel, detergents, tire dressings, foams, or any other chemicals.
  - 5. Violating any of the operating standards required under this chapter.
  - 6. Violating any of the license conditions imposed by this chapter.
  - 7. Causing a public nuisance or causing an unlawful or criminal activity to occur during the operation of a mobile food vending activity or group site; or any other violation of this chapter.
- C. Any person who has been notified regarding the denial of their mobile food vendor license application or the possible suspension or revocation of their mobile food vendor license may appeal the decision pursuant to Section 18.84.020 of this Code.

- D. When circumstances demonstrate that continued operation by a mobile food vendor poses an imminent threat to the public's health and safety, the city may immediately suspend or revoke a mobile food vendor license. The mobile food vendor may request a hearing pursuant to Section 18.84.020 of this Code.
- E. It is unlawful for a mobile food vendor whose license has been suspended or revoked to continue to operate. If the city suspends or revokes a license, the mobile food vendor shall immediately cease all food vending operations.
- F. A mobile food vendor aggrieved by an order issued by the director may appeal the order to state district court.

**18.56.100 Food Safety; Health Inspections and Certificates.**

- A. Food hygiene standards. Mobile food vendors shall comply with all Solano County Health Department regulations.
- B. Food safety certification. At all times, at least one person working in a mobile food vending vehicle must hold a current food safety certification.
- C. Health inspections. For the purpose of protecting public health and safety, Solano County shall ensure that mobile food vending vehicles are inspected on an ongoing, randomized basis, based on their classification and inspection grade.
- D. Recordkeeping. The city shall establish and maintain a database to record the names of licensees, inspections, inspection reports and public complaints. The database shall also allow mobile food vendors to provide documentation to Solano County as needed.
- E. Inspection criteria and grading. Health inspections shall be conducted by Solano County using inspection criteria based on the state food code and a score-based grading system established by Solano County based on objective factors. The inspection criteria shall provide a letter-grade format that rates the vendor with an "A," "B," "C," or "F" grade, based on the score received during the inspection. If a vendor receives two consecutive "A" grades, it shall be given a certificate of excellence. If a vendor receives an "F" grade, the city may suspend the vendor's license until the vendor corrects the violations, is re-inspected and receives a grade of "A," "B," or "C."
- F. Health certificate. Upon completion of an inspection, the Solano County shall issue a health certificate to the mobile food vendor displaying the vendor's letter grade or achievement of excellence and record the grade in the database.
- G. Mobile food vendor license decal. Once all required County inspections and permits are approved, and the vendor has both a valid city business license and an approved mobile food vendor license, the mobile food vending vehicle may legally operate in the city. The operation must comply with all applicable requirements set by the county, city, and other relevant agencies. The mobile food vendor must place the official City of Suisun City mobile food vendor license decal in a clearly visible spot on the mobile food vendor

vehicle. This decal confirms that the vehicle is fully approved and authorized to operate within the city.

### **18.56.110 - Enforcement.**

The director shall be responsible for enforcing this chapter. If periodic inspections are necessary to monitor compliance, reinspection fees shall be assessed against the party responsible.

- A. Violation. Failure to comply with any of the provisions of this chapter is declared to be prima facie evidence of an existing violation, a continuing blight and a declared public nuisance and may be abated by the city, in accordance with the provisions of Chapter 8.12 of this Code. Any person in violation will be subject to administrative penalties, citations, civil action and/or other legal remedies that may be available to the city.
- B. Responsibility. If a mobile food vending vehicle is on a privately owned parcel, the parcel owner and the mobile food vending vehicle or group site organizer have joint and several liability for compliance with this chapter, including fees, administrative citations, civil actions, and/or legal remedies relating to a mobile food vending vehicle or group site. The parcel owner remains liable for any violation of duties imposed by this chapter even if the parcel owner has, by agreement, imposed on the mobile food vending vehicle or group site organizer the duty of complying with the provisions of this chapter.
- C. Revocation. The city reserves the right to revoke any mobile food vending license at any time for any of the reasons stated in Section 18.56.090 of this chapter or if it is found that the approved activity is violating any of the provisions of the Suisun City Municipal Code.

Revocation shall be immediately effective upon written notice of the revocation by the city. Should a mobile food vendor license be revoked, the vendor shall be required to cease operation immediately.

- D. Penalties.
  - 1. Any violation of this chapter is punishable by an administrative citation in accordance with Chapter 1.20 of this Code.
  - 2. Appeals of administrative citations shall be conducted in accordance with the procedures and requirements Chapter 1.20 of this Code.
  - 3. Notwithstanding paragraphs 1 and 2, enforcement action specifically authorized by this section may be utilized in conjunction with, or in addition to, any other statutory, code, administrative or regulatory procedure applicable to this chapter, including charges of an infraction or misdemeanor, as permitted under applicable law. In addition, nothing in this section shall be interpreted to preclude or limit the city from seeking injunctive or other judicial relief.
  - 4. Notwithstanding the above, mobile food vendors who vend from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized

conveyance, or from one's person, upon a public sidewalk or other pedestrian path, shall be subject to enforcement in accordance with Section 5.34.110, and appeals in accordance with Section 5.34.120.

**18.56.120 - Liability and Indemnification.**

- A. To the fullest extent permitted by law, any actions taken by a public officer or employee under the provisions of this chapter shall not become the personal liability of any public officer or employee of the city.
- B. To the maximum extent permitted by law, the licensee under this chapter shall defend (with counsel acceptable to the city), indemnify and hold harmless the city, the city council, the city planning commission, and their respective officials, officers, employees, representatives, agents and volunteers (hereafter collectively called "city") from any liability, damages, actions, claims, demands, litigation, loss (direct or indirect), causes of action, proceedings or judgment (including legal costs, attorneys' fees, expert witness or consultant fees, city attorney or staff time, expenses or costs) (collectively called "action") against the city to attack, set aside, void or annul, any food vending-related approvals and actions or implementation of such approvals and actions, including conditions of approval, if any. The city may elect, in its sole discretion, to participate in the defense of said action and the licensee shall reimburse the city for its reasonable legal costs and attorneys' fees.
- C. Within ten (10) calendar days of the service of the pleadings upon the city of any action as specified in Subsection B above, the licensee shall execute a Letter of Agreement with the city, acceptable to the city attorney, which memorializes the above obligations. These obligations and the Letter of Agreement shall survive termination, extinguishment or invalidation of the food vending-related approval. Failure to timely execute the Letter of Agreement does not relieve the licensee of any of the obligations contained in this section or any other requirements or performance or operating standards that may be imposed by the city.”

**SECTION 3. CEQA.** The City Council finds that the adoption of this Ordinance is exempt from environmental review pursuant to the California Environmental Quality Act (“CEQA”) Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the adoption of this Ordinance may have a significant effect on the environment.

**SECTION 4. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this Ordinance, or any part thereof, is for any reason held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions or applications of the chapter. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsection, sentences, clauses or phrases be declared invalid or unconstitutional.

**SECTION 5. ADOPTION AND EFFECTIVE DATE.** This Ordinance shall be in full force and effect thirty (30) days after its second reading and adoption.

**SECTION 6. CERTIFICATION.** The City Clerk shall certify the adoption of this Ordinance and shall cause the same to be posted and codified in the manner required by law.

**INTRODUCED** at a regular meeting of the City Council of the City of Suisun City, California on the \_\_\_\_ day of \_\_\_\_\_, 2026.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City, California on the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Alma Hernandez, Mayor

**ATTEST:**

\_\_\_\_\_  
Anita Skinner, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Patrick Enright, City Attorney

**CERTIFICATION**

I, Anita Skinner, City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was introduced at a regular meeting of the said City Council held on \_\_\_\_\_, 2026, and regularly passed and adopted at a regular meeting of said City Council held on \_\_\_\_\_, 2026, by the following vote:

- AYES:** Councilmembers:
- NOES:** Councilmembers:
- ABSENT:** Councilmembers:
- ABSTAIN:** Councilmembers:

**WITNESS** my hand and the seal of said City this \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Anita Skinner, City Clerk

**Comparing Suisun City’s Proposed Sidewalk Vendor and Mobile Food Vendor  
Ordinances with the City of Vallejo’s**

**MOBILE FOOD VENDORS**

Like Suisun’s proposed code, Vallejo’s code has one chapter for sidewalk vendors and one chapter for mobile food vendors. However, Vallejo’s mobile food vending chapter applies only to vending on private properties, and references Government Code, Section 51036 et seq. for mobile food vending on public property. (See City of Vallejo Municipal Code Section 16.327.01). In contrast, Suisun’s proposed mobile food vending chapter applies to all mobile food vendors on public and private property and public rights-of-way, including mobile food vendors who are regulated under Gov. Code Section 51036 et seq. (the sidewalk vendor regulations).

**Mobile Food Vendor Application Requirements**

- Vallejo’s code requires a business license and a health permit from Solano County. Suisun’s proposed code requires a mobile food vending permit and, if applicable, a Solano health permit.
- Vallejo’s code has similar application requirements to Suisun’s; however, Suisun’s proposed code has more detailed requirements.
- Unlike Suisun’s proposed code, Vallejo’s code does not require proof of insurance, does not address expiration or renewal of the mobile food license or permit, and does not explicitly prohibit the transfer of permits or licenses.
- Vallejo’s code also contains no liability or indemnification provisions.

**Site and Performance Requirements**

- Vallejo’s code permits mobile food vending only on private property. Suisun’s proposed code provides that mobile food vending may be located on private property, on publicly owned property, or on the public right-of-way.
- Unlike Suisun’s proposed code, Vallejo’s code does not prohibit mobile food vending within a certain amount of feet from a school or another mobile food vendor.
- Suisun’s proposed code contains much more specific requirements, such as listing that a mobile food vending vehicle may not impede or block access to, including parking meters, signal crossings, and easements.

**License Approval, Denial, Suspension, Revocation, And Appeals**

- Unlike Suisun’s proposed code, Vallejo’s code does not contain any provisions regarding license approvals, denials, or appeals.
- Vallejo’s code generally requires a valid health permit from Solano County. In contrast, Suisun’s proposed code outlines the food safety requirements, health inspections, and certificates that mobile food vendors must obtain.

**Mobile Food Vendor Enforcement**

- Unlike Suisun’s proposed code, Vallejo’s code does not address enforcement or penalties for noncompliance.

## **SIDEWALK VENDORS**

### **Sidewalk Vendor Permits**

- Both cities' sidewalk vending ordinances exclude vendors vending at a farmer's market or with a special event permit.
- Vallejo's sidewalk code includes sidewalk vendors who must have a health permit from Solano County. Vallejo's code provides that "if vending includes food, a copy of a valid mobile food permit issued by the County of Solano Department of Public Health." Suisun's proposed sidewalk vending ordinance does not include this requirement because the proposed mobile food vendors ordinance addresses vendors who sell food that requires a health permit.
- Both codes have almost identical application requirements. Suisun's code has one additional requirement for stationary sidewalk vendors: a site plan for each proposed location.

### **Peddler/Solicitor Permits**

- Vallejo's code includes a section on peddlers' and solicitors' permits that has the same requirements as sidewalk vendors. The main difference is that peddlers/solicitors have to apply for a peddlers/solicitor permit rather than a sidewalk vendor permit.
- Vallejo's sidewalk vending ordinance includes peddlers and solicitors, which are not covered by Suisun's proposed ordinance. Suisun's municipal code addresses solicitors and peddlers under its business licensing Chapter 5.04.290.

### **Expiration and Renewal of Sidewalk Vending Permit**

- Suisun's proposed ordinance contains provisions for how permits are renewed. Vallejo's code does not address renewals.

### **General Regulations**

Overall, Suisun's proposed sidewalk vending ordinance is very similar to Vallejo's; however, Suisun's proposed code contains more sidewalk vending standards than Vallejo's code.

- Suisun's proposed code prohibits the transfer of sidewalk vendor permits to another person. Vallejo's code does not contain this prohibition.
- Vallejo's code prohibits sidewalk vendors from using an open flame on or within any sidewalk vending receptacle. Suisun's proposed code does not contain this prohibition.
- Suisun's proposed code limits the number of signs that can be attached to any sidewalk vending unit. Vallejo's code does not provide for any limit.
- Suisun's proposed code prohibits sidewalk vending units from exceeding the city's noise ordinance standards and requires the sidewalk vending units to contain the noise and odors within the vending units' immediate area. Vallejo's code does not address noise or odors.
- Suisun's proposed code has security and lighting standards; Vallejo's code does not.
- Suisun's proposed code requires sidewalk vendors to have a working telephone; Vallejo's code does not.
- Suisun's proposed code requires stationary sidewalk vendors to keep the area within 100 feet of their site free of litter; Vallejo's code does not.

### **Location-Specific Regulations**

- Suisun’s proposed code prohibits vending in the street portion of a public right-of-way and allows the director to adopt additional location requirements.
- Suisun’s code prohibits sidewalk vendors from vending:
  - within 100 feet of another sidewalk vendor
  - within 1000 feet from the boundary of any school between 7 am and 6 pm.
- Vallejo’s code prohibits sidewalk vendors from operating in a city park if the city has entered into exclusive agreements for the sale of food by one or more concessionaries
- Vallejo’s code prohibits sidewalk vending:
  - within 500 feet of a creek, river, drainage way, lake, reservoir, or other body of water, any recreational requirement or other structure or building located within a park.
  - within 250 feet of a school, one hour before the start of classes, and one hour after the end of classes.
- Vallejo’s code prohibits stationary sidewalk vendors in exclusively residential areas. Suisun’s proposed code does not.
- Vallejo’s code restricts roaming sidewalk vendors to operating hours of 9 am to 6 pm in exclusively residential areas and restricts all sidewalk vending in nonresidential areas to those imposed on other businesses or uses on the same street. Suisun’s proposed code allows all sidewalk vendors to vend between 7 am and 10 pm.
- Vallejo’s code prohibits vending within 500 feet of a permitted certified farmer’s market, special event permit, encroachment permit, temporary use permit, or other community events.
- Vallejo’s code requires any vendor selling food or beverages that are not prepackaged to wear a hairnet and food service gloves. Suisun’s proposed code does not explicitly address this, but it is required under Health and Safety Code Section 113969.

### **Permit Approval, Denial, Suspension, Revocation, and Appeals**

- Suisun’s proposed code section 5.34.100 “Permit Approval, Denial, Suspension, Revocation, and Appeals” outlines when the director can deny, suspend or revoke a sidewalk vendor permit.
- Vallejo’s code does not contain a similar section.

### **Exemptions**

- Vallejo’s code includes a section with a list of those who are exempt from obtaining a peddler/solicitor permit.
- Suisun’s code contains similar exemptions, but those exemptions are in a different chapter.

### **Enforcement/Violation/Penalties**

- Suisun and Vallejo’s codes have almost identical violation-penalty sections. Vallejo’s enforcement section covers sidewalk vendors, peddlers, and solicitors.
- Unlike Suisun’s proposed code, Vallejo’s sidewalk vending code does not include a section for appeals or a section on liability and indemnification.

## Chapter 5.34 VENDORS

### 5.34.010 Business license.

Every vendor or peddler shall obtain a city business license in accordance with Title 5 of this code. This provision shall apply even if the operation is an accessory to another licensed business.

(Ord. 621 § 2(part), 1995)

### 5.34.020 Vending—General requirements.

- A. Vendors or peddlers shall not sell alcoholic beverages.
- B. The city council shall by resolution establish vendor and peddler cart operation, design and location guidelines. These guidelines shall set forth specific criteria that operators of vendor and peddler carts must comply with.
- C. Within the downtown specific plan area, vendors and peddlers, shall be allowed only on the public property identified in the vendor and peddler operation, design and location guidelines and subject to the issuance of a city licensing agreement.
- D. In areas of the city not within the downtown specific plan area, vendor and peddler carts, shall be allowed:
  - i. On city property subject to the issuance of a city licensing agreement; or
  - ii. On private property, subject to the underlying zoning requirements.

(Ord. 621 § 2(part), 1995)

### 5.34.030 Architectural review.

Vendor or peddler carts shall be reviewed and approved by the planning division staff consistent with the provisions of the vendor and peddler cart operation, design and location guidelines. A decision by the planning division staff may be appealed to the architectural review board by the applicant, upon payment of the appeal fee, and submittal of a written letter of appeal.

(Ord. 621 § 2(part), 1995)

### 5.34.040 License and permit display.

At all times while vending, a valid business license or other valid city permit shall be displayed at the vending site.

---

(Ord. 621 § 2(part), 1995)

**5.34.050 Hours.**

Vending merchandise shall be restricted to the hours between five a.m. and ten p.m. in commercial zones, and nine a.m. to sunset in residential zones.

(Ord. 621 § 2(part), 1995)

**5.34.060 Location.**

In no case shall a vendor or peddler operate:

- A. Within 500 feet of any school grounds, prior to four p.m. on any days school is in session;
- B. Within 25 feet of any street intersection;
- C. At a location where space for pedestrian passage will be reduced to less than six feet;
- D. Within 12 feet of the outer edge of any entrance way to any building or facility used by the public, including but not limited to doors, driveways and emergency exits measured in each direction parallel to the building; excepting therefrom a vending cart located directly in front of an entrance to a building space in which the vendor is the owner or lease holder and is the sole occupant of that space;
- E. On any sidewalk or street adjacent to a curb which has been designated as a white, yellow, blue or red zone or any portion of private property within 15 feet of a curb which has been designated as a white, yellow, blue or red zone;
- F. Within 15 feet of any crosswalk or fire hydrant;
- G. In a marked parking space necessary to meet the minimum parking requirements of the adjacent use(s) during the hours in which vending occurs;
- H. At any location where such operation may create a safety or traffic hazard. For purposes of this chapter, the judgement of a police officer or fire officer, or other city employee, exercised in good faith, shall be deemed conclusive as to whether the operation is creating a traffic hazard; or
- I. Within a city-owned public park, plaza, parking lot or recreation area, except when licensed by the city as a concessionaire or when authorized by the city.

(Ord. 621 § 2(part), 1995)

**5.34.070 Performance criteria.**

- A. Vendor and peddler carts shall be removed from the site or stored in a closed building out of the public view at the end of each business day.

---

(Supp. No. 23)

Created: 2025-10-29 14:57:42 [EST]

- 
- B. The vendor or peddler must have written permission to operate from the owner or owner's agent responsible for management of the property on which the cart is to operate.
  - C. The vendor or peddler must provide adequate receptacles for litter associated with the cart. The vendor shall keep the area clean throughout the day and leave the site in a clean state at the end of each day or vending period. If necessary, the vendor or peddler shall also provide or arrange for increased pick up at public receptacles.
  - D. The cart shall not be located in or so as to damage landscaped areas.
  - E. All other necessary permits and licenses must be obtained and inspections made as required by the city of Suisan City, Solano County and/or the state of California. Unless otherwise required, copies of all required permits and licenses must be kept with the vendor or peddler.
  - F. Applicability. The provisions of this section shall apply to any and all vendors and peddlers operating on the effective date of the ordinance codified in this chapter and thereafter.
  - G. Noise. No vendor shall use amplified sound of any sort to attract customers. Radios for personal use by vendors or any other noise generator shall not be audible 20 feet from vendor's location.

(Ord. 621 § 2 (part), 1995)

#### **5.34.080 Exemptions.**

The following activities shall be exempt from the provisions of this chapter:

- A. Sales of items at events for which a valid temporary use permit has been issued; pursuant to Section 18.66.075 of the city code or Section 8.6.3 of the downtown/waterfront specific plan;
- B. Special events held at city-owned facilities as may be authorized by the city;
- C. Events held at public or private schools, which are sponsored or co-sponsored by the school, provided that all licenses required by state law or county ordinance are obtained;
- D. Sales from peddler vehicles on noncommercial property or on or adjacent to projects that are under construction, provided that the vehicle is lawfully parked on a public street and may stop at such site for no more than fifteen minutes without moving to a new location at least 500 feet removed therefrom and may not return to a location where the same or similar vehicle stopped to vend within the previous three hours;
- E. Persons who are engaged in a business conducted from a building or structure constructed on a permanent foundation that involves outdoor display or storage of

---

goods or merchandise (e.g., nurseries, lumber yards) shall not be considered vendors under this chapter;

F. Sales conducted totally within an enclosed permanent building.

(Ord. 621 § 2(part), 1995)

**5.34.090 Liability insurance.**

All vendors and peddlers, excepting those that operate solely on private property, shall be covered by an unconditional public general liability insurance policy that includes products and/or completed operations for not less than the minimum amount specified by the city. Such policies shall contain a provision which includes the city as also named insured and holding the city, its officers and employees harmless from any and all claims, including negligence by reason of granting permission to use such public property. Such insurance policies shall contain an endorsement that the company issuing such policy or policies will not allow the same to be canceled without serving, by first class mail, 30 days advance notice of cancellation upon the city. The form of said insurance, including endorsements, shall be subject to the review and approval of the city.

(Ord. 621 § 2(part), 1995)

### ***Chapter 18.56 MOBILE FOOD VENDORS***

#### **18.56.010 Purpose.**

The purpose of this chapter is to allow for the provision of food and beverages from mobile vending carts and mobile food trucks, while also ensuring public health and safety through appropriate sanitation, parking, and operation.

(Ord. No. 743, § 3, 3-21-2017)

#### **18.56.020 Applicability.**

This chapter is applicable in all zoning districts in the city, and all mobile food vendors shall conform to the applicable provisions. Where these regulations are silent, the county regulations shall apply (for example, as regards food sanitation). Mobile food vendors may include mobile food and beverage carts (e.g., hot dog or espresso carts) or mobile food trucks that serve ready-made foods (e.g., cold trucks or hot trucks).

(Ord. No. 743, § 3, 3-21-2017)

#### **18.56.030 Definitions.**

"Cold truck." A mobile food truck that sells pre-packaged food, such as cold sandwiches and drinks (e.g., industrial catering vehicle).

"Commissary." A wholesale supermarket where mobile food truck drivers purchase food in bulk.

"Fleet operator." A person who owns more than one truck and leases these trucks and/or hires individuals to drive them.

"Hot truck." A mobile food truck that sells hot prepared food such as hamburgers, burritos, or tacos.

"Mobile food cart." A mobile food cart facilitates the selling of street food to pedestrians. A food cart may be towed or pushed by a vehicle or towed or pushed by a person (a hand-cart).

(Ord. No. 743, § 3, 3-21-2017)

---

**18.56.040 Licensing and inspection.**

- A. Mobile food vendors must apply for a business license through the city administrative services department and pay all applicable licensing fees. The license must be conspicuously displayed on the vehicle.
- B. Mobile food carts and trucks and any appurtenances thereto must meet the health and safety standards found in California Health and Safety Code, Sections 113700 et seq. These standards are administered and monitored by the county department of resource management, environmental health services division. A valid health permit must be acquired from the county department of resource management, environmental health services division and displayed on the mobile food cart or truck.
- C. Mobile food trucks must be registered with the state department of motor vehicles. Drivers must maintain a valid California driver's license.
- D. Mobile food carts and mobile food trucks may apply for a special event food vendor permit through the county.

(Ord. No. 743, § 3, 3-21-2017)

**18.56.050 Hours of operation.**

Hours of operation must be between 8:00 a.m. and 10:00 p.m., except during special events, which are permitted separately and may have hours associated with the event. Hours of operation should be consistent with the type of product sold, seasonal constraints (e.g., ice cream during warmer months), and the location of the vehicle (e.g., in a commercial area that closes at 5:00 p.m.).

(Ord. No. 743, § 3, 3-21-2017)

**18.56.060 Parking.**

- A. Mobile food vendors must obtain a city permit that identifies location(s) of operation. The permit may specify a single location, multiple locations, or in the case of mobile food trucks, areas of operation.
- B. Service parking for mobile food carts may be at a pre-approved public venue (such as a park, waterfront, or downtown plaza) or at a private location (such as a medical facility, or pedestrian plaza at an office, mall or large commercial establishment).
- C. If parked in a pedestrian right-of-way, mobile food carts must keep a minimum five feet of clear space for pedestrian passage.
- D. Service parking for mobile food trucks may be at a pre-approved public or private venue where the vehicle does not obstruct pedestrian or vehicular traffic (such as parking lots

---

near sports fields, commercial centers, and parks) or at a private venue (a factory parking lot or mall).

- E. For multiple vehicles, overnight parking must be at a commissary, restaurant, fleet yard, or other approved location. Overnight parking may not be on a public street, unless it is a single mobile food cart or truck located at the vendor's residence.

(Ord. No. 743, § 3, 3-21-2017)

**18.56.070 Operation on public roadways.**

- A. When traveling on a public roadway, mobile food vendors shall observe and obey all traffic regulations and parking restrictions.
- B. When stopped on a public roadway, mobile food trucks may not block, impede traffic or motorist sight distance.
- C. Mobile food trucks must dispense food from the sidewalk side of the vehicle (not the street side).

(Ord. No. 743, § 3, 3-21-2017)

**18.56.080 Sanitation.**

- A. An approved restroom with hand washing facilities are to be located within 200 feet of the mobile food truck or food cart, if the cart or vehicle is parked in a single location for over an hour. The restroom must be readily available for use by the operator. Hand washing facilities must include a clean and reliable supply of hot and cold water, soap dispensers, and towel dispensers. Approved restroom facilities may also be located on the mobile food truck.
- B. Liquid waste from the mobile food cart or mobile food truck shall be disposed of at a commissary, restaurant, or other approved facility. Waste shall not be disposed of in the sanitary sewer/storm drainage, or in public waste receptacles, such as those intended for pedestrians.
- C. Mobile food trucks and food carts must provide an external trash receptacle available for customer use. Trash from customers shall be removed and disposed of daily at the commissary, restaurant, or fleet center.

(Ord. No. 743, § 3, 3-21-2017)

**18.56.090 Food operations.**

Refer to the county mobile food vendor regulations regarding food operations and sanitation.

---

(Supp. No. 23)

Created: 2025-10-29 14:58:05 [EST]

---

(Ord. No. 743, § 3, 3-21-2017)

**AGENDA TRANSMITTAL**

**MEETING DATE:** April 21, 2026

---

**AGENDA ITEM:**

Council Consideration and Adoption of the Following Items Related to the Completion of the Proposed Organizational Realignment and Strategic Staffing Plan for Remaining Departments:

- a. Council Adoption of Resolution No. 2026-\_\_: Approving An Organizational Realignment and Strategic Staffing Plan for the Departments of Human Resources and Development Services and The City Manager’s Office, Amending the Citywide Classification Plan Supporting the Organizational Realignment and Strategic Staffing Plan to Eliminate Accounting Technician and Human Resources Technician I/II Classifications, Amend the Management Analyst I/II Classifications, and Establish Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior Classifications
- b. Council Adoption of Resolution No. 2026-\_\_: Amending the Citywide Salary Schedule to Support the Organizational Realignment and Strategic Staffing Plan to Eliminate Accounting Technician and Human Resources Technician I/II and Establish Salaries for Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior

---

**FISCAL IMPACT:** Completion of the organizational realignment for the three remaining functional areas, Development Services/Community Development (Housing Integration), City Manager's Office, and Human Resources Department, results in a combined estimated net fiscal impact of **less than \$35,000 annually**. Specifically: the Development Services/CDD Housing Integration carries no new cost; the City Manager's Office reclassifications represent a net increase of **less than \$20,000**, offset by grant-eligible funding sources and elimination of overtime expenditures currently incurred; and the Human Resources Department reclassifications represent a net increase of **less than \$15,000**, offset by existing internal service fund allocations and funding sources. These actions do not individually create significant new fiscal obligations, and the minimal net costs are justified by the substantial public service risks of inaction described in this report.

---

**STRATEGIC PLAN:** This action supports the City Council’s adopted Five-Year Strategic Plan (2025–2030) by advancing the priorities of **Good Governance, Workforce Stability and Retention, and Organizational Resilience**. The proposed actions directly implement the Strategic Plan’s direction on housing policy implementation, economic development, homelessness reduction, organizational effectiveness, and succession planning. Specifically, the actions advance: **Goal A (Public Safety)** through continued oversight of unhoused services programming; **Goal B (Community Appeal)** through sustained economic development activity, Housing Element implementation, and proactive downtown development; **Goal C (Sustainability and Stewardship)** through responsible housing balance management, sea level rise coordination, and fiscal sustainability; and **Goal D (Community Vibrancy)** through business development, tourism programming, and coordinated development oversight. Denial of these actions directly contradicts the adopted Strategic Plan and undermines the Council’s investment in the Five-Year planning process.

---

## **BACKGROUND:**

This item continues the organizational realignment discussion that began at the March 3, 2026 City Council meeting and was furthered at the March 17, 2026 meeting regarding the Proposed Organizational Realignment and Strategic Staffing Plan (Staffing Plan). At those meetings, the Council considered realignment actions across six functional areas. This report addresses the three remaining functional areas, completing the comprehensive Organizational Realignment and Strategic Staffing Plan as presented:

- Integration of the Housing Division within the /Development Services Department (DSD)/Community Development, unified under the Development Services Director
- Reclassification of two (2) limited-term administrative positions in the City Manager’s Office to Management Analyst; one focused on communications and unhoused services coordination, and one focused on special initiatives and economic development (both through June 30, 2028)
- Reclassification of existing Human Resources Technician and Accounting Technician positions assigned to Human Resources to the Human Resources/Payroll Technician hybrid classification series

In addition to the remaining organizational changes, implementation of the Staffing Plan also requires related classification updates to ensure the City’s classification structure accurately reflects the work being assigned and performed. These include amendments to the Management Analyst I/II classification, establishment of the Accounting Technician I/II classification series for future Finance Department use, elimination of the Human Resources Technician I/II classifications, and related updates to the City’s classification and compensation plans.

The proposed organizational realignment builds upon the City’s highly capable workforce by strengthening collaboration across departments and aligning staffing responsibilities more closely with operational functions. These adjustments improve efficiency, enhance institutional knowledge, and create expanded opportunities for cross-training and professional development.

Critically, the actions addressed in this report are not discretionary enhancements. They are necessary corrective measures to address operational vulnerabilities, formalize work that is already being performed out-of-class, and prevent the loss of essential public services that residents, businesses, and Council have come to rely upon. The consequences of inaction in each of these three areas are detailed throughout this report and summarized in the Public Service Value Impact table below.

---

## **STAFF REPORT:**

The Five-Year Strategic Plan was adopted by Council in February 2025, which included input from leadership, Council, employees, and the community. It lays the framework describing what the organization stands for and what it (the City) “will” do. This important document provides the direction and focuses of the organization for the next several years, which reflects the vision and desired outcomes identified in the Strategic Plan.

A key component of the City’s adopted Five-Year Strategic Plan is the Strengths, Limitations, Opportunities, and Threats (SLOT) analysis, which provides the foundation for the City’s strategic goals and priorities. The organizational realignment actions addressed in this report have been intentionally designed to address issues identified within each of these areas while maintaining fiscal responsibility and minimizing impacts to the City’s budget.

Below is a summary of the specific SLOT areas addressed by the remaining realignment actions:

### **Strengths**

- Competent and Dedicated City Staff

### **Limitations Addressed**

- Lack of Succession Planning for Staff; Directly addressed by the HR/Payroll hybrid reclassification
- City Staffing Levels; Resolved by formalizing existing out-of-class work in the CMO through proper classification and by creating redundancy in HR/Payroll through the hybrid classification
- Homelessness and Vacant Buildings; Addressed by the CMO Unhoused Services position and Economic Development focused Management Analyst role.
- Fragmented coordination between housing policy and development review; Addressed through integration of the Housing Division within the Development Services Department to improve alignment, efficiency, and decision-making

### **Opportunities Expanded**

- Improve Image by Addressing Social Issues; Sustained through continued unhoused services oversight and proactive communications
- Enhance Economic Development; Expanded through the Economic Development Management Analyst role and associated programming
- Strengthen housing and development outcomes; Expanded through unified oversight of housing policy, land use planning, and development activity within a single department

### **Threats Reduced**

- Increase in Homeless Population; Mitigated through continued staffed oversight of the unhoused work program
- Staffing Recruitment and Retention; Improved through succession planning in HR/Payroll and clear career pathways
- Lack of Funding for City Departments; Addressed through economic development activities that grow the City's tax base
- Risk of Housing Element non-compliance and uncoordinated development outcomes; Reduced through integrated oversight of housing and development functions

The proposed realignment reflects a deliberate and strategic review of the City's current organizational structure, informed by operational assessments, departmental needs, and input from executive leadership. If supported by Council, implementation of the realignment, listed below, would strengthen the City's organizational capacity and produce immediate and meaningful improvements in operational effectiveness and service delivery.

### **Development Services / Community Development Department**

No new positions; existing staff and Director remain in place

- Integrate the Housing Division formally within the Development Services Department structure
- All Housing programming, policy oversight, and State compliance functions to report through the Development Services Director

The integration of the Housing Division within the Development Services Department represents one of the most operationally significant and fiscally responsible actions included in this Staffing Plan. Because the change involves no new positions or salary changes, it comes at essentially no direct cost, but its long-term value to the City is substantial.

Suisun City is in the active implementation phase of its State-certified Housing Element. The Element establishes specific sites, programs, and production targets that the City is legally obligated to pursue. Key development opportunities currently in various stages of consideration, entitlement, or negotiation include the Almond Gardens project, the approximately 34-acre opportunity site, and multiple California Forever-associated downtown development opportunities. Each of these projects requires a high degree of coordination between housing policy, land use planning, development review, and community engagement, functions that are currently distributed across two separate departments.

A unified department structure under one Director eliminates the organizational gap that currently exists between housing policy decisions and development review. The Development Director, with oversight of both functions, is uniquely positioned to manage the composition of housing production in real time, ensuring that the City advances affordable housing goals required by the Housing Element while simultaneously preserving the market-rate development pipeline that generates property tax revenue and supports General Fund sustainability.

This balance is not merely administrative it is fiscal. An excess of tax-exempt or below-market-rate units can materially reduce the City's property tax revenues over time and suppress market-rate development interest. Proactive management of this balance requires a unified decision-making structure. The Development Director, with unified oversight, can evaluate the cumulative impact of individual project approvals across both affordable and market-rate categories in a way that siloed departments cannot.

This integration also directly supports the City's ability to comply with California's increasingly complex State housing mandates. The unified structure improves the City's ability to monitor Housing Element compliance, fulfill annual reporting obligations to the California Department of Housing and Community Development (HCD), and pursue housing program funding opportunities, all more efficiently and with less reliance on outside consultants than the current separated structure allows.

The organizational model mirrors the structure adopted at the State level. California's Department of Housing and Community Development integrates both functions for precisely the same reason: housing policy and community development are inseparable disciplines, and their coordination produces better outcomes when unified under common leadership. Suisun City's adoption of this model reflects best practice in governmental organizational design.

**City Manager's Office (Fiscal Impact):**

- Reclassify one (1) limited-term administrative position to Management Analyst: Special Initiatives and Economic Development (through June 30, 2028)
- Reclassify one (1) limited-term administrative position to Management Analyst: Communications and Unhoused Services Coordination (through June 30, 2028)

**Management Analyst - Communications and Unhoused Services Coordination**

A position currently serving the City Manager's Office has, over the past year, been performing work

that substantially exceeds the scope of its current classification. This includes direct oversight and management of the City's homelessness reduction programs, day-to-day management of the City's communications consultant relationship, and increasingly, initial coordination activities related to sea level rise planning.

The results of this work have been transformational. Suisun City has achieved a reduction of more than 40% in its unhoused population on a year-over-year basis, a measurable outcome that has improved the quality of life for residents, reduced impacts on the downtown business district, the waterfront, and residential neighborhoods, and earned the City a stronger reputation for proactive social services management. These results stand in direct contrast to the conditions experienced in 2021 and 2022, when the unhoused population reached levels that generated substantial community complaints, created public safety concerns, and required emergency reactive responses rather than the structured, outcomes-focused approach that has since been implemented.

The City Council recently approved a dedicated unhoused services work program, a formal, structured initiative to continue and expand the City's progress in this area. That program exists on paper. Without the formal reclassification of this position, the City cannot legally direct the incumbent to continue performing this work on an out-of-class basis, and the program will have no staff to implement it.

This same position manages the operational relationship with the City's communications consultant. The significant improvement in the quality, consistency, and timeliness of public information that Suisun City residents and businesses have experienced over the past 12 months is a direct result of the hands-on, daily oversight that this position provides. Without a properly classified and authorized position performing this function, consultant work will proceed without adequate City direction, resulting in reduced effectiveness, delayed deliverables, and a decline in public trust built through consistent, well-managed communications.

Additionally, this position is positioned to serve as the City's primary coordinator for sea level rise planning activities, a function that has significant grant funding available but that the Public Works Department lacks the bandwidth to manage alongside its existing capital project workload. Without the reclassification, available State and federal funding will remain unspent, and sea level rise adaptation work will be deferred indefinitely, increasing future risk and cost.

### **Management Analyst - Special Initiatives and Economic Development**

The second out-of-class position in the City Manager's Office has been performing a wide range of economic development and special initiatives work that has produced tangible, visible results for Suisun City. This position has served as the primary driver of the recently held State of the Business event; a landmark convening that brought together local business owners, City leadership, and regional economic development partners and marked a fundamental shift in how Suisun City engages with its business community.

Additional outcomes include the development of the Entertainment Zone framework, ongoing business retention and attraction activities, and the establishment of direct, sustained lines of communication between City Hall and the business community. These activities represent a material departure from the pre-2025 period, when the City had limited formal mechanisms for engaging businesses and addressing their concerns. The improvement in business community relations and confidence in City leadership is a direct result of the sustained, dedicated work of this position.

Looking forward, both positions is essential to the launch and successful operation of two major economic development initiatives: VisitSuisuncity.com, the City's new visitor-facing destination

website, and On the Harbor Podcast, an emerging media platform designed to raise Suisun City's profile and reach new audiences. Both platforms require active staff management to develop content, coordinate with partners, and maintain relevance. Without this position formally authorized to perform this work, these investments will not move forward.

The fiscal implications of halting economic development activities are significant. At a time when the General Fund requires revenue growth to sustain existing service levels, the City's ability to grow its commercial tax base through business attraction and retention is not a luxury, it is a fiscal imperative. A classified, empowered Management Analyst in this role is the mechanism by which that growth is pursued.

### **Human Resources Department**

The reclassification of existing Human Resources Technician and Accounting Technician positions to the Human Resources/Payroll Technician I/II/Senior classification series addresses a critical operational vulnerability that has been identified and elevated by the Human Resources Department Director. This change is the direct result of a department head-initiated operational review, focused on improving efficiency, strengthening internal controls, and building succession capacity for a function that is foundational to the City's daily operations.

Payroll administration is one of the most operationally sensitive functions in any government agency. It is subject to strict legal requirements under the California Labor Code, applicable Memoranda of Understanding (MOUs), the Fair Labor Standards Act (FLSA), and IRS reporting standards. Historically, the City's payroll administration responsibilities have been concentrated within a single position a structure that creates a single point of failure with potentially severe consequences.

Should the incumbent responsible for payroll become unavailable due to illness, resignation, emergency leave, or other circumstance, the City faces a very real risk of being unable to process payroll on time. The consequences of a payroll processing failure extend beyond employee inconvenience: they include MOU violations, potential Labor Code penalties, employee grievances, and litigation exposure. The cost of a single payroll failure, in legal fees, penalties, and employee relations damage, would far exceed the total net cost of this reclassification over multiple years.

Payroll functions are also closely tied to core Human Resources functions, including employee appointments, compensation adjustments, benefits administration, and labor agreement implementation. The concentration of both payroll knowledge and HR functions within the existing classification structure means that institutional knowledge is insufficiently distributed across the team. Cross-training through the new hybrid classification series will directly address this vulnerability.

These organizational changes are supported by the establishment of the Human Resources/Payroll Technician classification series, which formalizes this structure and enables the cross-training and succession planning described above.

### **Classification and Compensation Actions Supporting Organizational Realignment**

In addition to the organizational changes described above, several classification updates are required to fully implement the remaining components of the Organizational Realignment and Strategic Staffing Plan. These updates ensure that the City's classification structure accurately reflects assigned duties, supports operational alignment, and provides clear and consistent career pathways for employees.

### **Management Analyst I/II (Minimum Qualification Update)**

The Management Analyst I/II classification specification will be amended to clarify minimum qualifications and allow for substitution of additional directly related experience in lieu of a portion of the education requirement. This update broadens the pool of qualified candidates while maintaining competency standards and supports internal advancement into analyst-level roles.

### **Human Resources Technician I/II (Classification Deletion)**

The existing Human Resources Technician classification series will be deleted from the classification and compensation plans. These classifications are being replaced by the Human Resources/Payroll Technician classification series to reflect the alignment of payroll functions within the Human Resources Department and support cross-training across related functional areas.

### **Accounting Technician I/II (Classification Series Establishment)**

The existing Accounting Technician classification will be amended to establish an Accounting Technician I/II classification series. This update provides a finance-focused technical support classification for future use within the Finance Department and establishes a clear progression between entry-level and journey-level positions. The classification series will remain represented by SCEA/SEIU and maintain the City's standard ten percent (10%) salary differential between levels.

### **Human Resources/Payroll Technician I/II/Senior (New Classification Series)**

The Staffing Plan includes the establishment of a Human Resources/Payroll Technician classification series, consisting of Human Resources/Payroll Technician I, Human Resources/Payroll Technician II, and Senior Human Resources/Payroll Technician. This classification series is flexibly staffed and designated as confidential and unrepresented due to incumbents' access to information related to employer-employee relations.

This hybrid classification supports the alignment of payroll functions within Human Resources and addresses a critical operational need by reducing reliance on a single position for payroll administration. The structure allows for cross-training, improves operational redundancy, strengthens internal controls, and ensures continuity of this mission-critical function. Salary relationships within the classification series are consistent with the City's compensation framework, maintaining standard differentials between classification levels.

### **Vision, Mission, and Values**

The Strategic Plan establishes the City's Vision, Mission, and Values for the 2025–2030 planning period. The adopted mission states:

*“The City provides a resilient, safe, inclusive community to enhance the quality of life for community members and visitors.”*

The three remaining realignment actions directly support this mission. A unified CDD/Housing structure delivers more effective development services and housing policy outcomes for the community. Properly classified CMO positions protect the most vulnerable members of the community (through unhoused services) while growing economic opportunity for the business community. And a properly staffed, cross-trained HR/Payroll function ensures that the City can reliably compensate its employees, the foundation of a resilient, high-functioning organization.

One of the Strategic Plan's core values is Adaptability. The proposed realignment reflects this value by recognizing that the evolving scope of City work in housing, homelessness, economic development, and communications requires staffing structures that match the actual work being performed. Continuing to direct employees to perform out-of-class work indefinitely is not adaptable, it is unsustainable, legally uncertain, and ultimately detrimental to the employees performing the work and the organization relying on it.

The City provided notice to the affected employee organizations and offered the opportunity to meet and confer regarding the classification and organizational changes described in this report. Discussions were held with those bargaining units that requested to meet to review the impacts of the proposed adjustments, respond to questions, and address matters within the scope of representation. For those employee organizations that did not request to meet, the City nevertheless provided the opportunity to do so in accordance with its obligations under the Meyers-Milias-Brown Act.

The City will continue to make staff available to discuss any impacts associated with these changes should any bargaining unit request to meet following Council consideration of this item.

**Public Service Value Lost or Eliminated if Not Approved**

The table below summarizes the specific public service value lost or eliminated if the City Council does not approve the three remaining elements of the Organizational Realignment and Strategic Staffing Plan. These consequences are not speculative, they reflect the direct operational and programmatic outcomes that will result from each denial.

--SEE TABLE NEXT PAGE--

Department	Role / Classification Change	Desired Change	Public Service Value Lost or Eliminated if Not Approved
Development Services / Community Development	Housing Division Integration - No New Positions; Unified Director Oversight	Integrate the Housing Division within the Development Services Department under one Development Services Director; no position additions	<ul style="list-style-type: none"> <li>• Continued siloed operations between Housing and DSD will prevent coordinated implementation of the City's State-certified Housing Element, delaying critical compliance milestones.</li> <li>• Projects including Almond Gardens, the 34-acre opportunity site, and California Forever downtown developments will face coordination gaps, slower entitlement processing, and fragmented stakeholder communication.</li> <li>• The City will lose the ability to proactively manage the balance between affordable and market-rate housing production, risking over-creation of below-market units that reduce long-term property tax revenues and General Fund sustainability.</li> <li>• Compliance reporting to Department of Housing and Community Development (HCD) will continue to require costly outside consultants rather than being managed in-house, increasing departmental expenditures.</li> <li>• Potential State sanctions, loss of housing grant funding eligibility, or Housing Element non-compliance findings could follow from lack of unified administrative capacity.</li> <li>• The City will continue to miss the synergy recognized at the State level between housing policy and community development, the same synergy that led California to unify these functions within the HCD.</li> </ul>

Department	Role / Classification Change	Desired Change	Public Service Value Lost or Eliminated if Not Approved
City Manager's Office (CMO)	Management Analyst - Communications & Unhoused Services Coordination (Limited Term through June 30, 2028)	Reclassify current out-of-class position to Management Analyst to formalize oversight of unhoused services programs, communications consultant management, and sea level rise coordination	<ul style="list-style-type: none"> <li>• All active unhoused oversight programs must cease immediately, the City cannot legally continue directing this employee to perform substantially out-of-class work without a formal reclassification.</li> <li>• The 40%+ year-over-year reduction in Suisun City's unhoused population will reverse. Without proactive oversight, the City will return to conditions experienced in 2021–2022, when visible homelessness severely impacted downtown businesses, the waterfront area, and residential neighborhoods.</li> <li>• The recently approved unhoused work program, a Council-directed initiative, will have no staff to manage or implement it, effectively nullifying Council's action.</li> <li>• Sea level rise adaptation work will stall entirely. Available State and federal grant funding will sit unspent because the Public Works Department lacks the bandwidth to manage consultant relationships and project deliverables, and no other position has the capacity to absorb this function.</li> <li>• Day-to-day oversight of the City's communications consultant will cease, causing delays in public information campaigns, reduced responsiveness to community concerns, and a significant decline in the quality and timeliness of public communications that have measurably improved community trust over the past 12 months.</li> <li>• The City's capacity to coordinate with regional agencies on homelessness, housing, and climate resilience will be materially diminished, weakening Suisun City's standing in regional partnerships and grant competitions.</li> </ul>

Department	Role / Classification Change	Desired Change	Public Service Value Lost or Eliminated if Not Approved
City Manager's Office (CMO)	Management Analyst - Special Initiatives & Economic Development (Limited Term through June 30, 2028)	Reclassify current out-of-class position to Management Analyst to formalize management of economic development, business engagement, special initiatives, and visitor-facing programming	<ul style="list-style-type: none"> <li>• All active economic development programming will halt. The momentum built through business engagement events, the Entertainment Zone initiative, and direct business-to-City communication channels will dissipate rapidly without dedicated staff.</li> <li>• The State of the Business event, a landmark achievement that demonstrated the City's commitment to its business community, will not be repeated, and the relationships it built will erode without sustained follow-through.</li> <li>• VisitSuisunCity.com and the On the Harbor Podcast, two economic development tools specifically designed to raise Suisun City's profile as a visitor destination and business-friendly community, will not launch or will be suspended, eliminating key marketing and revenue-generation assets.</li> <li>• The business community will lose its primary point of contact at City Hall. Businesses will return to the pre-2025 experience of limited access to City resources, reduced responsiveness to concerns, and a perception that economic development is not a City priority.</li> <li>• At a time when growing General Fund revenues is an essential component of the City's long-term fiscal sustainability, halting economic development activities directly undermines the City's ability to attract new business, support business growth, and expand the tax base.</li> <li>• New business attraction and retention activities will stop, reversing the gains of the past year and leaving Suisun City less competitive in the region for commercial investment, tourism, and visitor spending.</li> </ul>

Department	Role / Classification Change	Desired Change	Public Service Value Lost or Eliminated if Not Approved
<b>Human Resources Department (HR)</b>	HR Technician & Accounting Technician Reclassification to HR/Payroll Technician Hybrid Series (Full-Time and Limited Term)	Reclass existing HR Technician and Accounting Technician positions to new HR/Payroll Technician hybrid classification series to eliminate single point of failure and enable cross-training	<ul style="list-style-type: none"> <li>• Payroll administration will remain a critical single point of failure. If the primary payroll employee is unavailable due to illness, resignation, extended leave, or emergency, the City may be unable to process payroll on time, exposing the City to violations of applicable Memoranda of Understanding, the California Labor Code, and the Fair Labor Standards Act.</li> <li>• Legal and financial liability from payroll processing failures could include employee grievances, labor board complaints, and litigation, far exceeding the minimal net cost of the reclassification.</li> <li>• Institutional payroll knowledge will remain concentrated in a single individual. If that employee separates from the City, the transition period could cause significant disruption to the City's ability to compensate its workforce, impacting employee morale, retention, and the City's reputation as an employer.</li> <li>• Internal controls and audit readiness will remain insufficient. A single-staff payroll operation lacks the separation of duties and cross-verification mechanisms expected of governmental entities by auditors and regulators.</li> <li>• The City will be unable to achieve cross-training and succession planning for this mission-critical function, contradicting the Strategic Plan priorities of Workforce Stability and Retention and Organizational Resilience.</li> <li>• This change was specifically initiated by a Department Head to improve efficiency and resilience, denying it signals to department leadership that staff-driven operational improvements will not receive Council support.</li> </ul>

Delaying these actions would limit the City’s ability to implement the organizational structure described in this report and would prolong the operational risks and service delivery gaps the realignment is intended to address. In particular, continuing to direct employees to perform substantially out-of-class work in the City Manager’s Office creates organizational and legal uncertainty that cannot be sustained indefinitely. Acting at this time allows the City to implement the remaining realignment actions in a timely and orderly manner, providing clarity to employees, departments, and the community regarding the City’s service delivery structure.

**STAFF RECOMMENDATION:** Staff recommends that the City Council approve the completion of the proposed organizational realignment and strategic staffing plan for the remaining three functional areas, including adoption of the associated budget amendment to support the City Manager’s Office

Management Analyst positions.

---

**DOCUMENTS ATTACHED:**

1. Resolution Realignment and Classification Actions
  - a. Management Analyst I/II Redline
  - b. Management Analyst I/II Clean
  - c. Accounting Technician I/II Established
  - d. Human Resources-Payroll Technician I/II Senior Established
2. Resolution Citywide Salary Schedule
  - a. Citywide Salary Schedule 2

---

**PREPARED BY:**

Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. Resolution Realignment and Classification Actions
  - 1a. Management Analyst I-II redline
  - 1b. Management Analyst I-II clean
  - 1c. Accounting Technician I\_II Established
  - 1d. Human Resources-Payroll Technician I\_\_II\_Senior Established
2. Resolution Salary Schedule
  - 2a. Citywide Salary Schedule 2

**RESOLUTION NO. 2026 - \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING AN ORGANIZATIONAL REALIGNMENT AND STRATEGIC STAFFING PLAN FOR THE DEPARTMENTS OF HUMAN RESOURCES AND DEVELOPMENT SERVICES AND THE CITY MANAGER’S OFFICE, AMENDING THE CITYWIDE CLASSIFICATION PLAN SUPPORTING THE ORGANIZATIONAL REALIGNMENT AND STRATEGIC STAFFING PLAN TO ELIMINATE ACCOUNTING TECHNICIAN AND HUMAN RESOURCES TECHNICIAN I/II CLASSIFICATIONS, AMEND THE MANAGEMENT ANALYST I/II CLASSIFICATIONS, AND ESTABLISH ACCOUNTING TECHNICIAN I/II, HUMAN RESOURCES/PAYROLL TECHNICIAN I/II/SENIOR CLASSIFICATIONS**

**WHEREAS**, the City of Suisun City maintains a classification plan that establishes and defines the various employment classifications used to administer the City’s personnel system; and

**WHEREAS**, from time to time, it is necessary to realign and update the organizational structure to reflect organizational needs, operational priorities, and evolving service delivery requirements; and

**WHEREAS**, from time to time, it is necessary to amend the classification plan to reflect organizational needs, operational priorities, and evolving service delivery requirements; and

**WHEREAS**, the City Council is considering an Organizational Realignment and Strategic Staffing Plan intended to strengthen operational efficiency, support succession planning, and improve service delivery across multiple departments; and

**WHEREAS**, implementation of the organizational realignment requires several updates to the City’s classification plan to ensure that classification titles, duties, and qualification requirements accurately reflect the City’s organizational structure; and

**WHEREAS**, the Management Analyst I/II classification specification will be amended to clarify minimum qualifications required for appointment and to allow substitution of additional directly related experience in lieu of a portion of the education requirement; and

**WHEREAS**, the existing Human Resources Technician I and Human Resources Technician II classifications will be deleted from the classification plan to reflect the creation of a new hybrid classification series supporting both Human Resources and payroll functions; and

**WHEREAS**, the City will establish a new Human Resources/Payroll Technician classification series, consisting of Human Resources/Payroll Technician I, Human Resources/Payroll Technician II, and Senior Human Resources/Payroll Technician, to support the administrative alignment of payroll functions within the Human Resources Department and provide operational redundancy through cross-training; and

**WHEREAS**, pursuant to Government Code Section 3507.5 and the City’s Employer-Employee Relations Resolution, classifications that have access to information relating to the City’s administration of employer-employee relations may be designated as confidential.

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

1. The City Council hereby approves the following organizational changes for the City Manager’s Office and the Human Resources and Development Services Departments, as outlined in the accompanying staff report.

City Manager’s Office

- Delete one (1) Administrative Assistant II (Limited-Term)
- Delete one (1) Administrative Technician (Limited-Term)
- Add two (2) Management Analyst positions (Limited-Term through June 30, 2028)
  - 1 for Special Initiatives and Economic Development
  - 1 for Communications and Unhoused Services

Human Resources Department

- Reclass one (1) HR Technician to one (1) HR & Payroll Technician (Full-Time)
- Reclass one (1) HR Technician to one (1) HR & Payroll Technician (Limited Term)
- Reclass one (1) Account Technicians to one (1) HR & Payroll Technician (Full-Time)
- Reclass one (1) Account Technician to one (1) HR & Payroll Technician (Limited Term)

Development Services Department

- No position changes
  - Integrate Housing Division within Development Services Department
2. Management Analyst I/II Classification Update – The classification specification for Management Analyst I/II is hereby amended to clarify minimum qualifications and allow substitution of directly related experience in lieu of a portion of the education requirement. The Management Analyst classification series shall remain represented by the Suisun City Mid-Management and Professional Employees Association (SCMPEA).
  3. Accounting Technician I/II Classification Series – The existing Accounting Technician classification is hereby amended to establish the classifications of:
    - Accounting Technician I
    - Accounting Technician II

The Accounting Technician I/II classification series shall be represented by the Suisun City Employees Association (SCEA/SEIU) and shall be subject to the compensation and benefit provisions contained within the applicable Memorandum of Understanding between the City and SCEA/SEIU.

4. Deletion of Human Resources Technician Classifications – The classifications of Human Resources Technician I and Human Resources Technician II are hereby deleted from the Citywide Classification Plan.
5. Human Resources/Payroll Technician I/II/Senior Classification Series – The City hereby establishes the Human Resources/Payroll Technician classification series, consisting of:
  - Human Resources/Payroll Technician I
  - Human Resources/Payroll Technician II
  - Senior Human Resources/Payroll Technician

These classifications are designated as confidential and unrepresented pursuant to Government Code Section 3507.5 due to incumbents' access to information relating to the City's

administration of employer-employee relations. Employees in the Human Resources/Payroll Technician classification series shall receive compensation and benefits aligned with those provided to employees represented by the Suisun City Employees Association (SCEA/SEIU). In addition, employees in this classification series shall remain eligible to receive three percent (3%) confidential pay premium.

6. Implementation – The City Manager, or designee, is authorized to implement the provisions of this Resolution, including reclassification of affected positions and updates to the Citywide Classification Plan. The amendments to the Classification Plan authorized by this Resolution shall become effective as soon as administratively practicable after adoption by the City Council. Reclassification of affected positions shall become effective as soon as administratively practicable, and written notice shall be provided to the affected employees.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 21st day of April 2026, by the following vote:

<b>AYES:</b>	Councilmembers:	_____
<b>NOES:</b>	Councilmembers:	_____
<b>ABSENT:</b>	Councilmembers:	_____
<b>ABSTAIN:</b>	Councilmembers:	_____

**WITNESS** my hand and the seal of said City this 21st day of April 2026.

\_\_\_\_\_  
Anita Skinner  
City Clerk

**EXHIBIT(S):**

- A. Management Analyst I/II Class Specification – Redline
- B. Management Analyst I/II Class Specification – Amended
- C. Accounting Technician I/II Class Specification – New
- D. Human Resources/Payroll Technician I/II/Senior Class Specification – New

**MANAGEMENT ANALYST I  
MANAGEMENT ANALYST II**

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

**SUMMARY DESCRIPTION**

The Management Analyst I/II classes are responsible to perform a wide variety of analytical and administrative duties in support of assigned functions, operations, department, and/or division including special projects, research studies, budget analysis and other specialized functions; coordinate and perform a variety of contract and grant administration duties; prepare various reports to improve the efficiency and effectiveness of operations; coordinate assigned activities with other departments, divisions, outside agencies, and the general public; and provide information and assistance to the public regarding assigned programs and services.

**IDENTIFYING CHARACTERISTICS**

**Management Analyst I** – This is the entry-level into the professional Management Analyst series. Incumbents work under close supervision. Assignments are general limited in scope and under direction of a higher-level employee. As experience is gained, the incumbent is granted more independence from supervision. This classification is flexibly staffed with the Management Analyst II. Advancement to the II level is based on demonstrated proficiency in performing the assigned functions, the completion of minimum experience and education requirements for the II level; and is at the discretion of higher level supervisory or management staff.

**Management Analyst II** – This is the full journey level in the Management Analyst series. Incumbents work under general supervision. Employees within this class are distinguished from the Management Analyst I by the performance of the full range of assignments and duties. Positions in this class series are flexibly staffed and are generally filled by advancement from the “I” level, or when filled from outside, require prior experience.

**REPRESENTATIVE DUTIES**

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

1. Performs a wide variety of professional level research, administrative, and analytical duties in support of assigned functions, operations, department, and/or division; performs duties in support of various administrative operations and activities within assigned area of responsibility including special projects, research studies, budget analysis and other specialized functions.
2. Administers and coordinates assigned functions or projects; participates in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommends and implements resulting policies and procedures; creates and modifies policy and procedural manuals and guidelines.
3. Prepares and presents comprehensive technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.

**CITY OF SUISUN CITY**  
**Management Analyst I/II (Continued)**

4. Participates in the budget development and administration for assigned area of responsibility; analyzes proposed capital, operating, and maintenance expenditures; prepares reports and analyses related to impact of budgetary decisions; prepares financial forecasts; tracks and monitors budget expenditures.
5. Provides assistance in resolving operational and administration issues; identifies issues and conducts research to find alternative solutions; makes and assists in the implementation of recommendations.
6. Coordinates, implements, and monitors special projects within assigned area of responsibility; performs complex research and analysis of new programs, services, policies, and procedures; prepares and presents reports.
7. Plans, coordinates, and evaluates activities associated with assigned contracts; participates in research and evaluation of proposed contractual obligations and agreements; assists in contract negotiations and administration; monitors compliance with applicable contractual agreements.
8. Coordinates grant administration activities; prepares, writes, reviews, and monitors grant applications; monitors existing programs for compliance with regulations.
9. Provides staff assistance to higher-level management staff; participates on and provides staff support to a variety of committees, boards, and commissions; prepares and presents staff reports and other correspondence as appropriate and necessary.
10. Assists in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies.
11. Attends and participates in professional group meetings; stays abreast of new developments within assigned area of responsibility; maintains awareness of federal, state and local regulations.
12. May oversee the work of lower-level administrative support staff.
13. Responds to and resolves difficult and sensitive citizen complaints and inquiries.
14. Performs related duties as required.

**QUALIFICATIONS**

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

**Knowledge of:**

- Operational characteristics, services and activities of assigned program area.
- Organization and operation of municipal government.
- Principles and practice of program development and project management.
- Methods and techniques of data collection, research, and report preparation.
- Methods and techniques of statistical and financial analysis.
- Principles and procedures of financial record keeping and reporting.
- Principles and practices of budget preparation and administration.
- Principles and practices of accounting.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Applicable civil, government and administrative codes.
- Principles and practices of public sector contract administration.
- Principles and practices used in grant development and administration.
- Public sector employee relations theory, practice and issues.

CITY OF SUISUN CITY  
Management Analyst I/II (Continued)

Principles and practices of customer service.  
Principles of business letter writing.  
Basic principles of supervision and training.  
Policies and procedures of the assigned department.  
English usage, spelling, grammar, and punctuation.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Perform a full range of responsible analytical and administrative duties in support of assigned programs, functions, and/or department involving the use of independent judgment and personal initiative.  
Research and analyze problems and prepare recommendations on a variety of issues.  
Assess situations and make decisions; prioritize and adapt during high-pressure situations  
Understand the organization and operation of assigned department and outside agencies as necessary to assume assigned responsibilities.  
Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.  
Participate in various organizational studies and analyses.  
Research, analyze and evaluate programs, policies and procedures.  
Collect, evaluate and interpret complex information and data.  
Prepare, research, negotiate, and monitor contracts and agreements.  
Prepare clear and concise administrative and financial reports.  
Maintain accurate and complete records on programs and operations.  
Assist with budget preparation and administration.  
Interpret technical information for a variety of audiences.  
Independently prepare correspondence and memoranda.  
Clearly and effectively present information to a wide range of stakeholders, including elected officials  
Operate office equipment including computers and supporting applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Supervise, organize and review the work of lower level staff as assigned.  
Organize and prioritize work flow.  
Demonstrate an awareness and appreciation of the cultural diversity of the community.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Management Analyst I**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field.

**Experience:**

~~One–Three~~ years of increasingly responsible administrative, analytical and/or budgetary experience related to assigned area; or two (2) years of progressively responsible administrative, analytical, and/or budgetary experience in a governmental agency. Experience working in a -governmental agency is highly desirable.

**Management Analyst II**

**Education/Training:**

A Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field.

**Experience:**

Two years performing professional analytical duties at the Management Analyst I level or a total of three years performing analytical duties, if hired from outside the City. Examples of qualifying duties include compiling and organizing data, evaluating information, and preparing reports. Experience working in a governmental agency is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver’s license.

**Substitution:**

Additional directly related experience may substitute for the required education on a year for year basis. 30 semester/45 quarter units is equivalent to one year of experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting.

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

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

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

FLSA	Exempt
Bargaining	SCMPEA
Established	October 2006 – Johnson & Associates
Amended	August 2021 – Converted to Flexibly Staffed Management Analyst I/II
Amended	4/21/2026 – Reso: 2026-__ <i>Updated MQ’s to allow for substitution of education for experience and corrected years of experience for entry level.</i>

**MANAGEMENT ANALYST I  
MANAGEMENT ANALYST II**

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

**SUMMARY DESCRIPTION**

The Management Analyst I/II classes are responsible to perform a wide variety of analytical and administrative duties in support of assigned functions, operations, department, and/or division including special projects, research studies, budget analysis and other specialized functions; coordinate and perform a variety of contract and grant administration duties; prepare various reports to improve the efficiency and effectiveness of operations; coordinate assigned activities with other departments, divisions, outside agencies, and the general public; and provide information and assistance to the public regarding assigned programs and services.

**IDENTIFYING CHARACTERISTICS**

**Management Analyst I** – This is the entry-level into the professional Management Analyst series. Incumbents work under close supervision. Assignments are general limited in scope and under direction of a higher-level employee. As experience is gained, the incumbent is granted more independence from supervision. This classification is flexibly staffed with the Management Analyst II. Advancement to the II level is based on demonstrated proficiency in performing the assigned functions, the completion of minimum experience and education requirements for the II level; and is at the discretion of higher level supervisory or management staff.

**Management Analyst II** – This is the full journey level in the Management Analyst series. Incumbents work under general supervision. Employees within this class are distinguished from the Management Analyst I by the performance of the full range of assignments and duties. Positions in this class series are flexibly staffed and are generally filled by advancement from the “I” level, or when filled from outside, require prior experience.

**REPRESENTATIVE DUTIES**

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

1. Performs a wide variety of professional level research, administrative, and analytical duties in support of assigned functions, operations, department, and/or division; performs duties in support of various administrative operations and activities within assigned area of responsibility including special projects, research studies, budget analysis and other specialized functions.
2. Administers and coordinates assigned functions or projects; participates in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommends and implements resulting policies and procedures; creates and modifies policy and procedural manuals and guidelines.
3. Prepares and presents comprehensive technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.

**CITY OF SUISUN CITY**  
**Management Analyst I/II (Continued)**

4. Participates in the budget development and administration for assigned area of responsibility; analyzes proposed capital, operating, and maintenance expenditures; prepares reports and analyses related to impact of budgetary decisions; prepares financial forecasts; tracks and monitors budget expenditures.
5. Provides assistance in resolving operational and administration issues; identifies issues and conducts research to find alternative solutions; makes and assists in the implementation of recommendations.
6. Coordinates, implements, and monitors special projects within assigned area of responsibility; performs complex research and analysis of new programs, services, policies, and procedures; prepares and presents reports.
7. Plans, coordinates, and evaluates activities associated with assigned contracts; participates in research and evaluation of proposed contractual obligations and agreements; assists in contract negotiations and administration; monitors compliance with applicable contractual agreements.
8. Coordinates grant administration activities; prepares, writes, reviews, and monitors grant applications; monitors existing programs for compliance with regulations.
9. Provides staff assistance to higher-level management staff; participates on and provides staff support to a variety of committees, boards, and commissions; prepares and presents staff reports and other correspondence as appropriate and necessary.
10. Assists in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies.
11. Attends and participates in professional group meetings; stays abreast of new developments within assigned area of responsibility; maintains awareness of federal, state and local regulations.
12. May oversee the work of lower-level administrative support staff.
13. Responds to and resolves difficult and sensitive citizen complaints and inquiries.
14. Performs related duties as required.

**QUALIFICATIONS**

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

**Knowledge of:**

- Operational characteristics, services and activities of assigned program area.
- Organization and operation of municipal government.
- Principles and practice of program development and project management.
- Methods and techniques of data collection, research, and report preparation.
- Methods and techniques of statistical and financial analysis.
- Principles and procedures of financial record keeping and reporting.
- Principles and practices of budget preparation and administration.
- Principles and practices of accounting.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Applicable civil, government and administrative codes.
- Principles and practices of public sector contract administration.
- Principles and practices used in grant development and administration.
- Public sector employee relations theory, practice and issues.

CITY OF SUISUN CITY  
Management Analyst I/II (Continued)

Principles and practices of customer service.  
Principles of business letter writing.  
Basic principles of supervision and training.  
Policies and procedures of the assigned department.  
English usage, spelling, grammar, and punctuation.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Perform a full range of responsible analytical and administrative duties in support of assigned programs, functions, and/or department involving the use of independent judgment and personal initiative.  
Research and analyze problems and prepare recommendations on a variety of issues.  
Assess situations and make decisions; prioritize and adapt during high-pressure situations  
Understand the organization and operation of assigned department and outside agencies as necessary to assume assigned responsibilities.  
Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.  
Participate in various organizational studies and analyses.  
Research, analyze and evaluate programs, policies and procedures.  
Collect, evaluate and interpret complex information and data.  
Prepare, research, negotiate, and monitor contracts and agreements.  
Prepare clear and concise administrative and financial reports.  
Maintain accurate and complete records on programs and operations.  
Assist with budget preparation and administration.  
Interpret technical information for a variety of audiences.  
Independently prepare correspondence and memoranda.  
Clearly and effectively present information to a wide range of stakeholders, including elected officials  
Operate office equipment including computers and supporting applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Supervise, organize and review the work of lower level staff as assigned.  
Organize and prioritize work flow.  
Demonstrate an awareness and appreciation of the cultural diversity of the community.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Management Analyst I**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field.

**Experience:**

Three years of increasingly responsible administrative, analytical and/or budgetary experience related to assigned area; or two (2) years of progressively responsible administrative, analytical, and/or budgetary experience in a governmental agency. Experience working in a governmental agency is highly desirable.

**Management Analyst II**

**Education/Training:**

A Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field.

**Experience:**

Two years performing professional analytical duties at the Management Analyst I level or a total of three years performing analytical duties, if hired from outside the City. Examples of qualifying duties include compiling and organizing data, evaluating information, and preparing reports. Experience working in a governmental agency is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver’s license.

**Substitution:**

Additional directly related experience may substitute for the required education on a year for year basis. 30 semester/45 quarter units is equivalent to one year of experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting.

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

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

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

FLSA	Exempt
Bargaining	SCMPEA
Established	October 2006 – Johnson & Associates
Amended	August 2021 – Converted to Flexibly Staffed Management Analyst I/II
Amended	4/21/2026 – Reso: 2026-__ <i>Updated MQ’s to allow for substitution of education for experience and corrected years of experience for entry level.</i>

## ACCOUNTING TECHNICIAN I/II

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

### **SUMMARY DESCRIPTION**

Under supervision of assigned supervisory or management staff, performs variety of complex and specialized technical, para-professional level accounting duties in the preparation, maintenance, and processing of accounts payable, accounts receivable, business licenses, customer service, purchasing, cash handling and utility billing; positions assigned to this class may perform specialized or generalized duties depending on departmental needs.

### **IDENTIFYING CHARACTERISTICS**

**Accounting Technician I** - This is the entry-level para-professional accounting class in the Accounting Technician class series. The Accounting Technician I is expected to perform routine statistical, financial and customer service tasks while learning more complex and difficult account entry and record keeping work. This classification is flexibly staffed with Accounting Technician II. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, the completion of the minimum experience and education requirements for the "II" level and is at the discretion of higher level supervisory or management staff.

**Accounting Technician II** – The Accounting Technician II is the full journey level technical accounting class within the accounting support series and serves as a bridge class between the clerical and professional accounting functions. Employees at this level are distinguished from the Accounting Technician I by the performance of the full range of technical accounting support duties as assigned including preparing reports related to area of assignment, and the more complex accounting clerical functions. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Finance Supervisor/ Manager.

May provide technical and functional supervision over clerical level staff.

### **REPRESENTATIVE DUTIES**

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

1. Performs a range of technical and clerical accounting duties in support of department operations; generates journal entries for input, verifies for accuracy, and inputs into system; assists with cash receipts including inputting into system, checking for accuracy, and balancing report.
2. Performs a variety of technical finance and accounting support duties in the preparation, maintenance and processing of accounting records and financial transactions; maintains the necessary accounting records to support processed transactions related to area of assignment; maintains confidential files and records.
3. Ensures the integrity of financial systems related to area of assignment.

**CITY OF SUISUN CITY**  
**Accounting Technician I/II (Continued)**

4. Performs reconciliation of records of assigned function; researches, checks, reconciles, and adjusts assigned account activity and balances; verifies accounting entries in order to determine the accuracy of each account or record; performs complex arithmetic, financial or statistical calculations
5. Researches and assembles information from a variety of sources; networks with other cities and agencies; prepares, reviews and reconciles accounting, technical, and statistical reports and documentation related to area of assignment; compiles and prepares reports based on state and federal requirements; distributes data to appropriate departments upon completion of assigned process.
6. Provides technical support to assigned supervisory personnel and accountants; researches and compiles technical information related to area of assignment; researches, reviews, and recommends procedures in assigned areas.
7. Performs a full range of customer service duties; responds to questions and concerns from operating departments and the public regarding area of assignment; provides information to the public, other governmental agencies, and City staff requiring the use of independent judgment and the interpretation of a variety of policies, rules, and procedures.
8. Collects fees and taxes; advises businesses regarding licensing requirements, procedures and tax calculations; maintains records on businesses operating in the city; reconciles and reports sales, sales tax, transient occupancy tax, and sales and use tax to appropriate agencies; assists in the review and revision of ordinances, procedures, and other matters relating to all revenue programs.
9. Works with City Water staff and other utility staff to resolve customer inquiries.
10. Performs the full range of Account Clerk I/II/III duties on a relief or support basis; may perform fully competent Payroll relief or support, including inputs employee time sheets and verifies hours and time off; updates employee leave balances and related payroll records including use of vacation, sick leave, and related benefits; assists in processing payroll checks through financial accounting system; distributes checks; assists in the preparation of payments for third party vendors; responds to employee questions related to timesheets or use of paid leave; may perform a variety of general office support functions including typing, record keeping, proofreading, forms generation, and preparation of periodic and special.

**QUALIFICATIONS**

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

**Knowledge of:**

- Operations, services, and activities of payroll and assigned accounting system.
- Responsible technical accounting principles and practices used in financial record keeping, bookkeeping, and payroll.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Mathematical principles.
- Principles and practices used in establishing and maintaining files and information retrieval systems.
- Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
- Methods and techniques for basic report preparation and writing.
- English usage, spelling, grammar, and punctuation.
- Customer service techniques, practices, and principles.
- Methods and techniques of proper phone etiquette.
- Modern office procedures, methods, and equipment including computers.

**CITY OF SUISUN CITY**  
**Accounting Technician I/II (Continued)**

Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software.

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

**Ability to:**

Perform a variety of responsible technical accounting duties in support of assigned accounting system, function, or program area.

Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files.

Participate in the preparation of a variety of administrative and financial reports.

Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.

Research, compile, and interpret a variety of information and make appropriate recommendations.

Work independently in the absence of supervision.

Plan and organize work to meet changing priorities and deadlines.

Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.

Implement and maintain filing systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports.

Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs.

Work cooperatively with other departments, City staff and officials, and outside agencies.

Operate and use modern office equipment including a computer and various software packages.

Use applicable office terminology, forms, documents, and procedures in the course of the work.

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

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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

**Accounting Technician I**

**Education/Training:**

Equivalent to the completion of an Associate's degree including college level course work in bookkeeping, accounting, business administration, or a related field.

**Experience:**

Two years of full-time work experience equivalent to that of Account Clerk II in the City of Suisun.

**Accounting Technician II**

**Education/Training:**

Equivalent to the completion of an Associate's degree including college level course work in bookkeeping, accounting, business administration, or a related field.

CITY OF SUISUN CITY  
Accounting Technician I/II (Continued)

**Experience:**

Two years of full-time responsible accounting experience performing increasingly responsible accounting support services comparable to that of an Accounting Technician I with the City of Suisun City.

**License or Certificate:**

A typing certificate showing a minimum speed of 40 wpm from an accredited testing agency may be required.

A 10-key certificate demonstrating proficiency of at least 8,000 key strokes per hour (KPH) by touch from an accredited testing agency may be required.

**Substitution:**

Additional directly related experience may substitute for the required education on a year-for-year basis. 30 semester/45 quarter units is equivalent to one year of experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office environment.

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

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

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

FLSA	Non-Exempt
B.U.	SCEA/SEIU
Established	November 2014 – Accounting Technician
Amended	April 21, 2026 – Reso: 2026- Establish Accounting Technician I/II series

## **HUMAN RESOURCES/PAYROLL TECHNICIAN I/II/SENIOR**

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

### **SUMMARY DESCRIPTION**

Under the supervision of the Human Resources Director, provides technical, paraprofessional, and clerical support in a variety of areas related to human resources and payroll administration including recruitment and hiring, employee benefits administration, payroll processing, workers' compensation coordination, safety and risk management programs, liability claims administration, and employee development initiatives. Provides information and assistance to City employees, supervisors, applicants, and the general public regarding human resources policies, procedures, payroll practices, and employment opportunities.

Positions assigned to this classification series may perform specialized or generalized duties depending on departmental needs and may be assigned primary responsibility for either human resources or payroll functions while maintaining working knowledge of both areas.

### **IDENTIFYING CHARACTERISTICS**

This classification series is flexibly staffed at three levels: Human Resources/Payroll Technician I, Human Resources/Payroll Technician II, and Senior Human Resources/Payroll Technician. Positions may be filled at any level depending on the needs of the department and the qualifications of the incumbent. Advancement through the series is based on demonstrated proficiency, meeting the minimum qualifications of the higher level, and the operational needs of the department.

Confidential Designation: Pursuant to the City's Employer-Employee Relations Resolution and Government Code Section 3507.5, positions in the classification of Human Resources/Payroll Technician I, II, and Senior are designated as confidential. In the course of their duties, incumbents have access to and knowledge of information relating to the City's administration of employer-employee relations. Employees in this classification are prohibited from disclosing confidential information at any time, including before, during, or after the collective bargaining process, and may not represent any recognized employee organization in negotiations or other matters involving the City.

### **Human Resources/Payroll Technician I**

This is the entry-level classification in the Human Resources/Payroll Technician series. Positions at this level perform routine technical and clerical duties while learning City policies, procedures, and systems related to human resources and payroll administration. Work is performed under close supervision within established guidelines and procedures. Incumbents exercise limited independent judgment and discretion.

As experience is gained, employees are expected to perform duties with increasing independence and responsibility. Advancement to the Technician II level may occur upon demonstration of proficiency in performing the full range of assigned duties and meeting the minimum education and experience requirements for the higher classification.

### **Human Resources/Payroll Technician II**

This is the full journey-level classification in the Human Resources/Payroll Technician series. Incumbents perform the full range of technical human resources and payroll duties with minimal supervision and exercise independent judgment in applying established policies, procedures, and regulations.

Positions may be assigned responsibilities primarily focused on human resources administration or payroll processing; however, incumbents are expected to gain proficiency in both functional areas through cross-training to provide operational flexibility and ensure continuity of service.

**CITY OF SUISUN CITY**

**Human Resources/Payroll Technician I/II/Senior (Continued)**

Positions at this level are distinguished from the entry level by the performance of the full range of assigned duties, exercising judgment and initiative, and receiving only occasional instruction or assistance as new or unusual situations arise.

Advancement to the Senior Human Resources/Payroll Technician level may occur upon demonstration of proficiency in performing the full range of assigned duties and meeting the minimum education and experience requirements for the higher classification. Advancement is not automatic and is contingent upon the operational needs of the department and the availability of work that supports a Senior-level position.

**Senior Human Resources/Payroll Technician**

This is the advanced technical and lead level in the Human Resources/Payroll Technician series. Incumbents perform the most complex and specialized human resources and payroll duties and may provide lead direction, training, and technical guidance to entry and journey-level staff.

Responsibilities may include coordinating major functional areas such as payroll administration, employee benefits administration, recruitment and selection activities, workers' compensation coordination, or other specialized human resources programs. Incumbents may review and monitor work performed by lower-level staff, assist with developing procedures and internal controls, conduct complex research and analysis, and ensure compliance with applicable laws, regulations, and City policies.

Lead responsibilities may include assigning and reviewing work of lower-level staff, providing technical guidance and training, assisting with development and documentation of procedures, monitoring workflow and deadlines, reviewing payroll or personnel transactions for accuracy and compliance, and serving as a technical resource to departments regarding human resources and payroll processes.

**REPRESENTATIVE DUTIES**

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

**Core Duties (Applicable to All Assignments)**

1. Communicates with employees, supervisors, managers, applicants, and the public regarding a wide range of human resources and payroll matters including employment procedures, recruitment processes, benefits programs, payroll practices, leave programs, and City policies and regulations.
2. Researches, collects, organizes, and compiles information from a variety of sources; prepares reports, spreadsheets, correspondence, and other documentation; responds to requests for information from City departments, outside agencies, and other organizations.
3. Maintains strict confidentiality of personnel records, payroll information, labor relations materials, and other sensitive employee data.
4. Assists with maintaining and updating the City's human resources and payroll information systems including entering personnel transactions, maintaining employee records, and ensuring data accuracy.
5. Prepares, processes, and audits personnel transaction documents for compliance with City policies, personnel rules, memoranda of understanding, and applicable laws.
6. Assists with administration and tracking of employee leave programs including FMLA, CFRA, SDI,

**CITY OF SUISUN CITY**

**Human Resources/Payroll Technician I/II/Senior (Continued)**

PDL, PFL, workers' compensation leave, and related programs.

7. Interprets and applies provisions of bargaining unit agreements, benefit plan summaries, administrative policies, and applicable federal and state laws and regulations.
8. Provides employees with information regarding compensation, benefits, payroll procedures, leave usage, and employment policies.
9. Maintains personnel files and related human resources records; organizes and maintains logs, databases, and tracking systems used in connection with human resources and payroll activities.
10. Establishes and maintains recordkeeping systems related to assigned program areas and assists with reviewing and recommending improvements to procedures and internal controls.
11. Provides technical support for labor relations activities including assisting with salary and benefit surveys, preparing cost analyses, and compiling payroll data used in collective bargaining.
12. May be assigned to take notes during bargaining sessions, draft proposals, and conduct research to support developing management proposals.
13. Provides administrative support including preparing correspondence, reports, statistical materials, forms, and other documentation.
14. Maintains desk procedures and participates in cross-training with other Human Resources staff to ensure continuity of operations.
15. Provides backup support to other Human Resources staff and may assist with front counter operations as needed.
16. Prepares technical correspondence, memoranda, reports, and forms; reviews documents for accuracy, grammar, spelling, and formatting.
17. Remains current on applicable laws, regulations, and best practices related to human resources and payroll administration.
18. Coordinates assigned human resources or payroll program areas such as benefits administration, workers' compensation tracking, payroll reporting, recruitment coordination, or compliance programs.

**Additional Duties When Assigned to Human Resources Functions**

1. Assists with administration of employee benefit programs including health, dental, vision, retirement, deferred compensation, and COBRA.
2. Reviews, balances, and reconciles employee benefit records and coordinates with insurance carriers, benefits administrators, and finance staff.
3. Assists with recruitment and selection activities including preparing job announcements, screening applications for minimum qualifications, coordinating examinations and interviews, and responding to applicant inquiries.
4. Coordinates pre-employment processes including scheduling background checks, medical

**CITY OF SUISUN CITY**

**Human Resources/Payroll Technician I/II/Senior (Continued)**

- examinations, and other required assessments.
5. Conducts or assists with new employee orientations and ensures completion of required employment documentation and benefit enrollments.
  6. Assists with tracking and administering leaves of absence and workplace accommodations.
  7. Coordinates workers' compensation claims by working with injured employees, supervisors, the City's third-party administrator, and other service providers.
  8. Maintains records related to workplace injuries and Cal-OSHA reporting requirements.
  9. Assists with processing liability and property claims including logging claims, maintaining files, preparing correspondence, and coordinating information requests.
  10. Assists with tracking and coordinating employee training programs including mandated safety or compliance training.
  11. Supports implementation and documentation of employee safety programs and regulatory compliance requirements including Department of Transportation drug testing programs where applicable.

**Additional Duties When Assigned to Payroll Functions**

1. Performs technical payroll duties including reviewing and verifying employee time sheets, entering payroll data, and maintaining records of hours worked and leave balances.
2. Processes payroll transactions including employee status changes, pay adjustments, retroactive payments, and wage assignments.
3. Assists with preparation and processing of the City payroll including reviewing payroll reports, balancing payroll records, and preparing supporting documentation.
4. Calculates retroactive pay adjustments and prepares documentation for payroll corrections.
5. Processes payroll payments through the financial accounting system and prepares payments for third-party vendors including retirement systems, deferred compensation plans, and benefit providers.
6. Responds to employee inquiries regarding payroll transactions, time reporting procedures, leave balances, and payroll deductions.
7. Prepares required payroll reports including federal and state payroll tax filings, quarterly reports, and annual reporting such as W-2 forms.
8. Reconciles payroll deductions and contributions including retirement contributions, deferred compensation payments, insurance deductions, and wage garnishments.
9. Ensures compliance with federal and state payroll regulations including Fair Labor Standards Act requirements and retirement system reporting requirements.
10. Performs payroll reconciliations and assists with year-end payroll processing and audit activities.
11. Reviews and verifies payroll and personnel transaction data for accuracy and completeness; identifies discrepancies and works with departments, Human Resources staff, and Finance staff to resolve issues

and ensure compliance with applicable policies, procedures, and regulatory requirements.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned in order to successfully perform the assigned duties.*

**Knowledge of:**

Principles and practices of human resources administration and payroll processing; recruitment and selection procedures and examination techniques; best practices and techniques related to recruitment and selection, pre-placement and hiring; employee benefits administration; payroll systems and accounting practices; federal and state laws governing employment and payroll; operations, services, and activities of payroll and accounting systems; methods and techniques of coding, verifying, balancing and reconciling accounting records; methods of maintaining personnel and payroll records; principles and practices used in establishing and maintaining files and information retrieval systems; principles and procedures of record keeping, tracking and maintenance; principles and practices of fiscal, statistical and administrative record keeping and reporting; business mathematics and data analysis; office procedures and computer applications including Microsoft Office at an intermediate or greater level including but not limited to Microsoft Word, Excel, Outlook, Power Point; correct English usage, spelling, grammar, and punctuation; business letter writing and basic report presentation; and customer service techniques.

**Ability to:**

Interpret and apply Federal and State laws, city rules, policies, procedures and memoranda of understanding; organize and prioritize work assignments and coordinate multiple activities; work effectively under pressure of deadlines and frequent interruption; exercise sound judgment while recognizing limits of authority; exercise independent judgment and initiative in the performance of general technical and clerical work while recognizing the limits of authority in referring complex matters to higher level staff; assess a situation and determine appropriate course of action; maintain confidential records; communicate clearly and effectively both orally and in writing; project a calm and reasoning demeanor while dealing with difficult situations and upset people; adapt quickly to a variety of personalities and situations; compile a variety of information and records and exercise good judgment in maintaining information, records and reports; establish cooperative working relationships with other departments, City staff and officials and outside agencies; deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns and needs; understand and follow oral and written instructions; maintain confidentiality of sensitive information and documents; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; compile and maintain records; communicate clearly and concisely, both orally and in writing; and operate modern office equipment and computer software.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Meeting the minimum qualifications for a higher classification does not guarantee advancement within the series. Advancement is based on demonstrated performance, availability of work at the higher level, and the operational needs of the department. A typical way to obtain the knowledge and abilities would be:*

**Human Resources/Payroll Technician I**

**Education/Training:**

Equivalent to an Associate's degree with coursework in business administration, public administration, accounting, bookkeeping, human resources, or a related field.

**Experience:**

Three (3) years of clerical, administrative, payroll, accounting, or customer service experience, preferably in a public agency environment. Experience performing human resources or payroll support duties in a public agency or similar organization is desirable.

**Human Resources/Payroll Technician II**

**Education/Training:**

Equivalent to an Associate's degree with coursework in business administration, public administration, accounting, human resources, or a related field.

**Experience:**

Two (2) years of increasingly responsible experience performing duties comparable to those of a Human Resources/Payroll Technician I with the City of Suisun City or equivalent experience performing human resources or payroll support duties in a public agency or similar organization.

**Senior Human Resources/Payroll Technician**

**Education/Training:**

Equivalent to an Associate's degree with coursework in business administration, public administration, accounting, human resources, or a related field.

**Experience:**

Two (2) years of increasingly responsible experience performing duties comparable to those of a Human Resources/Payroll Technician II with the City of Suisun City or equivalent experience performing advanced human resources or payroll technical duties in a public agency or similar organization.

**License/Certificates:**

Possession of a valid California Class C driver's license may be required.

A typing certificate showing a minimum speed of 40 wpm from an accredited testing agency may be required.

A 10-key certificate demonstrating proficiency of at least 8,000 key strokes per hour (KPH) by touch from an accredited testing agency may be required.

**Substitution:**

Additional directly related experience may substitute for the required education on a year-for-year basis. 30 semester/45 quarter units is equivalent to one year of experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

CITY OF SUISUN CITY  
Human Resources/Payroll Technician I/II/Senior (Continued)

*essential job functions.*

**Environment:** Work is performed primarily in a standard office environment; may be required to attend meetings outside of standard working hours.

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

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

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

FLSA	Non-Exempt
Bargaining Unit	Unrepresented Confidential
Benefits Group	SCEA
Established	April 21, 2026 Reso: 2026 -

**RESOLUTION NO. 2026 - \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AMENDING THE CITYWIDE SALARY SCHEDULE TO SUPPORT THE  
ORGANIZATIONAL REALIGNMENT AND STRATEGIC STAFFING PLAN TO  
ELIMINATE ACCOUNTING TECHNICIAN AND HUMAN RESOURCES  
TECHNICIAN I/II AND ESTABLISH SALARIES FOR ACCOUNTING TECHNICIAN  
I/II, HUMAN RESOURCES/PAYROLL TECHNICIAN I/II/SENIOR**

**WHEREAS**, all employers must comply with the compensation earnable and publicly available pay schedule provisions contained within California Government Code (CG) Section 20636(d) and California Code of Regulations (CCR) Section 570.5; and

**WHEREAS**, adoption of an amended salary schedule ensures transparency, compliance with state law, and alignment with negotiated labor agreements; and

**WHEREAS**, the City Council is considering an Organizational Realignment and Strategic Staffing Plan that includes the creation, modification, and elimination of several classifications within the City’s organizational structure; and

**WHEREAS**, amendments to the Citywide Salary Schedule are necessary to establish salary ranges for new classifications and update salary ranges for amended classifications; and

**WHEREAS**, the salary for Accounting Technician II will remain consistent with the existing Accounting Technician salary, and the salary for Accounting Technician I will be established at approximately ten percent (10%) below the journey-level classification, consistent with the City’s compensation practices for classification series; and

**WHEREAS**, the salary for Human Resources/Payroll Technician II will remain consistent with the current Human Resources Technician II salary, and the salary for Human Resources/Payroll Technician I will be established at approximately ten percent (10%) below the journey-level classification; and

**WHEREAS**, the salary for Senior Human Resources/Payroll Technician will be established at approximately ten percent (10%) above the journey-level classification consistent with the City’s standard salary differentials between classification levels; and

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

1. The Citywide Salary Schedule is hereby amended to establish salary ranges for the following classifications:

- Accounting Technician I – Approximately Monthly: \$5,189 - \$6,307
- Accounting Technician II – Approximate Monthly: \$5,708 - \$6,938
- Human Resources/Payroll Technician I – Approximate Monthly: \$5,189 - \$6,307
- Human Resources/Payroll Technician II – Approximate Monthly: \$5,708 - \$6,938
- Senior Human Resources/Payroll Technician – Approximate Monthly: \$6,287 – \$7,641

The salary ranges established for Accounting Technician I/II and Human Resources/Payroll Technician I/II/Senior shall reflect the salary relationships described in the staff report and maintain the City’s standard ten percent (10%) differential between classification levels within a classification series.

2. The Citywide Salary Schedule shall be updated to remove the salary ranges associated with the following classifications:

- Accounting Technician
- Human Resources Technician I
- Human Resources Technician II

3. Publicly Available Pay Schedule – The Citywide Salary Schedule reflecting the salary ranges approved by this Resolution shall be maintained and made publicly available in accordance with California Government Code Section 20636(d) and California Code of Regulations Section 570.5, and shall identify each classification and its corresponding base salary range.

4. The City Manager, or designee, is authorized to update and publish the Citywide Salary Schedule to reflect these changes in compliance with applicable state law.

5. Effective Date. This resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun  
City duly held on Tuesday, the 21th day of April 2026, by the following vote:

**AYES:** Councilmembers: \_\_\_\_\_  
**NOES:** Councilmembers: \_\_\_\_\_  
**ABSENT:** Councilmembers: \_\_\_\_\_  
**ABSTAIN:** Councilmembers: \_\_\_\_\_

**WITNESS** my hand and the seal of said City this 21st day of April 2026.

\_\_\_\_\_  
Anita Skinner  
City Clerk

**EXHIBIT(S):**

- A. Citywide Salary Schedule



City of Suisun City  
Salary Schedule  
Resolution Date:

4/21/2026  
2 of 2

Job Code	Job Class	Column2	Range	Hourly					Monthly Average		Effective Date	B.U.	B.G.	FLSA OT
				A	B	C	D	E	Starting	Ending				
1610	Account Clerk I (F)		268	\$24.95	\$26.19	\$27.50	\$28.88	\$30.32	\$4,324	\$5,256	01/02/26	SCEA	SCEA	
1612	Account Clerk II (F)		291	\$27.44	\$28.81	\$30.25	\$31.77	\$33.36	\$4,757	\$5,782	01/02/26	SCEA	SCEA	
1614	Account Clerk III		313	\$30.19	\$31.69	\$33.28	\$34.94	\$36.69	\$5,232	\$6,360	01/02/26	SCEA	SCEA	
1822	Accountant		362	\$37.48	\$39.36	\$41.33	\$43.39	\$45.56	\$6,497	\$7,897	01/02/26	SCMPEA	SCMPEA	Exempt
1620	Accounting Technician I (F)		311	\$29.94	\$31.43	\$33.00	\$34.65	\$36.39	\$5,189	\$6,307	04/21/26	SCEA	SCEA	
1622	Accounting Technician II (F)		332	\$32.93	\$34.58	\$36.31	\$38.12	\$40.03	\$5,708	\$6,938	04/21/26	SCEA	SCEA	
1120	Administrative Assistant I (F)		285	\$26.61	\$27.95	\$29.34	\$30.81	\$32.35	\$4,613	\$5,607	01/02/26	SCEA	SCEA	
1122	Administrative Assistant II (F)		307	\$29.28	\$30.74	\$32.28	\$33.89	\$35.59	\$5,074	\$6,168	01/02/26	SCEA	SCEA	
1130	Administrative Technician		327	\$32.20	\$33.81	\$35.50	\$37.28	\$39.14	\$5,582	\$6,785	01/02/26	SCEA	SCEA	
3220	Assistant Engineer (F)		389	\$42.82	\$44.97	\$47.21	\$49.57	\$52.05	\$7,423	\$9,023	01/02/26	SCMPEA	SCMPEA	Exempt
4220	Assistant Planner (F)		361	\$37.33	\$39.20	\$41.16	\$43.22	\$45.38	\$6,471	\$7,865	01/02/26	SCMPEA	SCMPEA	Exempt
3222	Associate Engineer/Associate Civil Engineer (F)		409	\$47.11	\$49.46	\$51.93	\$54.53	\$57.26	\$8,165	\$9,925	03/17/26	SCMPEA	SCMPEA	Exempt
4222	Associate Planner (F)		380	\$41.07	\$43.12	\$45.27	\$47.54	\$49.91	\$7,118	\$8,652	01/02/26	SCMPEA	SCMPEA	Exempt
7390	Background Investigator		391	-	-	-	-	\$49.92	-	-	12/24/21	Temp/PT	Temp/PT	
8130	Battalion Chief (2912 annual hours)		375	\$39.90	\$41.89	\$43.99	\$46.19	\$48.49	\$9,682	\$11,768	01/02/26	Unrep	SCPFA	
4350	Building Inspection Services Manager		421	\$50.96	\$53.51	\$56.19	\$59.00	\$61.95	\$8,834	\$10,737	01/02/26	SCMPEA	SCMPEA	Exempt
4320	Building Inspector I (F)		320	\$33.83	\$35.53	\$37.30	\$39.17	\$41.13	\$5,865	\$7,128	01/02/26	SCEA	SCEA	
4322	Building Inspector II (F)		341	\$37.22	\$39.08	\$41.03	\$43.08	\$45.24	\$6,451	\$7,841	01/02/26	SCEA	SCEA	
3430	Building Maintenance Worker I (F)		272	\$25.43	\$26.71	\$28.04	\$29.44	\$30.91	\$4,408	\$5,359	01/02/26	SCEA	SCEA	
3432	Building Maintenance Worker II (F)		296	\$27.98	\$29.38	\$30.84	\$32.39	\$34.01	\$4,849	\$5,894	01/02/26	SCEA	SCEA	
4380	Chief Building Official		469	\$64.43	\$67.65	\$71.04	\$74.59	\$78.32	\$11,168	\$13,575	01/02/26	Unrep	SCMPEA	Exempt
3250	City Engineer		480	\$69.10	\$72.55	\$76.18	\$79.99	\$83.99	\$11,977	\$14,558	01/02/26	Unrep	SCMPEA	Exempt
9130	City Manager		595	\$132.54	-	-	-	\$141.43	\$22,974	\$24,515	01/02/26	EM Plan	EM	Exempt
4420	Code Enforcement Officer I (F)		310	\$29.71	\$31.19	\$32.75	\$34.39	\$36.11	\$5,149	\$6,259	01/02/26	SCEA	SCEA	
4422	Code Enforcement Officer II (F)		330	\$32.68	\$34.31	\$36.03	\$37.83	\$39.72	\$5,664	\$6,885	01/02/26	SCEA	SCEA	
7320	Community Services Officer I (F)		284	\$26.49	\$27.81	\$29.20	\$30.66	\$32.19	\$4,591	\$5,580	01/02/26	SCEA	SCEA	
7322	Community Services Officer II (F)		305	\$29.13	\$30.59	\$32.12	\$33.73	\$35.41	\$5,050	\$6,138	01/02/26	SCEA	SCEA	
1910	Computer Systems Specialist		222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
1922	Computer Technician		358	\$36.86	\$38.71	\$40.64	\$42.67	\$44.81	\$6,389	\$7,766	01/02/26	SCEA	SCEA	
1750	Deputy City Clerk (C)		376	\$40.20	\$42.21	\$44.32	\$46.53	\$48.86	\$6,967	\$8,469	01/02/26	Confidential	SCMPEA	Exempt
9126	Deputy City Manager		543	\$91.42	\$95.99	\$100.79	\$105.83	\$111.12	\$15,846	\$19,261	01/02/26	EM Plan	EM	Exempt
8250	Deputy Fire Chief		471	\$65.57	\$68.85	\$72.29	\$75.91	\$79.70	\$11,366	\$13,815	01/02/26	SCMPEA	SCMPEA	Exempt
9116	Development Services Director		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	01/02/26	EM Plan	EM	Exempt
4190	Economic Development Consultant		441	-	-	-	-	\$65.00	-	-	12/24/21	Temp/PT	Temp/PT	
9114	Finance Director		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	01/02/26	EM Plan	EM	Exempt
1850	Finance Manager		448	\$57.05	\$59.90	\$62.89	\$66.04	\$69.34	\$9,888	\$12,019	01/02/26	SCMPEA	SCMPEA	Exempt
1810	Financial Services Specialist		222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
8124	Fire Captain (2,912 annual hours)		350	\$36.27	\$38.08	\$39.99	\$41.99	\$44.09	\$8,801	\$10,698	01/02/26	SCPFA	SCPFA	
9120	Fire Chief		527	\$87.95	\$92.35	\$96.97	\$101.81	\$106.91	\$15,245	\$18,530	01/02/26	EM Plan	EM	Exempt
8122	Fire Engineer (2912 annual hours)		333	\$32.97	\$34.62	\$36.35	\$38.17	\$40.08	\$8,001	\$9,726	01/02/26	SCPFA	SCPFA	
8350	Fire Marshal		454	\$59.59	\$62.57	\$65.69	\$68.98	\$72.43	\$10,328	\$12,554	01/02/26	SCMPEA	SCMPEA	Exempt
8120	Firefighter (2912 annual hours)		292	\$27.48	\$28.85	\$30.29	\$31.81	\$33.40	\$6,668	\$8,105	01/02/26	SCPFA	SCPFA	

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

\*\* City Manager's Salary is set by Contract

B.U. Bargaining Unit

B.G. Benefits Group



City of Suisun City  
Salary Schedule  
Resolution Date:

4/21/2026  
2 of 2

Job Code	Job Class	Column2	Range	Hourly					Monthly Average		Effective Date	B.U.	B.G.	FLSA OT
				A	B	C	D	E	Starting	Ending				
5150	Housing Programs Manager		420	\$50.76	\$53.30	\$55.96	\$58.76	\$61.70	\$8,798	\$10,694	01/02/26	SCMPEA	SCMPEA	Exempt
5120	Housing Specialist I (F)		306	\$29.19	\$30.64	\$32.18	\$33.79	\$35.48	\$5,059	\$6,149	01/02/26	SCEA	SCEA	
5122	Housing Specialist II (F)		326	\$32.10	\$33.71	\$35.39	\$37.16	\$39.02	\$5,565	\$6,764	01/02/26	SCEA	SCEA	
9110	Human Resources Administrator		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	01/02/26	EM Plan	EM	Exempt
9111	Human Resources Director		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	04/21/26	EM Plan	EM	Exempt
1210	Human Resources Specialist		222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	\$3,471	\$4,219	07/21/23	Temp/PT	Temp/PT	
1234	Human Resources/Payroll Technician I (F/C)		311	\$29.94	\$31.43	\$33.00	\$34.65	\$36.39	\$5,189	\$6,307	04/21/26	Confidential	SCEA	
1236	Human Resources/Payroll Technician II (F/C)		332	\$32.93	\$34.58	\$36.31	\$38.12	\$40.03	\$5,708	\$6,938	04/21/26	Confidential	SCEA	
9113	IT Director		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	01/02/26	EM Plan	EM	Exempt
1950	IT Services Manager		460	\$61.34	\$64.41	\$67.63	\$71.01	\$74.56	\$10,633	\$12,924	01/02/26	SCMPEA	SCMPEA	Exempt
3420	Maintenance Worker I (F)		300	\$28.54	\$29.97	\$31.46	\$33.04	\$34.69	\$4,947	\$6,013	01/02/26	SCEA	SCEA	
3422	Maintenance Worker II (F)		322	\$31.39	\$32.96	\$34.61	\$36.34	\$38.16	\$5,441	\$6,614	01/02/26	SCEA	SCEA	
1710	Management Analyst I (F)		361	\$37.33	\$39.20	\$41.16	\$43.22	\$45.38	\$6,471	\$7,865	01/02/26	SCMPEA	SCMPEA	Exempt
1712	Management Analyst II (F)		380	\$41.07	\$43.12	\$45.27	\$47.54	\$49.91	\$7,118	\$8,652	01/02/26	SCMPEA	SCMPEA	Exempt
1340	Marketing Manager		390	\$43.11	\$45.26	\$47.53	\$49.90	\$52.40	\$7,472	\$9,082	01/02/26	SCMPEA	SCMPEA	Exempt
1110	Office Assistant		263	\$24.40	\$25.62	\$26.90	\$28.24	\$29.65	\$4,229	\$5,140	01/02/26	SCEA	SCEA	
4120	Permit Technician I (F)		303	\$28.88	\$30.32	\$31.84	\$33.43	\$35.10	\$5,005	\$6,084	01/02/26	SCEA	SCEA	
4122	Permit Technician II (F)		324	\$31.76	\$33.35	\$35.02	\$36.77	\$38.61	\$5,506	\$6,692	01/02/26	SCEA	SCEA	
4210	Planning Specialist		222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
7160	Police Captain		516	\$83.29	\$87.45	\$91.83	\$96.42	\$101.24	\$14,437	\$17,548	03/17/26	Unrep	SCMPEA	Exempt
9122	Police Chief		547	\$95.74	\$100.53	\$105.55	\$110.83	\$116.37	\$16,595	\$20,171	01/02/26	EM Plan	EM	Exempt
7150	Police Commander		498	\$75.73	\$79.51	\$83.49	\$87.66	\$92.05	\$13,126	\$15,955	01/02/26	SCMPEA	SCMPEA	Exempt
7330	Police Evidence and Property Technician I (F)		284	\$26.49	\$27.81	\$29.20	\$30.66	\$32.19	\$4,591	\$5,580	01/02/26	SCEA	SCEA	
7332	Police Evidence and Property Technician II (F)		305	\$29.13	\$30.59	\$32.12	\$33.73	\$35.41	\$5,050	\$6,138	01/02/26	SCEA	SCEA	
7140	Police Lieutenant		484	\$70.55	\$74.07	\$77.78	\$81.66	\$85.75	\$12,228	\$14,863	03/17/26	SCMPEA	SCMPEA	Exempt
7140	Police Lieutenant Y-Rate		498	\$75.73	\$79.51	\$83.49	\$87.66	\$92.05	\$13,126	\$15,955	03/17/26	SCMPEA	SCMPEA	Exempt
7122	Police Officer (F)		413	\$48.69	\$51.12	\$53.68	\$56.36	\$59.18	\$8,439	\$10,257	01/02/26	SCPOA	SCPOA	
7110	Police Officer Trainee (F)		276	-	-	-	\$28.63	\$30.06	-	-	12/24/21	Temp/PT	Temp/PT	
1410	Police Records Clerk I (F)		268	\$24.95	\$26.19	\$27.50	\$28.88	\$30.32	\$4,324	\$5,256	01/20/26	SCEA	SCEA	
1412	Police Records Clerk II (F)		291	\$27.44	\$28.81	\$30.25	\$31.77	\$33.36	\$4,757	\$5,782	01/20/26	SCEA	SCEA	
7130	Police Sergeant		460	\$61.34	\$64.41	\$67.63	\$71.01	\$74.56	\$10,633	\$12,924	01/02/26	SCPOA	SCPOA	
7250	Police Support Services Manager		450	\$58.11	\$61.02	\$64.07	\$67.27	\$70.64	\$10,073	\$12,244	01/02/26	SCMPEA	SCMPEA	Exempt
4226	Principal Planner		433	\$54.21	\$56.92	\$59.76	\$62.75	\$65.89	\$9,396	\$11,421	01/02/26	SCMPEA	SCMPEA	Exempt
3340	Project Manager		416	\$49.71	\$52.20	\$54.81	\$57.55	\$60.43	\$8,617	\$10,474	01/02/26	SCMPEA	SCMPEA	Exempt
7230	Public Safety Dispatch/Police Records Supervisor		410	\$47.95	\$50.35	\$52.87	\$55.51	\$58.29	\$8,312	\$10,103	01/02/26	SCPOA	SCPOA	
7220	Public Safety Dispatcher I (F)		349	\$36.03	\$37.83	\$39.72	\$41.71	\$43.79	\$6,245	\$7,591	01/02/26	SCPOA	SCPOA	
7222	Public Safety Dispatcher II (F)		373	\$39.63	\$41.61	\$43.69	\$45.88	\$48.17	\$6,869	\$8,350	01/02/26	SCPOA	SCPOA	
9118	Public Works Director/City Engineer		527	\$87.95	\$92.35	\$96.97	\$101.81	\$106.91	\$15,245	\$18,530	01/02/26	EM Plan	EM	Exempt
3120	Public Works Inspector		351	\$37.64	\$39.52	\$41.50	\$43.57	\$45.75	\$6,524	\$7,930	01/02/26	SCEA	SCEA	
3110	Public Works Specialist		222	\$20.02	\$21.02	\$22.08	\$23.18	\$24.34	-	-	07/21/23	Temp/PT	Temp/PT	
3550	Public Works Superintendent		447	\$56.67	\$59.50	\$62.48	\$65.60	\$68.88	\$9,822	\$11,939	01/02/26	SCMPEA	SCMPEA	Exempt

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

\*\* City Manager's Salary is set by Contract

B.U. Bargaining Unit

B.G. Benefits Group



City of Suisun City  
 Salary Schedule  
 Resolution Date:

4/21/2026  
 2 of 2

Job Code	Job Class	Column2	Range	Hourly					Monthly Average		Effective Date	B.U.	B.G.	FLSA OT
				A	B	C	D	E	Starting	Ending				
3520	Public Works Supervisor		380	\$41.07	\$43.12	\$45.27	\$47.54	\$49.91	\$7,118	\$8,652	01/02/26	SCMPEA	SCMPEA	Exempt
2220	Recreation Coordinator		302	\$30.93	\$32.48	\$34.10	\$35.81	\$37.60	\$5,362	\$6,517	01/02/26	SCEA	SCEA	
2550	Recreation Manager		412	\$48.40	\$50.82	\$53.36	\$56.02	\$58.83	\$8,389	\$10,197	01/02/26	SCMPEA	SCMPEA	Exempt
2210	Recreation Specialist I (F)		200	\$18.00	\$18.54	\$19.10	\$19.67	\$20.26	-	-	07/21/23	Temp/PT	Temp/PT	
2212	Recreation Specialist II (F)		220	\$19.80	\$20.39	\$21.01	\$21.64	\$22.29	-	-	07/21/23	Temp/PT	Temp/PT	
2214	Recreation Specialist III (F)		250	\$21.78	\$22.43	\$23.11	\$23.80	\$24.51	-	-	07/21/23	Temp/PT	Temp/PT	
2510	Recreation Supervisor		348	\$36.21	\$38.02	\$39.93	\$41.92	\$44.02	\$6,277	\$7,630	01/02/26	SCMPEA	SCMPEA	Exempt
9112	Recreation, Parks & Marina Director		505	\$79.06	\$83.01	\$87.16	\$91.52	\$96.10	\$13,704	\$16,657	01/02/26	EM Plan	EM	Exempt
1824	Senior Accountant		390	\$43.11	\$45.26	\$47.53	\$49.90	\$52.40	\$7,472	\$9,082	01/02/26	SCMPEA	SCMPEA	Exempt
3224	Senior Associate Engineer/Senior Assoc Civil Engineer (F)		425	\$51.82	\$54.41	\$57.13	\$59.98	\$62.98	\$8,982	\$10,917	03/17/26	SCMPEA	SCMPEA	Exempt
4324	Senior Building Inspector		397	\$44.66	\$46.90	\$49.24	\$51.71	\$54.29	\$7,742	\$9,410	01/02/26	SCMPEA	SCMPEA	Exempt
3226	Senior Civil Engineer		448	\$57.05	\$59.90	\$62.89	\$66.04	\$69.34	\$9,888	\$12,019	03/17/26	SCMPEA	SCMPEA	Exempt
1238	Senior Human Resources/Payroll Technician (F/C)		350	\$36.27	\$38.08	\$39.99	\$41.99	\$44.09	\$6,287	\$7,641	04/21/26	Confidential	SCEA	
3424	Senior Maintenance Worker		344	\$34.53	\$36.26	\$38.07	\$39.98	\$41.97	\$5,986	\$7,276	01/02/26	SCEA	SCEA	
1714	Senior Management Analyst		400	\$45.17	\$47.43	\$49.80	\$52.29	\$54.91	\$7,830	\$9,517	01/02/26	SCMPEA	SCMPEA	Exempt
4224	Senior Planner		400	\$45.17	\$47.43	\$49.80	\$52.29	\$54.91	\$7,830	\$9,517	01/02/26	SCMPEA	SCMPEA	Exempt
7224	Senior Public Safety Dispatcher		395	\$43.59	\$45.77	\$48.06	\$50.47	\$52.99	\$7,556	\$9,185	01/02/26	SCPOA	SCPOA	
7310	Youth Services Specialist		356	\$36.42	\$38.24	\$40.15	\$42.16	\$44.27	\$6,313	\$7,673	01/02/26	SCEA	SCEA	

(C) Denotes Confidential Class

(F) Denotes a Flexibly Staffed Classification

\*\* City Manager's Salary is set by Contract

B.U. Bargaining Unit

B.G. Benefits Group