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

# 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, MARCH 17, 2026**

**6:30 PM**

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

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

*ZOOM MEETING INFORMATION:*
*WEBSITE: https://zoom.us/join*
MEETING ID: 875 5099 9738
*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. 2026-30)
Next Suisun City Council Acting as Successor Agency Res. No. SA2026 - 01)
(Next Housing Authority Res. No. HA2026 – 01)

**CALL TO ORDER**
Mayor Hernandez

**ROLL CALL**
Council / Board Members

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**APPROVAL OF REORDERING OF AGENDA**

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

**REPORTS (Informational items only.)**

1. City Manager Update - (Prebula: Bprebula@suisun.com).

2. City Attorney Report - (Enright).

**PRESENTATIONS/APPOINTMENTS**
*(Presentations, Awards, Proclamations, Appointments).*

3. Proclamation Proclaiming the Month of March 2026 as Development Disabilities Awareness Month - (Hernandez: Ahernandez@suisun.com).

4. Proclamation Proclaiming March 29, 2026 as Education and Sharing Day - (Hernandez: Ahernandez@suisun.com).

5. Mayoral Appointments to Committees and Council Boards
    a. Approving Appointments to the Suisun City/Fairfield-Suisun Unified School District Joint Committee (2 appointments).
    b. Association of Bay Area Governments (ABAG) General Assembly (appointment of Mayor as Voting Delegate and Councilmember as Alternate).
    c. Appointment of Legislative Advocacy Ad hoc Committee for 2026.

**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*

6. Council Adoption of Resolution No. 2026-___: Accepting the 2025 Annual Progress Report of the Suisun City General Plan and Housing Element - (Kearns: Jkearns@suisun.com).

7. Council Adoption of Resolution No. 2026___: Approving and Authorizing the City Manager to Approve the Replacements of the Police Department Server Room Heating, Ventilation and Air Conditioning (HVAC) Unit and Corporation Yard HVAC Unit with SH Mechanical Inc. - (Vue: Nvue@suisun.com).

8. Council Adoption of Resolution No. 2026-__: Authorize the City Manager, or his Designee,

to Purchase a Fully Outfitted Canine (K-9) Patrol Vehicle from Fairfield Chevrolet in the amount of $106,000.02 - (Roth: Aroth@suisun.com).

9. Council Adoption of Resolution No. 2026-___: Authorizing the City Manager or Appointed Designee to Enter into a Lease Agreement with Little Lights Child Care to Operate Licensed Child Care Programs at the Joseph Nelson Community Center - (Hull: Jhull@suisun.com).

10. Council Adoption of Resolution No. 2026 ___: Authorizing the City Manager to Execute a Contract Change Order with Robertson Industries, Inc. dba Robertson Recreational Services for the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Material Replacement Project - (Vue: Nvue@suisun.com).

11. Council Adoption of Resolution No. 2026-____: Accepting the 2025 Cost Allocation Plan and Analysis - (Deol: Ldeol@suisun.com).

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

12. Authorize the City Manager to Extend the Chavan & Associates, LLP contract to provide the audit services to the City's/Agency/Authority for the fiscal year ending June 30, 2026 and 2027 - (Deol: ldeol@suisun.com).
    a. Council Adoption of Resolution No. 2026-___ A Resolution of the City Council of the City of Suisun City to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.
    b. Agency Adoption of Resolution No. SA 2026-__ A Resolution of the Suisun City Council Acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City Authorizing the Executive Director to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.
    c. Authority Adoption of No. HA 2026-__ A Resolution of the Board of Directors of the Suisun City Housing Authority Authorizing the Executive Director to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.

13. 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 February 3, 2026 and March 3, 2026 – (Skinner: Clerk@suisun.com).

*Joint City Council / Successor Agency*

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

*Joint City Council / Housing Authority*

15. Joint City Council and Housing Authority: Technical and Administrative Updates to the Investment Policy - (Deol: Ldeol@suisun.com).
    a. Council Adoption of Resolution No. 2026-___: Adopting a Revised City Investment Policy to Reflect Technical and Administrative Updates; and
    b. Housing Authority Adoption of Resolution No. HA 2026-___: Adopting a Revised

Authority Investment Policy to Reflect Technical and Administrative Updates.

*Successor Agency*

16. Successor Agency Adoption of Resolution No. SA 2026-___ : Declaring Certain Property Located Generally at the Southwest Corner of Solano Street and Main Street, in the City of Suisun City, Assessor Parcel Numbers 0032-130-010 (701 Main Street / 0.10 Acres), 0032-130-030 (711 Main Street / 0.05 Acres), 0032-130-040 (713 Main Street / 0.02 Acres), and 0032-130-060 (717 Main Street / 0.05 Acres) (Properties) Exempt Surplus Land Pursuant to the Surplus Land Act (Government Code Sections 54220 Et Seq.) - (Caperton: Rcaperton@suisun.com).

**PUBLIC HEARING**

17. **Public Hearing**: (Continue Public Hearing to April 7, 2026)
Introduction of 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).

**GENERAL BUSINESS**

18. Council Consideeration and Adoption of the Following items Related to the Proposed Organizational Realignment and Strategic Staffing Plan - (Caperton: Rcaperton@suisun.com).
    a. Council Adoption of Resolution No. 2026-___: Approving an Organizational Realignment and Staffing Plan Amending the Citywide Classification Plan Supporting the Organizational Realignment and Strategic Staffing Plan to Eliminate Accounting Technician, Human Resources Technician I/II and Police Commander Classifications, Amend the Management Analyst I/II, Assistant/Associate/Associate Civil/Senior Associate/Senior Associate Civil Engineer, and Police Sergeant Classifications, and Establish Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior, Senior Civil Engineer, Police Captain and Police Lieutenant 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, Human Resources Technician I/II and Police Commander and Establish Salaries for Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior, Senior Civil Engineer, Police Captain and Police Lieutenant.

19. Council Adoption of Resolution No. 2026-___: Authorizing the City Manager to Approve a Memorandum of Understanding between the Community Action Partnership Solano, Joint Powers Authority; Solano County; and the Cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo to Partially Fund the Coordinated Entry System of Homeless Services - (Prebula: Bprebula@suisun.com).

20. 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 - (City Attorney).

**COUNCIL UPDATES**

**INFORMATIONAL RPORTS: (Non-Discussion Items)**

**ADJOURNMENT**

**Public Access To Agenda Documents**
A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council, are available for public review at least 72 hours prior to a Council/Agency/Authority Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City. Agenda related writings or documents provided to a majority of the Council/Board/Commissioners less than 72 hours prior to a Council/Agency/Authority meeting related to an agenda item for the open session of this meeting will be made available for public inspection during normal business hours. An agenda packet is also located at the entrance to the Council Chambers during the meeting for public review. The city may charge photocopying charges for requested copies of such documents. To the extent feasible, the agenda packet is available for online public viewing on the City's website: https://www.suisun.com/Government/City-Council/Agendas The City Council/Agency/Authority hopes to conclude its public business by 10:00 p.m. No new items will be taken up after 10:00 p.m., unless so moved by a majority of the City Council, and any items remaining will be agendized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.

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

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

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

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

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

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

*Office of the Mayor*

Suisun City, California

# Proclamation

**WHEREAS,** the month of March is recognized nationwide as *Developmental Disabilities Awareness Month*, a time to recognize and honor the abilities, talents, and contributions of individuals with developmental disabilities; and

**WHEREAS,** individuals with developmental disabilities are valued members of our community who contribute to our workplaces, schools, neighborhoods, and civic life; and

**WHEREAS,** developmental disabilities are severe, chronic conditions attributable to mental and/or physical impairments that may affect an individual's daily functioning and are often lifelong; and

**WHEREAS,** the 2026 national campaign "We're Here: Then, Now, Always," led by the National Association of Councils on Developmental Disabilities, highlights a simple truth: people with developmental disabilities have always been part of our communities and will continue to be an essential part of our shared future; and

**WHEREAS,** this campaign reflects on the past, when many individuals with developmental disabilities were excluded from community life; recognizes the present, where individuals are living full lives and contributing to their communities; and looks toward a future where inclusion, accessibility, and community living are expected and supported for all; and

**WHEREAS,** building communities that are accessible and inclusive for people of all abilities strengthens our city, ensuring individuals with developmental disabilities have opportunities to live, work, and thrive in the communities they call home; and

**WHEREAS,** non-profit organizations such as, **Connections For Life,** which is now located in Suisun City, has spent over 30 years playing an important role in supporting individuals with intellectual and developmental disabilities and their families by providing programs and services that promote independence, belonging, and meaningful participation in community life.

**NOW, THEREFORE, I, Alma Hernandez**, Mayor of the City of Suisun City, on behalf of the Suisun City Council, do hereby proclaim the month of **March 2026** as

## "Developmental Disabilities Awareness Month"

in the City of Suisun City, and encourage all residents, businesses, schools, and community organizations to recognize the contributions of individuals with developmental disabilities and to support efforts that promote understanding, inclusion, and equal opportunity for all.




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

Alma Hernandez

Alma Hernandez, Mayor

ATTEST: Anita Skinner

DATE: March 17, 2026

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*Office of the Mayor*

Suisun City, California

# Proclamation

**WHEREAS**, the basis for the continuity of any society is education; and in the City of Suisun the education of our youth is a priority; and

**WHEREAS**, in order to achieve its highest goals, education must not only impart knowledge but also teach the students how to live, forming and strengthening their moral character to make a better life for themselves as individuals and for society as a whole; imparting moral and ethical values that have been the bedrock of society since the dawn of civilization, including the values known as the Seven Noahide Laws; and

**WHEREAS**, a global spiritual leader and leading advocate for the advancement of education, the Rebbe, Rabbi Menachem M. Schneerson, of righteous memory, stressed that a moral and ethical education empowers every individual to develop their full potential in making the world a better place; and

**WHEREAS**, such education can nurture the unity of diverse people through encouraging increased acts of goodness and kindness, imbued with the awareness that even a single positive act of an individual can change the world and usher in an era of global peace; and

**WHEREAS**, "Education & Sharing Day" is observed each year on the Rebbe's birthday in recognition of his outstanding and lasting contributions toward the improvement of education, morality, and acts of charity around the world; a day to pause and reflect on our responsibility to ensure our youth have the foundation necessary to lead lives rich in purpose and fulfillment through service and good works; and

**WHEREAS**, April 9, 2026, marks the 124th anniversary of the birth of the Rebbe, Rabbi Menachem M. Schneerson, and the beginning of the 76th year of his leadership of the Chabad-Lubavitch movement, "Chabad" is an acronym of three Hebrew words for "wisdom, understanding and knowledge".

**NOW, THEREFORE,** I, Alma Hernandez, Mayor of the City of Suisun City, on behalf of the Suisun City Council, do hereby proclaim Wednesday, March 29th, 2026, to be:

## "Education and Sharing Day"

in the City of Suisun City and call upon everyone to work together to create a better, brighter, and more promising future for all.



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

Alma Hernandez, Mayor

ATTEST: _____

DATE: March 17, 2026

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**AGENDA ITEM NO. 6.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:** Council Adoption of Resolution No. 2026-___: Accepting the 2025 Annual Progress Report of the Suisun City General Plan and Housing Element.

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**FISCAL IMPACT:** There would be no fiscal impact associated with adoption of the proposed Resolution. Failure to adopt the Resolution could result in the loss of future grant funding.

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**STRATEGIC PLAN:** Public Safety; Community Appeal; Sustainability and Stewardship; and Community Vibrancy.

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**BACKGROUND:** The State of California Governor's Office of Land Use and Climate Innovation (LCI) require each local jurisdiction to provide an annual report to the legislative body on the status of the General Plan, progress in its implementation, and submission of the report to LCI by April 1 of each year or face potential penalties and legal action from the State, and be ineligible for grants and other funding sources. In addition, the California Department of Housing and Community Development (HCD) requires an annual report on the progress of the jurisdiction's Housing Element, including the status of implementation and progress of the City in meeting its share of regional housing needs.

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**STAFF REPORT:** The General Plan represents Suisun City's future vision of the City through the year 2035. The Plan identifies the general location for future land uses, including residential, commercial, and industrial areas, and desired population and building densities throughout the community. The Plan states future goals for Community Character and Design, Land Use, Transportation, Economic Development, Housing, Open Space and Conservation, Community Facilities and Services, and Public Health and Safety.

The annual progress report describes the City's progress in implementing the policies and programs of the General Plan, as well as the City's progress on providing its share of the Regional Housing Needs Allocation (Attachment 1.B) . The attachment includes an accounting of progress in addressing adopted housing policies as well as information in table form regarding the number of units that have been constructed in the City by calendar year. This information is used to track housing production at the state level. The report of the General Plan (Attachment 1.A) is divided into topic areas based on the City's General Plan Elements. It is important to understand that the items provided under each element are only for the prior calendar year, i.e. 2025, and not the life of the Plan.

The Annual Progress Report informs the Planning Commission, the City Council, and State agencies about the progress in implementing the Suisun City General Plan during the calendar year 2025. This report is the 3rd annual report since the City Council adopted the 2023-2031 Housing Element.

Projects implementing the General Plan during 2025 included (but are not limited to):

**Community Character and Design Element**

- Continued Implementation of Suisun City Strategic Plan. Continued Holding Committee Meetings for Specific Issues.

• Continued Implementation of Revised Public Notification Requirements and Adoption of Good Neighbor Policy.

**Land Use Element**
- Continued working on Amendments to Title 18 "Zoning".
- Implementation of the Waterfront District Specific Plan.
- Continued work on Municipal Services Review.

**Transportation**
- HSIP Cycle 11 T-Intersection Median Safety Improvements Project.
- 2025 Asphalt Rubber Cape Seal and Fiberized Micro Surfacing Project.
- Secured grant funding for an Electric Vehicle Charging Project.
- 2025 Sewer Rehabilitation Project.

**Economic Development**
- Began processing of Suisun Expansion Project.
- Entitled Dutch Bros Development Project.
- Continued positioning city surplus property for development.

**Housing Element**
- Entitled Awanta Apartments and McCoy Creek Mixed Use Projects.
- Issued building permits for the Almond Gardens Project.
- Permitting of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs).
- Finaled Arrive Apartments Project.
- Finaled Meridian West Subdivision.

**Community Facilities and Services**
- Continued to make capital improvements to City-owned facilities.
- Implementation of the Public Art Ordinance.
- Continued work on the Prosperity Farm Community Garden Project.
- Heritage Park Enhancement Project.

**Public Health and Safety**
- Completed annual flood control projects.
- Implementation of the Multi-Jurisdictional Hazard Mitigation Plan.
- Continued work on Kellogg Resiliency Project.

As required by State law, staff also prepared the Annual Progress Report in the Housing Element for submission to HCD. The report summarized progress toward the goals and policies of the 2023-2031 Housing Element.

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**STAFF RECOMMENDATION:** Staff recommends that City Council adopt Resolution No. 2026 - ___: Accepting the 2025 Annual Progress Report of the Suisun City General Plan and Housing Element.

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**DOCUMENTS ATTACHED:**
1. Council Adoption of Resolution No. 2026 - ___: Accepting the 2025 Annual Progress Report of the Suisun City General Plan and Housing Element.
2. General Plan Annual Progress Report

3. Housing Element Annual Progress Report

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**PREPARED BY:** John Kearns, Principal Planner
**REVIEWED BY:** Ricky Caperton, AICP, Development Services Dir.
**APPROVED BY:** Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Resolution No. 2026-__: General Plan and Housing Element Annual Progress Report.docx
2. General Plan Annual Progress Report
3. Housing Element Annual Progress Report

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**RESOLUTION NO. 2026-___**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY ACCEPTING THE 2025 ANNUAL PROGRESS REPORT OF THE SUISUN CITY GENERAL PLAN AND HOUSING ELEMENT**

**WHEREAS**, on May 5, 2015, the City Council adopted the 2035 General Plan Update; on March 21, 2023, the City Council adopted the 2023-2031 Housing Element; on November 1, 2016 (minor amendments adopted on October 2, 2018) the City Council adopted the Waterfront District Specific Plan; and on March 21, 2017 the City Council adopted a Comprehensive Amendment to Title 18 of the Suisun City municipal code; and whereas the City Council has subsequently adopted other amendments to Title 18 to ensure the City remains in compliance with California state law, and

**WHEREAS**, an Annual Progress Report is required for all General Plans by California Government Code Section 65400(b), which states "the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs…", and

**WHEREAS**, the Annual Progress Report is not considered a project under the provisions of the California Environmental Quality Act (CEQA).

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Suisun City that, based on its review, the City Council accepts the 2025 Annual Progress Report on the Suisun City General Plan (Exhibit A) and Housing Element (Exhibit B); and

**BE IT FURTHER RESOLVED** that the record of proceedings shall be located at the City Manager's Office and that the City Clerk shall be the custodian of such documents.

**PASSED AND ADOPTED** by the following vote at a regular meeting of the City Council of the City of Suisun City duly held on the 17th day of March, 2026.

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

WITNESS my hand and the seal of the City of Suisun City this 17th day of March, 2026.

_____
Anita Skinner
City Clerk

Exhibit A

# 2025 ANNUAL GENERAL PLAN PROGRESS REPORT

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City or County Name:
City of Suisun City

Mailing Address:
701 Civic Center Boulevard
Suisun City, CA 94585

**Contact Person:**
John Kearns
Principal Planner

Phone:
(707)-421-7335
Fax:
(707)-429-3758
E-mail:
jkearns@suisun.com

Reporting Period by Calendar Year:
From January 1, 2025 to December 31, 2025

***Submitted to:***
State of California Governor's Office of Land Use and Climate Innovation (LCI)

## INTRODUCTION AND PURPOSE OF THE ANNUAL REPORT

An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states "the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs…."

The General Plan represents Suisun City's future vision of the City through the year 2035. The Plan identifies the general location for future land uses, including residential, commercial, and industrial areas, and desired population and building densities throughout the community. The Plan states future goals for Community Character and Design, Land Use, Transportation, Economic Development, Housing, Open Space and Conservation, Community Facilities and Services, and Public Health and Safety.

The report describes the City's progress in implementing the policies and programs of the General Plan, as well as the City's progress on providing its share of the Regional Housing Needs Allocation. The report is divided into topic areas based on the City's General Plan Elements.

This is the 10th Annual Report prepared by the Development Services Department since the adoption of the 2035 General Plan in 2015. For further information or additional copies of the Report, please contact:

**John Kearns, Principal Planner**
**City of Suisun City**
**Development Services Department**
**701 Civic Center Blvd.**
**Suisun City, CA 94585**
**707-421-7335**
jkearns@suisun.com

Exhibit A

Below is a brief description of projects that the City has begun or completed during CY 2024 that assisted in implementing both the 2035 General Plan and 2023-2031 Housing Element:

**Community Character and Design Element**

**Adoption and Implementation of Suisun City Strategic Plan.** The Suisun City Council adopted the 2024/25-2029/30 Strategic Plan on February 18, 2025. Each City Council agenda item now ties back to how it relates to the adopted strategic plan.

**Continued Implementation of Revised Public Notification Requirements and Adoption of Good Neighbor Policy.** The City updated its public noticing requirements and procedures in 2019. Noticing for development projects now includes mailings sent to all property owners within 600 feet of a project and placing a sign visible on the site displaying project information. Full use of the City's social media and website has been implemented in order to get the word out. In 2021, the City Council adopted a "Good Neighbor" Policy which allows residents and interested parties to be better informed early in the development review process. The policy has now applied to several projects and become a part of the entitlement process.

**Land Use Element**

**Continued working on Amendments to Title 18 "Zoning".** Staff worked on revising Title 18 "Zoning" to come into compliance with both the 2035 General Plan and new state law.

**Implementation of the Waterfront District Specific Plan.** Staff continued to work on implementing the Waterfront District Specific Plan according to General Plan policy and direction of the Suisun City City Council.

**Continued work on Municipal Services Review.** Consistent with the Suisun City General Plan and in support of current and future annexation proposals, staff began work with applicable consultants to update the Municipal Services Review (MSR).

**Circulation Element**

Projects completed in 2025 include the following:

**2024 Sanitary Sewer and Storm Drain Pipe Lining Project**. The City is responsible for maintaining all sanitary sewer lines 10 inches in diameter or smaller, as well as all storm drain lines located within City limits. Both sewer and storm drainage infrastructure have a finite service life. Over time, these systems can deteriorate due to age, ground movement, root intrusion, corrosion, and normal wear and tear. Periodic inspection, maintenance, and rehabilitation are therefore necessary to ensure the systems continue to function properly, prevent failures, and protect public health and property.

As part of the City's ongoing maintenance efforts, this project rehabilitated approximately 10,600 linear feet of sanitary sewer lines in the Old Town area and within the Whispering Bay Lane and Marina Boulevard neighborhood. The work was completed using the cured-in-place pipe (CIPP)

lining method, a trenchless rehabilitation technique that restores the structural integrity of existing pipelines with minimal surface disruption. This method extends the useful life of the sewer system while reducing impacts to residents, roadways, and surrounding infrastructure.

**HSIP Cycle 11 Rectangular Rapid Flashing Beacons (RRFB) Project.** Highway Safety Improvement Program (HSIP) Cycle11 in the amount of $219,600 was secured for this Safe Route to School project. This project improved pedestrian safety near local schools and enhanced the overall safety of two key intersections, one located by Suisun Elementary School and the other located by Crystal Middle School. A 10% local match of $24,400 was required to support this project.

Key project components included:

- Upgrading existing Rectangular Rapid Flashing Beacons (RRFBs) on Marina Boulevard at Lotz Way, along with associated signage and pavement striping to improve visibility and safety for pedestrians and cyclists in the area.

- Constructing new RRFB devices at Pintail Drive at Cackling Drive, in addition to bulbouts, a high-visibility crosswalk, and new signage and striping. These improvements aim to slow down traffic and increase safety for students and pedestrians crossing this busy intersection.

This project is part of the City's ongoing effort to enhance pedestrian safety, specifically for students walking to and from school. The upgrades created a safer environment, supporting both active transportation and safe routes in the community.

**HSIP Cycle 10 Traffic Signal Improvements Project.** Highway Safety Improvement Program (HSIP) Cycle10 in the amount of $1,873,935 has been secured for this comprehensive traffic safety project. The grant supported critical upgrades to the City's traffic signal infrastructure, with a required 10% local match.

The Project is a critical public safety initiative aimed at improving roadway safety and operational efficiency for motorists, pedestrians, and bicyclists, contributing to smoother commutes and better connectivity for residents and visitors alike. The Project provided upgrades to all eleven signalized intersections at the following locations where are all on major arterial roadways:

1. Main Street and Lotz Way.
2. Sunset Avenue at the main driveways to the Heritage Park & Sunset Shopping Centers.
3. Sunset Avenue and Merganser Drive.
4. Sunset Avenue and Pintail Drive.
5. Sunset Avenue and Railroad Avenue West (aka New Railroad Avenue, on west side of Sunset Avenue).
6. Sunset Avenue and Railroad Avenue East (aka Old Railroad Avenue, on east side of Sunset Avenue).
7. Walters Road at the main driveway to Walmart.
8. Walters Road and Petersen Road.
9. Walters Road and Montebello Drive/Mammoth Way.
10. Walters Road and Pintail Drive.

11. Walters Road and Bella Vista Drive.

The improvements include, but are not limited to, upgrading and standardizing hardware and devices, such as cabinets/controllers, pedestrian pushbuttons, interconnect capabilities, backup batteries, vehicle detection video cameras, in-ground detection loops where necessary, signal heads to larger heads, and back plates with reflective yellow borders; adding mast arms, new signal poles with luminaires, and street light poles; providing advanced dilemma zone detection and where necessary and protected left-turn phasing; and optimizing signal timing aimed at enhancing pedestrian safety and vehicular flow efficiency.

In addition to the signal upgrades, the project established a Traffic Management Center (TMC) at City Hall, allowing staff to remotely monitor and manage traffic conditions in real-time. This new center will help optimize traffic flow, reduce congestion, and enhance the overall safety of road users, ensuring a more responsive approach to traffic management.

**Projects currently in construction and anticipated to be completed in 2026 include the following:**

**2025 Asphalt Rubber Cape Seal and Fiberized Micro Surfacing Project. In 2025,** the City began implementing key pavement resurfacing treatments aimed at improving roadway conditions and enhancing safety on an arterial roadways and collector roadways. While resurfacing work has begun, it has not been completed and has been temporarily suspended during the 2025/2026 winter season due to cold weather conditions, which do not meet the temperature requirements necessary for property placement and curing of the resurfacing materials. Th eproject is scheduled to resume and be completed in 2026 when sustained warm temperatures will allow the contractor to complete fiberized micro surfacing. The project focused on the following road segments:

**Sunset Avenue:** Pavement improvements will include digout repairs, crack sealing, and fiberized micro surfacing on Sunset Avenue from Highway 12 to the north City limits. Additional upgrades will involve the removal and replacement of stamped crosswalks and the re-establishment of striping to ensure better visibility and overall road safety.

**Blossom Avenue:** The project will provide digout repairs, crack sealing, and the application of fiberized micro surfacing, as well as grind and overlay, along Blossom Avenue from Pintail Drive to Amberwood Drive. To further improve safety, new striping will be added between Chyrl Way and Railroad Avenue as part of a traffic calming measure to slow vehicle speeds and enhance pedestrian safety.

**Worley Road:** Grind and overlay has been completed from Railroad Avenue East to Phillip Way.

**Walters Road:** From Highway 12 to the northerly City limit at East Tabor Avenue, improvements will include digout repairs, crack sealing and fiberized micro surfacing.

These improvements are part of the City's ongoing pavement maintenance program, designed to extend the lifespan of the roadways, reduce maintenance costs, and improve the driving and

walking experience for residents and visitors. The City is committed to maintaining and upgrading its infrastructure to support safer, more efficient travel throughout the community.

**Kellogg Resiliency Project.** The Project is situated south of the homes on Maple Street, adjacent to the Suisun Slough, within an area owned and maintained by the City. This area is vulnerable to both sea level rise and fire risks, as demonstrated by a fire in June 2020 that engulfed the project site and affected adjacent properties.

To ensure long-term sustainability and resilience of the community, Suisun City and the Fairfield-Suisun Sewer District have secured State grant funding in the amount of $8.6M to address these risks. The Kellogg Resiliency Project marks the first step in tackling future sea level rise and fire risks in Suisun City.

The project scope will include, but is not limited to, the following improvements: bioretention systems and pavement resurfacing on School Street, Maple Street, and Kellogg Street; rehabilitation of the stormwater pump station serving the Kellogg storm drain channel and the surrounding stormwater system; installation of new fencing around the perimeter of the project site, including access gates on School Street and Kellogg Street; and the construction of a hard surface maintenance and vehicle access road.

**Projects for which design has been completed, and construction is anticipated to be completed in 2026:**

**HSIP Cycle 11 T-Intersection Median Safety Improvements Project.** Highway Safety Improvement Program (HSIP) Cycle11 in the amount of $375,390 has been secured for critical improvements aimed at enhancing intersection safety. A 10% local match of $41,710 is required to support the project.

The project will focus on improving vehicular left-turn movements by installing raised medians and associated striping and signage at the following intersections:

1) Walters Road and McClellan Drive
2) Railroad Avenue and Village Drive
3) Railroad Avenue and Birchwood Court

By installing raised medians at these key locations, the project aims to reduce congestion, improve traffic flow, and enhance safety for both drivers and pedestrians. These improvements will help to mitigate traffic conflicts, particularly at left-turn movements, ensuring smoother and safer traffic operations.

**Electric Vehicle (EV) Charging Stations Project.** The City has successfully secured $350,000 in grant funding from the Metropolitan Transportation Commission's Transit Station Public Charging Program. This grant will support the installation of solar-powered electric vehicle (EV) charging stations in the Park and Ride parking lot, further expanding the City's commitment to sustainable transportation solutions.

City staff are currently collaborating with Caltrans to obtain the necessary approvals to proceed

with the purchase and installation of the charging stations in 2025. Once completed, the new solar charging infrastructure will provide a clean, renewable energy source for EV drivers, promoting environmental sustainability and enhancing the City's green transportation network.

**Heritage Park Enhancement Project.** Heritage Park is located adjacent to the Joseph Nelson Community Center, north of Merganser Drive and east of Village Drive. The park serves as a neighborhood gathering space and provides recreational opportunities for residents of all ages.

The City's Recreation, Parks and Marina Department (RPM) has secured a $100,000 grant to procure and install a mini-pitch, a flexible, multi-sport court. This would remove and replace the existing basketball court. This investment provides an opportunity to enhance and modernize recreational amenities while maximizing use of available space.

Building on this funding opportunity, RPM staff evaluated additional improvements to further expand services and recreational offerings at the site. Consistent with the adopted Parks and Facilities Master Plan, the Heritage Park Enhancement Project was identified to advance these goals.

Key components of the project include:

- Installation of a covered picnic pavilion to provide shaded gathering space for families, community events, and park users.
- Conversion and expansion of the existing basketball court into a larger mini-pitch, designed to accommodate multiple sports—such as soccer, basketball, and other court-based activities—during designated times.

Together, these enhancements will increase programming flexibility, improve park functionality, and create a more dynamic and inclusive recreational environment for the community.

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**Projects for which design and construction is anticipated to be completed in 2026:**

**HSIP Cycle 12 Safe Route to School Project.** The City has been awarded HSIP Cycle 12 grant funding in the amount of $349,92 for this Safe Route to School project. A 10% local match is required to support the project.

Key improvements under this project include:

- The installation of Rectangular Rapid Flashing Beacons (RRFBs), high-visibility crosswalks, and concrete curb extensions at Pintail Drive at Crane Drive, located near Dan O. Root Elementary School. These upgrades will significantly improve pedestrian safety and visibility, ensuring safer routes for students traveling to and from the school.
- The enhancement and modification of the advance warning system at the fire station to help alert and control pedestrian and vehicular movement during emergency responses. These modifications will improve coordination and safety during Fire Department operations, reducing potential conflicts between emergency vehicles and motorists, including pedestrians.

This project demonstrates the City's commitment to enhancing safety, particularly for students and

first responders, while promoting safer, more efficient travel throughout the community.

**2025 Sewer Rehabilitation Project**. The City, in partnership with the Fairfield Suisun Sewer District (FSSD), operates and maintains the wastewater collection system that serves the City. Suisun City owns and manages sewer main pipelines up to 10 inches in diameter, while FSSD is responsible for mains larger than 10 inches, as well as pump stations, siphons, and force mains within the system. The City's gravity sewer system spans approximately 58 miles, and CCTV inspections have revealed various issues due to aging infrastructure.

This 2025 Sewer Rehabilitation Project (Project) aims to rehabilitate sewer mains at various locations bound by McCoy Creek, Highway 12, Walters Road and Bella Vista Drive. The identified issues include, but are not limited to, sags, joint separations, offsets, infiltration, intrusions, and/or deformations. Video data will be analyzed to determine the most appropriate repair methods, which may include point (spot) repairs, pipe bursting, open trench replacement, cured-in-place lining, or other methods proposed by the consultant. The goal of the Project is to improve the overall functionality of the sewer system.

**Montebello Vista Park Revitalization Project.** This project is located within the existing park situated at the northeast corner of Montebello Drive and Capistrano Drive.

The proposed improvements to the existing park include, but are not limited to, the following elements:

- Development of hard-surfaced pedestrian walkways to provide safe, durable, and accessible circulation throughout the site.
- Installation of fencing and gates to enhance site security, define activity areas, and allow for controlled access when necessary.
- Placement of new play structures designed to encourage active recreation, support youth engagement, and create inclusive play opportunities.
- Implementation of landscaping and irrigation improvements to enhance site aesthetics, provide shade, and ensure long-term plant health and sustainability.
- Construction of a basketball court and a restroom/concession building to expand recreational amenities and improve convenience for park users and organized activities.
- Replacement of the existing play surface for the soccer/baseball field to improve safety, functionality, and overall playability of the athletic area.

Collectively, these improvements are intended to enhance usability, safety, and the overall recreational experience for community members.

**2026 Pavement Resurfacing Project.** Ongoing pavement maintenance planned for 2026 will focus on improving roadway conditions and extending the service life of Emperor Drive between Pintail Drive and Longspur Drive. The project will include:

- Localized digout repairs to remove and replace areas of failed pavement where the underlying base has deteriorated.
- Crack filling to seal existing surface cracks, prevent water intrusion, and slow further pavement degradation.
- Curb ramp upgrades to improve accessibility and bring existing ramps into compliance

with current accessibility standards.
- Application of an asphalt rubber cape seal treatment, which consists of a rubberized asphalt membrane followed by a protective surface layer to enhance durability, improve ride quality, and extend the pavement's lifespan.

Together, these improvements will help preserve the roadway, enhance safety and accessibility, and reduce the need for more extensive repairs in the future

**Project for which design has begun and construction is anticipated to be completed in 2027:**

**Public Fishing Dock**. This project is funded through the Proposition 68 Community and Economic Enhancement Grant Program, administered by the Sacramento-San Joaquin Delta Conservancy. The grant program is available to public agencies and nonprofit organizations with projects located within, or providing direct benefits to, the Delta and the Suisun Marsh region.

The proposed project includes construction of a new public fishing dock located behind and south of City Hall. The new facility is envisioned as both a recreational amenity and an educational resource for the community. It will serve as a hub for fishing, kayaking, and environmental learning, promoting tourism while fostering greater appreciation of the region's natural resources and ecosystem.

The project will create a sustainable and inclusive waterfront space designed to improve public access and usability. The City's existing public fishing dock, located within the Marina, is situated in an area with limited accessibility and is beyond repair. Replacing it with a centrally located, accessible facility will significantly enhance public access, safety, and overall community benefit.

**Economic Development**

Continued Processing Suisun Logistics (Eastern Sphere of Influence) and Highway 12 Logistics (Western Sphere of Influence) Development Projects.

**Suisun Logistics.** The City continued processing a development application and annexation request for 167 acres within the City's Eastern Sphere of Influence. The project, as proposed, would include over 2 million square feet of High-Cube Industrial space.

**Highway 12 Logistics.** The City entitled the project in late 2024. The project is located on property west of the Suisun City downtown, adjacent to Pennsylvania Avenue and south of Highway 12 within the City's Western Sphere of Influence. The project must now receive approval from Solano LAFCO prior to annexation. The project, as proposed, would include approximately 1.28 million square feet of High-Cube Industrial space.

**Retail Coffee**. The City entitled a standalone retail coffee use east of Sunset Avenue and north of Highway 12 in November 2025. Construction is anticipated in Spring 2026.

**Suisun Expansion Project.** The City began processing entitlements for an expansion project east of the current city limits. Entitlements include (but are not limited to): Annexation, Specific Plan, Vesting Tentative Map, as well as preparation of the appropriate environmental document.

**Economic Development Advisory Committee.** The City formed an Economic Development Advisory Committee toward the end of 2024 in an effort to push development efforts forward in a meaningful way. The Committee has begun meeting, as needed.

**Housing Element**

**Meridian West.** The project has now completed construction and received final inspections for all 71 single-family residences.

**Arrive Apartments.** The 180-unit multi-family project received final inspections to occupy the project in 2025.

**Awanta Apartments.** A proposed 20-unit residential project located at 400 Main Street applied for entitlements in 2025 and received entitlements in September 2025.

**McCoy Creek Mixed Use.** A 31-unit multi-family (and approximate 1,700 square feet of non-residential space) project located at 1220 and 1240 McCoy Creek Way submitted for entitlements in 2025 and received entitlements in October 2025.

**Permitting of Accessory Dwelling Units (ADU's).** The City continued to issue permits for Accessory Dwelling Units (ADU's) and Junior Accessory Dwelling Units (JADU's) in the 2025 calendar year and are looking at ways to continue to streamline their permitting moving forward.

**Open Space and Conservation**

**Habitat Conservation Plan (HCP).** The City of Suisun City continues to be a participant of the HCP.

**Community Facilities and Services**

**Continued Implementation of the Public Art Ordinance.** The City adopted a Public Art Ordinance which obligates development to either pay a fee or install public art as part of a project. The Ordinance was further amended in late 2021. With the most recent development projects, revenues are beginning to be received and applied to this policy.

**Public Health and Safety**

**Flood control projects (Annual).** Staff completed routine removal of vegetation to ensure proper functioning and operation of channel runoff, existing water control facilities, or other structures necessary for public health, safety and benefit. The following activities took place in 2024: spraying, mowing/weed eating, debris removal, and limb pruning.

**Continued Implementation of the Multi-Jurisdictional Hazard Mitigation Plan.** Staff worked closely with the County and other participants of the Plan to complete the update. Staff has now begun implementing the plan.

## Please Start Here

| General Information | |
|---|---|
| Jurisidiction Name | Suisun City |
| Reporting Calendar Year | 2025 |
| **Contact Information** | |
| First Name | John |
| Last Name | Kearns |
| Title | Principal Planner |
| Email | jkearns@suisun.com |
| Phone | 7074217337 |
| **Mailing Address** | |
| Street Address | 701 Civic Center Boulevard |
| City | Suisun City |
| Zipcode | 94585 |

**Optional:** Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

Click here to download APR Instructions

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

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**Optional:** This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

**Optional:** Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is

**Optional:** This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

**Link to the online system:** https://hcd.my.site.com/hcdconnect

Toggles formatting that turns cells green/yellow/red based on data validation rules.

**Submittal Instructions**

**Please save your file as Jurisdictionname2025 (no spaces).** Example: the City of San Luis Obispo would save their file as SanLuisObispo2025

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. **Online Annual Progress Reporting System - Please see the link to the online system to the left.** This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. **Email -** If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

| | | |
|---|---|---|
| **Jurisdiction** | Suisun City | |
| **Reporting Year** | 2025 | (Jan. 1 - Dec. 31) |
| **Housing Element Planning Period** | 6th Cycle | 01/31/2023 - 01/31/2031 |

| **Building Permits Issued by Affordability Summary** | | |
|---|---|---|
| **Income Level** | | **Current Year** |
| Acutely Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Extremely Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Very Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 1 |
| Moderate | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Above Moderate | | 0 |
| Total Units | | **1** |

| **Units by Structure Type** | **Entitled** | **Permitted** | **Completed** |
|---|---|---|---|
| Single-family Attached | 0 | 0 | 0 |
| Single-family Detached | 0 | 0 | 6 |
| 2 to 4 units per structure | 0 | 0 | 0 |
| 5+ units per structure | 0 | 0 | 108 |
| Accessory Dwelling Unit | 0 | 1 | 5 |
| Mobile/Manufactured Home | 0 | 0 | 0 |
| **Total** | **0** | **1** | **119** |

| **Infill Housing Developments and Infill Units Permitted** | **# of Projects** | **Units** |
|---|---|---|
| Indicated as Infill | 1 | 1 |
| Not Indicated as Infill | 0 | 0 |

| Housing Applications Summary | |
|---|---|
| Total Housing Applications Submitted: | 2 |
| Number of Proposed Units in All Applications Received: | 51 |
| Total Housing Units Approved: | 51 |
| Total Housing Units Disapproved: | 0 |

| Use of SB 423 Streamlining Provisions - Applications | |
|---|---|
| Number of SB 423 Streamlining Applications | 0 |
| Number of SB 423 Streamlining Applications Approved | 0 |

| Units Constructed - SB 423 Streamlining Permits | | | |
|---|---|---|---|
| Income | Rental | Ownership | Total |
| Acutely Low | 0 | 0 | 0 |
| Extremely Low | 0 | 0 | 0 |
| Very Low | 0 | 0 | 0 |
| Low | 0 | 0 | 0 |
| Moderate | 0 | 0 | 0 |
| Above Moderate | 0 | 0 | 0 |
| **Total** | **0** | **0** | **0** |

| Streamlining Provisions Used - Permitted Units | # of Projects | Units |
|---|---|---|
| SB 9 (2021) - Duplex in SF Zone | 0 | 0 |
| SB 9 (2021) - Residential Lot Split | 0 | 0 |
| AB 2011 (2022) | 0 | 0 |
| SB 6 (2022) | 0 | 0 |
| SB 423 (2023) | 0 | 0 |

| Ministerial and Discretionary Applications | # of | Units |
|---|---|---|
| Ministerial | 0 | 0 |
| Discretionary | 2 | 51 |

| Density Bonus Applications and Units Permitted | |
|---|---|
| Number of Applications Submitted Requesting a Density Bonus | 0 |
| Number of Units in Applications Submitted Requesting a Density Bonus | 0 |
| Number of Projects Permitted with a Density Bonus | 0 |
| Number of Units in Projects Permitted with a Density Bonus | 0 |

| Housing Element Programs Implemented and Sites Rezoned | Count |
|---|---|
| Programs Implemented | 27 |
| Sites Rezoned to Accommodate the RHNA | 0 |

| | |
|---|---|
| Jurisdiction | Suisun City |
| Reporting Year | 2025 (Jan. 1 - Dec. 31) |
| Planning Period | 6th Cycle 01/31/2023 - 01/31/2031 |

**ANNUAL ELEMENT PROGRESS REPORT**

**Housing Element Implementation**

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

## Table A
## Housing Development Applications Submitted

| Project Identifier | | | | | Unit Types | | Date Application Submitted | Proposed Units - Affordability by Household Incomes | | | | | | | | | | | | Total Approved Units by Project | Total Disapproved Units by Project | Streamlining | Historic Sites | Density Bo Applica |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | 2 | 3 | 4 | 5 | | | | | | | | | | | 6 | 7 | 8 | 9 | 10 | 11 |
| Prior APN+ | Current APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID | Unit Category (SFA,SFD,2 to 4,5+,ADU,MH) | Tenure R=Renter O=Owner | Date Application Submitted (see instructions) | Acutely Low-Income Deed Restricted | Acutely Low-Income Non Deed Restricted | Extremely Low-Income Deed Restricted | Extremely Low-Income Non Deed Restricted | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low-Income Deed Restricted | Low-Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Total PROPOSED Units by Project | Total APPROVED Units by project | Total DISAPPROVED Units by Project | Please select state streamlining provision/s the application was submitted pursuant to. | Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L? | Did the housing development application seek incentives or concessions pursuant to Government Code section 65915? |
| Summary Row: Start Data Entry Below | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 51 | 0 | 51 | 51 | 0 | | | |
| | 0173670240 and 250 | 1220/1240 McCoy Creek Way | McCoy Creek Apts. | PLN-2026-00008 and 9 | MH | R | 3/4/2025 | | | | | | | | | | 31 | | 31 | 31 | 0 | NONE | No | No |
| | 32091220 | 400 Main Street | Awanta Apts. | PLN-2026-00004 | MH | R | 2/3/2025 | | | | | | | | | | 20 | | 20 | 20 | 0 | NONE | No | No |
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| Jurisdiction | Suisun City | |
|---|---|---|
| Reporting Year | 2025 | (Jan. 1 - Dec. 31) |
| Planning Period | 6th Cycle | 01/31/2023 - 01/31/2031 |

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

### Table A2

**Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units**

| Project Identifier (1) | | | | | Unit Types (2) | (3) | Affordability by Household Incomes - Completed Entitlement (4) | | | | | | | | | | | 5 | 6 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Prior APN+ | Current APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID | Unit Category (SFA,SFD,2 to 4,5+,ADU,MH) | Tenure R=Renter O=Owner | Acutely Low- Income Deed Restricted | Acutely Low- Income Non Deed Restricted | Extremely Low- Income Deed Restricted | Extremely Low- Income Non Deed Restricted | Very Low- Income Deed Restricted | Very Low- Income Non Deed Restricted | Low- Income Deed Restricted | Low- Income Non Deed Restricted | Moderate- Income Deed Restricted | Moderate- Income Non Deed Restricted | Above Moderate- Income | Entitlement Date Approved | # of Units issued Entitlements |
| Summary Row: Start Data Entry Below | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| | 0173-612-400 | 1204 Lawler Ranch Parkway | | B23-4-0413 | ADU | R | | | | | | | | | | | | | 0 |
| | 0174-254-080 | 1718 Ventura Way | | B24-5-0167 | ADU | R | | | | | | | | | | | | | 0 |
| | 0173-534-020 | 308 Hoyt Court | | B24-5-0188 | ADU | R | | | | | | | | | | | | | 0 |
| | 0173-114-030 | 832 Worley Road | | B23-4-0505 | ADU | R | | | | | | | | | | | | | 0 |
| | 0174-254-030 | 1728 Ventura Way | | B23-4-0519 | ADU | R | | | | | | | | | | | | | 0 |
| | 0032-362-010 | 718 Shannon Dr | | B23-4-0687 | ADU | R | | | | | | | | | | | | | 0 |
| | 0174-252-020 | 1702 Theresa Wy | | B23-4-0815 | ADU | R | | | | | | | | | | | | | 0 |
| | 0037-231-080 | 412 Avalon Way | | B24-5-0011 | ADU | R | | | | | | | | | | | | | 0 |
| | 0173-691-130 | 200 Seabury Drive | | B24-5-0074 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-070 | 226 Manatee Street | | B21-2-0868 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-120 | 219 Manatee Street | | B21-2-0870 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-114-050 | 217 Solano Street | | B22-3-0849 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-050 | 218 Manatee Street | | B23-4-0434 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-040 | 214 Manatee Street | | B23-4-0435 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-110 | 215 Manatee Street | | B23-4-0436 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-150 | 227 Manatee Street | | B23-4-0479 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-060 | 222 Manatee Street | | B23-4-0480 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-130 | 223 Manatee Street | | B23-4-0481 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-210 | 110 Flounder Street | | B23-4-0556 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-220 | 106 Flounder Street | | B23-4-0557 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-270 | 111 Flounder Street | | B23-4-0558 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-280 | 107 Flounder Street | | B23-4-0559 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-200 | 114 Flounder Street | | B23-4-0561 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-190 | 118 Flounder Street | | B23-4-0562 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-250 | 119 Flounder Street | | B23-4-0563 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-260 | 115 Flounder Street | | B23-4-0564 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-180 | 122 Flounder Street | | B23-4-0695 | SFD | R | | | | | | | | | | | | | 0 |
| | 0032-481-170 | 126 Flounder Street | | B23-4-0696 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-160 | 130 Flounder Street | | B23-4-0697 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-240 | 123 Flounder Street | | B23-4-0698 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-230 | 127 Flounder Street | | B23-4-0828 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-300 | 128 Clownfish Street | | B23-4-0829 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-360 | 141 Clownfish Street | | B23-4-0830 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-380 | 133 Clownfish Street | | B23-4-0831 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-290 | 132 Clownfish Street | | B23-4-0832 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-400 | 125 Clownfish Street | | B23-4-0833 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-370 | 137 Clownfish Street | | B23-4-0834 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-390 | 129 Clownfish Street | | B23-4-0835 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-310 | 124 Clownfish Street | | B23-4-0905 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-330 | 116 Clownfish Street | | B23-4-0906 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-350 | 108 Clownfish Street | | B23-4-0907 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-410 | 121 Clownfish Street | | B23-4-0908 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-430 | 113 Clownfish Street | | B23-4-0909 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-320 | 120 Clownfish Street | | B23-4-0910 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-340 | 112 Clownfish Street | | B23-4-0911 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-420 | 117 Clownfish Street | | B23-4-0912 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-440 | 109 Clownfish Street | | B24-5-0013 | SFD | R | | | | | | | | | | | | | 0 |
| | 0032-482-150 | 204 Octopus Street | | B24-5-0014 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-200 | 224 Octopus Street | | B24-5-0015 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-270 | 229 Octopus Street | | B24-5-0016 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-160 | 208 Octopus Street | | B24-5-0021 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-190 | 220 Octopus Street | | B24-5-0022 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-210 | 205 Octopus Street | | B24-5-0023 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-220 | 209 Octopus Street | | B24-5-0024 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-170 | 212 Octopus Street | | B24-5-0026 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-230 | 213 Octopus Street | | B24-5-0027 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-240 | 217 Octopus Street | | B24-5-0028 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-482-180 | 216 Octopus Street | | B24-5-0029 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-070 | 821 Starfish Street | | B23-4-0289 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-100 | 820 Starfish Street | | B23-4-0290 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-110 | 121 Jellyfish St | | B23-4-0291 | SFD | O | | | | | | | | | | | | | 0 |
| | 0032-481-120 | 117 Jellyfish St | | B23-4-0292 | SFD | O | | | | | | | | | | | | | 0 |
| | 0173-602-160 | 1273 Potrero Circle | | B24-5-0148 | ADU | R | | | | | | | | | | | | | 0 |
| | 0037-130-010 | 1367 Blossom Ave | | B21-2-0843 | 5+ | R | | | | | | | | | | | | | 0 |
| | 0037-130-010 | 1397 Blossom Ave | | B21-2-0845 | 5+ | R | | | | | | | | | | | | | 0 |
| | 0037-130-010 | 1385 Blossom Ave | | B21-2-0846 | 5+ | R | | | | | | | | | | | | | 0 |
| | 0037-130-010 | 1373 Blossom Ave | | B21-2-0848 | 5+ | R | | | | | | | | | | | | | 0 |
| | 0037-130-010 | 1355 Blossom Ave | | B21-2-0849 | 5+ | R | | | | | | | | | | | | | 0 |
| | 10/30/2024 | 718 Shannon Dr | | B23-4-0687 | ADU | R | | | | | | | | | | | | | 0 |
| | 0173-375-250 | 1005 Crested Ct | | B22-3-0510 | ADU | R | | | | | | | | | | | | | 0 |
| | 0037-231-080 | 412 Avalon Way | | B24-5-0011 | ADU | R | | | | | | | | | | | | | 0 |
| | 0037-192-420 | 1215Worley Rd | | B24-5-0431 | ADU | R | | | | | | | | | | | | | 0 |
| | 0032-383-050 | 51 Buena Vista Av | | BLDR-2025-0077 | ADU | R | | | | | | | | | | | | | 0 |
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| Street Address | Affordability by Household Incomes - Building Permits (7) | | | | | | | | | | | 8 | 9 |
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| | Acutely Low- Income Deed Restricted | Acutely Low- Income Non Deed Restricted | Extremely Low- Income Deed Restricted | Extremely Low- Income Non Deed Restricted | Very Low- Income Deed Restricted | Very Low- Income Non Deed Restricted | Low- Income Deed Restricted | Low- Income Non Deed Restricted | Moderate- Income Deed Restricted | Moderate- Income Non Deed Restricted | Above Moderate- Income | Building Permits Date Issued | # of Units Issued Building Permits |
| Summary Row: Start Data Entry Below | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | 1 |
| 1204 Lawler Ranch Parkway | | | | | | | | | | | | | 0 |
| 1718 Ventura Way | | | | | | | | 1 | | | | 10/9/2024 | 1 |
| 308 Hoyt Court | | | | | | 1 | | | | | | 9/18/2024 | 1 |
| 832 Worley Road | | | | | | | | | | | | | 0 |
| 1728 Ventura Way | | | | | | | | | | | | | 0 |
| 718 Shannon Dr | | | | | | | | | | | | | 0 |
| 1702 Theresa Wy | | | | | | 1 | | | | | | 9/23/2024 | 1 |
| 412 Avalon Way | | | | | | | | | | | | | 0 |
| 200 Seabury Drive | | | | | | | | | | | 1 | 12/11/2024 | 1 |
| 226 Manatee Street | | | | | | | | | | | 1 | 1/25/2024 | 1 |
| 219 Manatee Street | | | | | | | | | | | | | 0 |
| 217 Solano Street | | | | | | | | | | | 1 | 1/29/2024 | 1 |
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| 1273 Potrero Circle | | | | | | | | | | 1 | | 8/21/2024 | 1 |
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| 1385 Blossom Ave | | | | | | | | | | 24 | | 5/12/2022 | 24 |
| 1373 Blossom Ave | | | | | | | | | | 24 | | 5/12/2022 | 24 |
| 1355 Blossom Ave | | | | | | | | | | 12 | | 5/12/2022 | 12 |
| 718 Shannon Dr | | | | | | | | 1 | | | | 10/30/2024 | 1 |
| 1005 Crested Ct | | | | | | | | | | | | | 0 |
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| Street Address | Affordability by Household Incomes - Certificates of Occupancy (10) | | | | | | | | | | | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Acutely Low- Income Deed Restricted | Acutely Low- Income Non Deed Restricted | Extremely Low- Income Deed Restricted | Extremely Low- Income Non Deed Restricted | Very Low- Income Deed Restricted | Very Low- Income Non Deed Restricted | Low- Income Deed Restricted | Low- Income Non Deed Restricted | Moderate- Income Deed Restricted | Moderate- Income Non Deed Restricted | Above Moderate- Income | Certificates of Occupancy or other forms of readiness (see instructions) Date Issued | # of Units issued Certificates of Occupancy or other forms of readiness |
| Summary Row: Start Data Entry Below | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 114 | 5 | | 119 |
| 1204 Lawler Ranch Parkway | | | | | | | | | | 1 | | 3/25/2024 | 1 |
| 1718 Ventura Way | | | | | | | | | | | | | 0 |
| 308 Hoyt Court | | | | | | | | | | | | | 0 |
| 832 Worley Road | | | | | | | | 1 | | | | 3/14/2024 | 1 |
| 1728 Ventura Way | | | | | | | | 1 | | | | 4/10/2024 | 1 |
| 718 Shannon Dr | | | | | | 1 | | | | | | 7/1/2024 | 1 |
| 1702 Theresa Wy | | | | | | | | | | | | | 0 |
| 412 Avalon Way | | | | | | | | | | | 1 | 8/28/2024 | 1 |
| 200 Seabury Drive | | | | | | | | | | | 1 | 6/18/2025 | 1 |
| 226 Manatee Street | | | | | | | | | | | 1 | 6/27/2024 | 1 |
| 219 Manatee Street | | | | | | | | | | | 1 | 2/26/2024 | 1 |
| 217 Solano Street | | | | | | | | | | | | | 0 |
| 218 Manatee Street | | | | | | | | | | | 1 | 1/11/2024 | 1 |
| 214 Manatee Street | | | | | | | | | | | 1 | 1/11/2024 | 1 |
| 215 Manatee Street | | | | | | | | | | | 1 | 1/11/2024 | 1 |
| 227 Manatee Street | | | | | | | | | | | 1 | 1/25/2024 | 1 |
| 222 Manatee Street | | | | | | | | | | | 1 | 1/25/2024 | 1 |
| 223 Manatee Street | | | | | | | | | | | 1 | 1/25/2024 | 1 |
| 110 Flounder Street | | | | | | | | | | | 1 | 2/26/2024 | 1 |
| 106 Flounder Street | | | | | | | | | | | 1 | 2/26/2024 | 1 |
| 111 Flounder Street | | | | | | | | | | | 1 | 2/26/2024 | 1 |
| 107 Flounder Street | | | | | | | | | | | 1 | 2/26/2024 | 1 |
| 114 Flounder Street | | | | | | | | | | | 1 | 2/26/2024 | 1 |
| 118 Flounder Street | | | | | | | | | | | 1 | 2/26/2024 | 1 |
| 119 Flounder Street | | | | | | | | | | | 1 | 2/26/2024 | 1 |
| 115 Flounder Street | | | | | | | | | | | 1 | 2/26/2024 | 1 |
| 122 Flounder Street | | | | | | | | | | | 1 | 3/23/2024 | 1 |
| 126 Flounder Street | | | | | | | | | | | 1 | 3/23/2024 | 1 |
| 130 Flounder Street | | | | | | | | | | | 1 | 3/23/2024 | 1 |
| 123 Flounder Street | | | | | | | | | | | 1 | 3/23/2024 | 1 |
| 127 Flounder Street | | | | | | | | | | | 1 | 6/3/2024 | 1 |
| 128 Clownfish Street | | | | | | | | | | | 1 | 6/3/2024 | 1 |
| 141 Clownfish Street | | | | | | | | | | | 1 | 6/3/2024 | 1 |
| 133 Clownfish Street | | | | | | | | | | | 1 | 6/3/2024 | 1 |
| 132 Clownfish Street | | | | | | | | | | | 1 | 6/3/2024 | 1 |
| 125 Clownfish Street | | | | | | | | | | | 1 | 6/3/2024 | 1 |
| 137 Clownfish Street | | | | | | | | | | | 1 | 6/3/2024 | 1 |
| 129 Clownfish Street | | | | | | | | | | | 1 | 6/3/2024 | 1 |
| 124 Clownfish Street | | | | | | | | | | | 1 | 6/20/2024 | 1 |
| 116 Clownfish Street | | | | | | | | | | | 1 | 6/20/2024 | 1 |
| 108 Clownfish Street | | | | | | | | | | | 1 | 6/20/2024 | 1 |
| 121 Clownfish Street | | | | | | | | | | | 1 | 6/20/2024 | 1 |
| 113 Clownfish Street | | | | | | | | | | | 1 | 6/20/2024 | 1 |
| 120 Clownfish Street | | | | | | | | | | | 1 | 6/20/2024 | 1 |
| 112 Clownfish Street | | | | | | | | | | | 1 | 6/20/2024 | 1 |
| 117 Clownfish Street | | | | | | | | | | | 1 | 6/20/2024 | 1 |
| 109 Clownfish Street | | | | | | | | | | 1 | | 7/16/2024 | 1 |
| 204 Octopus Street | | | | | | | | | | | 1 | 7/16/2024 | 1 |
| 224 Octopus Street | | | | | | | | | | | 1 | 10/17/2025 | 1 |
| 229 Octopus Street | | | | | | | | | | | 1 | 10/17/2025 | 1 |
| 208 Octopus Street | | | | | | | | | | | 1 | 10/17/2025 | 1 |
| 220 Octopus Street | | | | | | | | | | 1 | | 10/16/2025 | 1 |
| 205 Octopus Street | | | | | | | | | | | 1 | 7/16/2024 | 1 |
| 209 Octopus Street | | | | | | | | | | | 1 | 7/16/2024 | 1 |
| 212 Octopus Street | | | | | | | | | | | 1 | 7/16/2024 | 1 |
| 213 Octopus Street | | | | | | | | | | | 1 | 7/16/2024 | 1 |
| 217 Octopus Street | | | | | | | | | | | 1 | 8/13/2024 | 1 |
| 216 Octopus Street | | | | | | | | | | | 1 | 10/16/2025 | 1 |
| 821 Starfish Street | | | | | | | | | | | 1 | 3/28/2024 | 1 |
| 820 Starfish Street | | | | | | | | | | | 1 | 3/28/2024 | 1 |
| 121 Jellyfish St | | | | | | | | | | | 1 | 3/28/2024 | 1 |
| 117 Jellyfish St | | | | | | | | | | | 1 | 3/28/2024 | 1 |
| 1273 Potrero Circle | | | | | | | | | | | | | 0 |
| 1367 Blossom Ave | | | | | | | | | | 24 | | 4/23/2025 | 24 |
| 1397 Blossom Ave | | | | | | | | | | 24 | | 6/20/2025 | 24 |
| 1385 Blossom Ave | | | | | | | | | | 24 | | 4/30/2025 | 24 |
| 1373 Blossom Ave | | | | | | | | | | 24 | | 2/24/2025 | 24 |
| 1355 Blossom Ave | | | | | | | | | | 12 | | 1/30/2025 | 12 |
| 718 Shannon Dr | | | | | | | | | | 1 | | 4/1/2025 | 1 |
| 1005 Crested Ct | | | | | | | | | | 1 | | 1/27/2025 | 1 |
| 412 Avalon Way | | | | | | | | | | 1 | | 2/10/2025 | 1 |
| 1215Worley Rd | | | | | | | | | | 1 | | 12/8/2025 | 1 |
| 51 Buena Vista Av | | | | | | | | | | 1 | | 9/29/2025 | 1 |
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| Street Address | Streamlining (13) | Historic Sites (14) | Infill (15) | Housing with Financial Assistance and/or Deed Restrictions (16) | (17) | Housing without Financial Assistance or Deed Restrictions (18) | Term of Affordability or Deed Restriction (19) | Demolished/Destroyed Units (20) | | | Density Bonus (21) | (22) | (23) | (24) | Notes (25) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple) | Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L? | Infill Units? Y/N+ | Assistance Programs for Each Development (may select multiple - see instructions) | Deed Restriction Type (may select multiple - see instructions) | For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions) | Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)+ | Number of Demolished/Destroyed Units | Demolished or Destroyed Units | Demolished/ Destroyed Units Owner or Renter | Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area) | Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions) | List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications) | Did the project receive a reduction or waiver of parking standards? (Y/N) | Notes+ |
| Summary Row: Start Data Entry Below | | | | | | | | 0 | | | | | | | |
| 1204 Lawler Ranch Parkway | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 1718 Ventura Way | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 308 Hoyt Court | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 832 Worley Road | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 1728 Ventura Way | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 718 Shannon Dr | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 1702 Theresa Wy | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 412 Avalon Way | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 200 Seabury Drive | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 226 Manatee Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 219 Manatee Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 217 Solano Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 218 Manatee Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 214 Manatee Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 215 Manatee Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 227 Manatee Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 222 Manatee Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 223 Manatee Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 110 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 106 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 111 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 107 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 114 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 118 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 119 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 115 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 122 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 126 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 130 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 123 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 127 Flounder Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 128 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 141 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 133 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 132 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 125 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 137 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 129 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 124 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 116 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 108 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 121 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 113 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 120 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 112 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 117 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 109 Clownfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 204 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 224 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 229 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 208 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 220 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 205 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 209 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 212 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 213 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 217 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 216 Octopus Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 821 Starfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 820 Starfish Street | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 121 Jellyfish St | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 117 Jellyfish St | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 1273 Potrero Circle | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 1367 Blossom Ave | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 1397 Blossom Ave | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 1385 Blossom Ave | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 1373 Blossom Ave | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 1355 Blossom Ave | NONE | No | Y | | | Housing Affordability Calculator | | | | | | | | | |
| 718 Shannon Dr | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 1005 Crested Ct | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 412 Avalon Way | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 1215Worley Rd | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |
| 51 Buena Vista Av | NONE | No | Y | | | 30/30/30/10 rule | | | | | | | | | |

| | |
|---|---|
| **Jurisdiction** | Sukun City |
| **Reporting Year** | 2020 (Jan. 1 - Dec. 31) |
| **Planning Period** | 6th Cycle (planning period) |

**ANNUAL ELEMENT PROGRESS REPORT**

**Housing Element Implementation**

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulae

| | |
|---|---|
| Jurisdiction | Sukun City |
| Reporting Year | 2020 (Jan. 1 - Dec. 31) |
| Planning Period | 6th Cycle (calendar, incorporate) |

**ANNUAL ELEMENT PROGRESS REPORT**
**Housing Element Implementation**

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulae

| | |
|---|---|
| Jurisdiction | Sukun City |
| Reporting Year | 2020 (Jan. 1 - Dec. 31) |
| Planning Period | 6th Cycle (calendar, projection) |

**ANNUAL ELEMENT PROGRESS REPORT**

**Housing Element Implementation**

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulae

| Jurisdiction | Sukun City | |
|---|---|---|
| | | (Jan. 1 – Dec. 31) |
| Reporting Year | 2020 | 31) |
| Planning Period | 6th Cycle | (calendar, example: |

**ANNUAL ELEMENT PROGRESS REPORT**
**Housing Element Implementation**

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

| | | |
|---|---|---|
| **Jurisdiction** | Suisun City | |
| **Reporting Year** | 2025 | (Jan. 1 - Dec. 31) |
| **Planning Period** | 6th Cycle | 01/31/2023 - 01/31/2031 |

**ANNUAL ELEMENT PROGRESS REPORT**
**Housing Element Implementation**

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

**Table B**
**Regional Housing Needs Allocation Progress**
**Permitted Units Issued by Affordability**

| | | 1 | Projection Period | 2 | | | | | | | | | 3 | 4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Income Level** | | **RHNA Allocation by Income Level** | **Projection Period - 06/30/2022-01/30/2023** | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** | **Total Units to Date (all years)** | **Total Remaining RHNA by Income Level** |
| Acutely Low | Deed Restricted | | - | - | - | - | - | - | - | - | - | - | - | |
| | Non-Deed Restricted | | - | - | - | - | - | - | - | - | - | - | | |
| Extremely Low | Deed Restricted | | - | - | - | - | - | - | - | - | - | - | - | - |
| | Non-Deed Restricted | | - | - | - | - | - | - | - | - | - | - | | |
| Very Low | Deed Restricted | 160 | - | - | - | - | - | - | - | - | - | - | **2** | **158** |
| | Non-Deed Restricted | | - | - | 2 | - | - | - | - | - | - | - | | |
| Low | Deed Restricted | 95 | - | - | - | - | - | - | - | - | - | - | **2** | **93** |
| | Non-Deed Restricted | | - | - | 1 | 1 | - | - | - | - | - | - | | |
| Moderate | Deed Restricted | 98 | - | - | - | - | - | - | - | - | - | - | **3** | **95** |
| | Non-Deed Restricted | | - | - | 3 | - | - | - | - | - | - | - | | |
| Above Moderate | | 267 | 14 | 195 | 6 | - | - | - | - | - | - | - | **215** | **52** |
| Total RHNA | | **620** | | | | | | | | | | | | |
| Total Units | | | **14** | **195** | **12** | **1** | **-** | **-** | **-** | **-** | **-** | **-** | **222** | **398** |

*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):
- You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"
  - If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at apr@hcd.ca.gov.
- All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

| | | |
|---|---|---|
| **Jurisdiction** | Suisun City | |
| **Reporting Year** | 2025 | (Jan. 1 - Dec. 31) |
| **Planning Period** | 6th Cycle | 01/31/2023 - 01/31/2031 |

**ANNUAL ELEMENT PROGRESS REPORT**

**Housing Element Implementation**

**Note: "+" indicates an optional field**

Cells in grey contain auto-calculation formulas

**Table C**

**Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law**

| Project Identifier | | | | Date of Rezone | RHNA Shortfall by Household Income Category | | | | Rezone Type | Sites Description | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 2 | 3 | | | | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 |
| APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID+ | Date of Rezone | Very Low-Income | Low-Income | Moderate-Income | Above Moderate-Income | Rezone Type | Parcel Size (Acres) | General Plan Designation | Zoning | Minimum Density Allowed | Maximum Density Allowed | Realistic Capacity | Vacant/Nonvacant | Description of Existing Uses |
| Summary Row: Start Data Entry Below | | | | | | | | | | | | | | | | | |
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# ANNUAL ELEMENT PROGRESS REPORT
## Housing Element Implementation

| Jurisdiction | Suisun City | |
|---|---|---|
| Reporting Year | 2025 | (Jan. 1 - Dec. 31) |

**Table D**

**Program Implementation Status pursuant to GC Section 65583**

**Housing Programs Progress Report**

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|
| **Name of Program** | **Objective** | **Projected Completion Date in Housing Element** | **Applicable Cycle** | **Status of Program Implementation** | **Program Implementation Details** | **Quantified Outcomes: Category** | **Quantified Outcomes: Count** | **Supporting Documents** |
| **Program 1.A** | Review of Available Sites. The City will continue to maintain an inventory of sites available and appropriate for residential development at all income levels, including vacant sites, and sites suitable for redevelopment and/or reuse. In keeping with state "no net loss" provisions (Government Code Section 65863), if development projects are approved at densities lower than anticipated in the sites inventory, the City will evaluate the availability of sites appropriate for lower-income housing and, if necessary, shall rezone sufficient sites to accommodate the Regional Housing Needs Allocation (RHNA).<br>The City will annually send the available sites inventory list to for-profit and nonprofit developers. The available sites inventory list will also be posted to the City's website to support development of new affordable housing opportunities. Additionally, to ensure program 1.A.1 from the city's 5th cycle Housing Element is fully implemented, the City will add provisions to APNs: 0032-081-310, -050, -060, -070, and -320, 0032-082-140, 0032-411-070, -080, -090, -100, and -110, 0032-042-120, -130, and -640, and 0032-281-060, -130, and -110, to ensure by-right development is allowed consistent with Government Code Sections 65583.2(h) and (i)). | 1/31/2024 | 6th Cycle | Continuous | The Solano County REAP Collaborative created a GIS based building permit tracker for the City to track building and ADU permits by year and map them for use in the Housing Element Annual Progress Report (APR) that is submitted to HCD each ye | Other | | None |

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| **Program 1.B** | Encourage Mixed-Use Projects and Residential in Commercial Zones. The City shall incentivize development of residential units in mixed-use projects and residential units in commercial zones, specifically focused in the Downtown Waterfront Specific Plan, and Commercial Mixed Use zones, by providing incentives, including, but not limited to:<br>•Priority project processing<br>•Deferral of development impact or permit fees, where possible<br>•Flexibility in development standards, such as parking, setbacks, and landscaping requirements<br>•Density and intensity bonuses<br>•Support for infrastructure upgrades<br>•Assist developers with securing additional financing<br>Additionally, to further promote residential development in the Commercial Mixed-Use zone (CMU), the City will create a residential overlay that allows 100 percent residential and/or require at least 50 percent of the FAR is residential in mixed use projects in the CMU zone. The overlay will be applied to APNs 0037-160-110, 0037-220-130, 0037-220-190, and 0037-220-200, as show in Table 7. | 1/31/2024 | 6th Cycle | In Progress | The City continues to incentivize development of residential units in mixed-use projects and residential units in commercial zones, specifically focused in the Downtown Waterfront Specific Plan, and Commercial Mixed Use zones. The City has been in discussions with property owners and developers regarding potential projects and anticipates submittal of applications as early as Spring 2025.<br><br>The revisions to the Commercial Mixed-Use zone to create a residential overlay applied to APNs 0037-160-110, 0037-220-130, 0037-220-190, and 0037-220-200 will begin in Summer 2024. | Other | | www.suisun.com/files/sharedassets/suisuncity/v/1/departments/development-services/documents/waterfront-district-specific-plan/city-of-suisun-city-waterfront-district-specific-plan-2023.pdf |
| **Program 1.C** | Assist with Affordable Housing Development. To assist in the development of housing for lower-income (extremely low-, very low-, low-income) and moderate-income households, the City will seek interested nonprofit housing sponsors/developers and provide financial incentives for construction of affordable housing by applying for state and federal subsidies. The City will make use of all available programs for which it is eligible to apply and for which eligible projects have been identified. The City will assist nonprofit housing corporations and for-profit developers in applying for state and federal funds for eligible projects (i.e., HOME Program and Community Block Development Grants). The City will also provide a list of vacant and underutilized sites to inform developers of available sites for development. | 12/31/2023 | 6th Cycle | In Progress | The City is working with the Solano County REAP Collaborative to create a list of vacant publicly-owned sites to post on the City's website and market to developers in 2025. | Meetings | | None |
| **Program 1.D** | Site Coordination. The City will continue to work with Caltrans to ensure the transfer of the property rights of the Caltrans Park and Ride site to the City to provide additional opportunities for the development of housing. | 1/31/2024 | 6th Cycle | In Progress | The City worked with the Solano County REAP Collaborative to create a list of vacant publicly-owned sites to market to developers in 2025, including Caltrans park and ride site. | Meetings | | Suisun City 2023-2031 Housing Element (PDF) |

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| **Program 1.E** | Inclusionary Housing Ordinance. The City will research an inclusionary housing ordinance and seek developer input prior to drafting an ordinance. This ordinance will identify acceptable methods to provide affordable housing such as: (a) construction of housing on-site, (b) construction of housing off-site, (c) dedication of land for housing, and (d) payment of an in-lieu fee. Development of this ordinance requires an analysis of the following variables:<br>•Limiting the application of the ordinance to developments exceeding a certain size.<br>•Percentage of housing units required to be set aside as affordable.<br>•Design and building requirements.<br>•Timing of affordable unit construction.<br>•Determination of a fee in lieu of developing affordable units.<br>•Developer incentives, such as fee deferrals and waivers.<br>•Administration of affordability control. | 12/31/2025 | 6th Cycle | In Progress | The City has begun researching the feasibility of developing and implementing an inclusionary housing ordinance. If the City determines that an ordinance should be drafted, developer input will be sought prior to undertaking such drafting. | Meetings | 1 | None |
| **Program 1.F** | Mortgage Credit Certificate Program. The City will annually meet with representatives of Solano County, Vallejo, Fairfield, Vacaville, and/or other jurisdictions to determine interest in, and feasibility of, applying for a mortgage revenue bond or mortgage credit certificate allocation. The City will investigate at least one allocation and either issue bonds or mortgage credit certificates, depending on the financial feasibility of issuing bonds. If the use of the first allocation is successful, the City will apply for a second allocation. | 12/31/2026 | 6th Cycle | Continuous | The Development Services Director meets monthly with representative from Solano County, Vallejo, Fairfield, Vacaville, Rio Vista, Dixon, and Benicia and plans to discuss the potential for applying for a mortgage revenue bond or mortgage credit certificate allocation. | Meetings | 10 | None |
| **Program 1.G** | First-Time Homebuyer Program. The City will apply for funding to implement a first-time homebuyer program to provide down payment assistance and closing cost assistance to low-income first-time homebuyers. In order to reduce displacement risk of prospective first-time homebuyers being priced out of the community, the City will promote the availability of this program in areas with concentrations of renters, particularly low-income renters, through providing information multilingual materials at public buildings and locations and will post the programs on the City's website and in City buildings. | 12/31/2026 | 6th Cycle | In Progress | The Solano County REAP Collaborative prepared a memo for all the jurisdictions discussing options for exploring funding sources for a countywide first-time homebuyers program and a countywide housing rehabilitation program. The County and the cities will continue to discuss and track funding sources that could become viable options in the future including BAFA funds. . | Other | | None |

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| **Program 1.H** | Accessory Dwelling Units (ADUs). The City will encourage the construction of ADUs throughout the city through the following actions, which are aimed at providing an increased supply of affordable units and therefore to help reduce displacement risk for low-income households resulting from overpayment:<br>•Amend the municipal code to be consistent with the latest state legislation related to ADUs, ensuring that ADUs are permitted in all zones that permit single-family or multifamily uses, and permit the construction of a junior accessory dwelling unit (JADU) on each lot in addition to an ADU, in accordance with California Government Code Section 65852.2.<br>•Provide guidance and educational materials for building ADUs on the City's website, including permitting procedures and construction resources. Additionally, the City will present homeowner associations with information about the community and neighborhood benefits of ADUs, and inform them that covenants, conditions, and restrictions (CC&Rs) prohibiting ADUs are contrary to state law.<br>•Proactively advertise the benefits of ADUs by distributing multilingual informational materials in areas of high opportunity (Specifically Quail Glen, Montebello, and the Waterfront District neighborhoods) and | 12/31/2023 | 6th Cycle | Completed | The City, as part of the Solano County REAP Collaborative, prepared a ADU incentives brochure to promote ADU development. Marketing materials are available at the City's Development Services Department and on the City's website.The Solano County REAP Collaborative prepared the ADU "Can You Build it?" tool, which combines zoning and ADU regulations to determine the type of ADU that can be built on each lot that allows ADUs in the City. A link to the search tool is available on the City's website. | Other | 10 | https://solanoadu.org/learning-the-rules/ |
| **Program 1.I** | Corner Lot Development. The City will continue to allow construction of duplexes on corner lots and other flexible housing designs according to City design guidelines. The City will create an inventory of available coroner lots and annually reach out to developers to discuss options and opportunities for developing the corner lots identified. | 12/31/2025 | 6th Cycle | Continuous | The City continues to allow construction of duplexes on corner lots and other flexible housing designs and plans to create an inventory of available corner lots by December 2025. | Other | | None |
| **Program 1.J** | Annual Review of the Housing Element. The City will complete the required Housing Element Annual Progress Report (APR) to review the Housing Element on an annual basis to determine the effectiveness of the programs in the element in achieving the City's housing goals and objectives. The City will provide annual reports to the City Council regarding the effectiveness of the Housing Element. The City will take actions necessary to correct any inconsistencies. A copy of this report will be sent to the California Department of Housing and Community Development. | 12/31/2025 | 6th Cycle | In Progress | The Solano County REAP Collaborative created a GIS based building permit tracker for the City to track building and ADU permits by year and map them for use in the Housing Element Annual Progress Report (APR) that is submitted to HCD each year. | Meetings | 10 | https://www.suisun.com/Departments/Development-Services/Building-Department/Building-Permit-History |
| **Program 1.K** | Streamlined Approval (SB 35). The City will establish a written policy and/or procedure, and other guidance as appropriate, to specify the Senate Bill (SB) 35 streamlining approval process and standards for eligible projects under Government Code Section 65913.4. The application will be available on the City's website for developers interested in pursuing the streamlined process. | 9/30/2025 | 6th Cycle | Completed | The City is currently developing a written SB35 streamlining approval process, including standards for eligible projects. It is anticipated that prior to September 2025 the zoning code will be amended to include this process. At that time the application form and process will be posted on the City's website for the convenience of developers interested in pursuing the streamlined process. | Other | 1 | www.suisun.com/files/sharedassets/suisuncity/v/1/departments/development-services/documents/app-general_planning.pdf |
| **Program 1.L** | Objective Design Standards. The City will develop objective design guidelines and standards to provide clear and objective standards related to single family, multifamily, and mixed-use residential developments. | 12/31/2024 | 6th Cycle | In Progress | The City has updated the Downtown Waterefront Specific Plan to include objective design standards. | Other | 1 | www.suisun.com/files/sharedassets/suisuncity/v/1/departments/development-services/documents/waterfront-district-specific-plan/city-of-suisun-city-waterfront-district-specific-plan-2023.pdf |

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| **Program 2.A** | Preservation of At-Risk Housing Units. The City shall maintain and update the affordable housing database as a mechanism to monitor and identify units at risk of losing their affordability subsidies or requirements. For complexes at risk of converting to market rate, the City shall:<br>•Contact property owners of units at risk of converting to market-rate housing within one year of affordability expiration to discuss the City's desire to preserve complexes as affordable housing.<br>•Coordinate with owners of expiring subsidies to ensure the required notices to tenants are sent out at 3 years, 12 months, and 6 months.<br>•Reach out to agencies interested in purchasing and/or managing at-risk units.<br>•Work with tenants to provide education regarding tenant rights and conversion procedures pursuant to California law. | 12/31/2026 | 6th Cycle | Continuous | The City does not have affordable units at-risk of converting to market rate. | Other | 1 | None |
| **Program 2.B** | Housing Choice Vouchers (Section 8) Rental Assistance. The Suisun City Housing Authority will continue to seek additional Section 8 vouchers for its very low-income residents to reduce the number of such households paying more than 30 percent of their incomes for housing expenses when funding for additional vouchers becomes available and the Authority is able to apply for such funding. The City will target resources, as possible, to promote housing mobility and expanded opportunity for extremely low-, very low-, low-, and moderate-income residents to locate in housing in Quail Glen, Montebello, and the Waterfront District neighborhoods. | 12/31/2023 | 6th Cycle | Completed | Housing Authority staff continues to determine opportunities regarding obtaining additional vouchers. | Households | | |
| **Program 2.C** | Housing Rehabilitation. The City will pursue grant opportunities to create a rehabilitation program. The City will apply for HOME, CalHome, and Community Development Block Grant (CDBG) funds, as well as promote Section 504 Home Repair Program loans and grants to provide housing rehabilitation loans and weatherization services for lower-income households to assist with place-based revitalization in areas with concentrated poverty or rehabilitation need, including neighborhoods west of Walters Road and in the downtown area where housing units are typically older than 30 years. Targeted efforts to improve housing conditions in areas of need will assist in reducing displacement risk for these residents by improving living conditions and enabling them to stay in their home and community. | 12/31/2026 | 6th Cycle | In Progress | The Solano County REAP Collaborative prepared an initial assessment score for each of the jurisdictions and held a conference call to discuss the next step in the process. The City of Suisun City is reviewing the information before determining whether to proceed with submittal of an application. | Meetings | 1 | None |

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| **Program 2.D** | Code Enforcement. The City will develop a proactive code enforcement for ensuring compliance with building and property maintenance codes, which will include property maintenance, abandoned vehicles, housing conditions, overall blight, and health and safety concerns. The City will continue to ensure compliance with building and property maintenance codes. To ensure the City has an accurate percentage of the homes in need of rehabilitation and replacement, the City will complete a Housing Conditions Survey in older neighborhoods and neighborhoods with lower median incomes, to evaluate rehabilitation need. Based on findings of the focused evaluation, the City will identify measures to encourage housing preservation, conservation, and acquisition rehabilitation, and mitigate potential costs, displacement and relocation impacts on residents. These measures may include, but are not limited to:<br>•Streamline permit review for home repairs on housing units identified during the conditions survey.<br>•Seek funding to offer relocation assistance to low-income tenants or owners displaced during rehabilitation efforts.<br>•Seek funding to develop a housing rehabilitation program (see 2.C). | 12/31/2025 | 6th Cycle | In Progress | Due to lack of funding, the Housing Conditions Survey has not been completed. The City hopes to include funding for this project in the 2025/2026 budget. | Other | | None |
| **Program 3.A** | Support Affordable Housing Development. The City will work with housing developers to expand opportunities for affordable lower-income housing for special-needs groups, including persons with physical and developmental disabilities, female-headed households, large families, farmworker housing, extremely low-income households, seniors, and persons experiencing homelessness by creating partnerships, providing incentives, and pursuing funding opportunities:<br>•Support affordable housing development for special-needs groups throughout the city, including in areas that are predominantly single-family residential. The target populations of this include seniors; persons with disabilities, including developmental disabilities; female-headed households; and homeless persons to reduce the displacement risk for these residents from their existing homes and communities.<br>•Promote the use of the density bonus ordinance, application process streamlining, and fee deferrals to encourage affordable housing, with an emphasis on encouraging affordable housing in high-resource areas and areas with limited rental opportunities currently.<br>•Facilitate the approval process for land divisions, lot line adjustments, and/or | 1/31/2024 | 6th Cycle | In Progress | The City is in the process of creating an outreach program to inform developers of available incentives. This is planned for 2025. | Meetings | | None |

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| **Program 3.B** | Extremely Low-Income Housing. The City will encourage additional housing resources for extremely low-income residents, particularly seniors, farmworkers, and persons with physical or developmental disabilities, through a variety of actions, including:<br>•Facilitate and encourage the construction of housing affordable to extremely low-income households by assisting nonprofit and for-profit developers with financial and/or technical assistance in a manner that is consistent with the City's identified housing needs.<br>•Provide financial support annually, as available, to organizations that provide counseling, information, education, support, housing services/referrals, and/or legal advice to extremely low-income households, persons with disabilities, farmworkers, and persons experiencing homelessness. | 12/31/2026 | 6th Cycle | Continuous | As projects are submitted, the City discusses the incentives and opportunity for including housing affordable to extremely low income households. | Meetings | 2 | None |
| **Program 3.C** | Support Housing for Residents with Developmental Disabilities. The City will coordinate housing activities and outreach with the North Bay Regional Center and encourage housing providers to designate a portion of new affordable housing developments for persons with disabilities, especially persons with developmental disabilities, to increase housing mobility opportunities and pursue funding sources designated for persons with special needs and disabilities. Implement an outreach program in coordination with the North Bay Regional Center that informs families in the city about housing and services available for persons with developmental disabilities, such as developing informational brochures and directing people to service information on the City's website. | 12/31/2026 | 6th Cycle | In Progress | The City is in the process of posting available information on the City website to inform residents of available resources provided by the North Bay Regional Center. | Meetings | 1 | https://nbrc.net/ |
| **Program 3.D** | Large Unit Development: The City will work closely with private and nonprofit developers of new multifamily housing to target subsidies and programs to encourage the inclusion of three- and four-bedroom units in affordable rental projects to reduce displacement risk while also facilitating housing mobility opportunities for large households. The City will prioritize projects of three and four bedroom units in areas of concentrated overcrowding. | 12/31/2025 | 6th Cycle | In Progress | The City is in the process of creating an outreach program to inform developers of available incentives. This is planned for 2025. | Meetings | 1 | None |
| **Program 3.E** | Regional Homeless Issues. The City will cooperate with neighboring cities, the County, and other agencies in the development of programs aimed at providing homeless shelters and related services. During this coordination, the City will monitor the demographic composition of the homeless population to identify needs for targeted resources and determine what efforts to take, such as providing education on the financial assistance and programs available. | 12/31/2026 | 6th Cycle | Continuous | The City continues to take part in regional homeless forums to discuss issues present in the County. This effort will continue through 2025. | Meetings | 1 | https://www.housingfirstsolano.org/coc-competition/#:~:text=Tier%202%20(remainder%20of%20Annual,00%20am%3A%20Technical%20Assistance%20Workshop |

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| **Program 4.A** | Amend Development Standards to Remove Constraints. The City will amend the Zoning Ordinance to review and revise standards to comply with State law.<br>•Emergency Shelters: Allow sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone, in compliance with Government Code Section 65583(a)(4)(A)(ii)).<br>•Residential Care Facilities: Allow residential care facilities, regardless of size, in all zones that permit residential uses of the same type, in accordance with the City's definition of family.<br>•Family Definition: Define "family" in the Zoning Ordinance to comply with state law. | 12/31/2023 | 6th Cycle | Completed | Amendments have been made to the zoning code to comply with recent changes to state law; additional amendments are anticipated to be adopted in 2025. | Meetings | 4 | www.suisun.com/files/sharedassets/suisuncity/v/1/departments/development-services/documents/zoning_final.pdf |
| **Program 4.B** | Reasonable Accommodations. The City will implement state requirements (Sections 4450 to 4460 of the California Government Code and Title 24 of the California Code of Regulations) to include accessibility in housing and public facilities for persons with disabilities:<br>•Encourage housing developers to include mobility-impaired accessibility in their project designs and prioritize these types of projects to increase housing mobility opportunities for seniors and persons with disabilities.<br>•Review regulations and procedures for City-funded or operated housing programs to ensure that they do not exclude participation by persons with disabilities.<br>•Include accessibility considerations in the preparation of the City's capital improvement plan and the allocation of funding for capital improvements in support of housing and residential neighborhoods for persons with physical or developmental disabilities. | 12/31/2026 | 6th Cycle | Continuous | The implementation of this program is ongoing. | Meetings | 2 | None |
| **Program 4.C** | Density Bonus. The City will comply with California Government Code Section 65915, as revised, amend the Zoning Code to be consistent with State density bonus law. | 12/31/2026 | 6th Cycle | Completed | The City amended the zoning code to be consistent with state density bonus law.The City through the Solano County REAP Collaborative prepared a marketing brochure to promote the use of density bonuses for lower-income units. Marketing materials are available at the City's Development Services Department and on the City's website. | Meetings | 4 | www.suisun.com/files/sharedassets/suisuncity/v/1/departments/development-services/documents/zoning_final.pdf |

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| **Program 4.D** | Development Review and Processing Procedures. The City will annually reach out to developers to continually seek to improve development review and procedures to minimize the time required for review and project approval. This reduction in time will reduce the cost to developers and may increase housing production in the city. Based on feedback from the development community, the City will review and reduce fees as necessary to ensure they do not constrain development. | 12/31/2026 | 6th Cycle | Continuous | The Solano County REAP Collaborative partnered with Solano Economic Development Corporation to host a Developers Perspectives Webinar on October 31, 2025 to discuss the recent housing laws that have passed and what policies jurisdictions should consider including to help further incentivize development in their community. Speakers including Michelle Boyd from Terner Labs, who led the design and launch of the Housing Venture Lab, Jonathan Fearn from Signature Development Group, who specializes in acquisition and development of commercial, residential and mixed-use reuse properties based out of Oakland, Keith Rogal, Rogal Associates, who is managing partner of the Napa Pipe mixed-use development project, and Nicolas Ruhl, Regional Director at A.G. Spanos | Meetings | 10 | None |
| **Program 4.E** | Monitor Nongovernmental Constraints Impeding Residential Development. The City will monitor residential developments that have been approved by the City and where building permits or final maps have not been obtained, the City will make diligent efforts to contact applicants to discover why units have not been constructed within two years after approval. If due to nongovernmental constraints, such as rapid increases in construction costs, shortages of labor or materials, or rising interest rates, to the extent appropriate and legally possible, the City will seek to identify actions that may help to reduce or remove these constraints. Additionally, the City will proactively work with stakeholders to identify nongovernmental constraints or other considerations that may impede the construction of housing in Suisun City and work collaboratively to find strategies and actions that can eliminate or reduce identified constraints. | 12/31/2026 | 6th Cycle | In Progress | The City utilizes the Annual Progress Report as a way of monitoring approval timelines and will identify any projects where construction does not occur within two years and reach out to developers to identify any potential constraints. | Units | | https://www.hcd.ca.gov/housing-open-data-tools/apr-dashboard |

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| **Program 5.A** | Fair Housing Program: Fair housing is defined as a condition where individuals of similar incomes in the same housing market have a like range of choice available to them regardless of their race, color, ancestry, national origin, religion, disability, sex, sexual orientation, familial status, marital status, or other such factors. To comply with Assembly Bill (AB) 686, the City has included an Assessment of Fair Housing in this Housing Element and identified the following actions to affirmatively further fair housing (AFFH):<br>•Implement the following actions:<br>- Programs to support place-based revitalization: 2.C, 2.D.<br>- Programs to encourage affordable housing in high resource areas: 3.1.1, 3.2.3<br>- Programs to facilitate housing mobility opportunities: 1.B, 1.C, 1.D, 1.E, 1.F, 1.H, 1.J, 2.A, 2.B, 3.C, 3.D, 4.B<br>- Programs to reduce displacement risk: 1.G, 1.H, 2.C, 2.D, 3.A, 3.B, 3.C, 3.D, 4.B<br>•Seek funding annually to contract directly with a fair housing service provider, such as Fair Housing Advocates of Northern California (FHANC). | 12/31/2023 | 6th Cycle | In Progress | The Solano County REAP Collaborative created a factsheet on Solano Mobility programs. The information is posted on the City's website, social media, and public buildings. | Other | | www.suisun.com/Departments/Development-Services/Planning/Housing-Resources |
| **Program 6.A** | Promote Energy Conservation. Promote energy efficiency in existing housing and new development:<br>•Annually reviewing local building codes to ensure consistency with State-mandated green buildings standards.<br>•Encourage developers to be innovative in designing energy-efficient homes and improving the energy efficiency of new construction.<br>•Provide information on the website and through printed materials at City Hall on the following programs:<br>- PG&E's Energy Savings Assistance Program for low-income households who want to make their homes energy efficient.<br>- Promote the Low-Income Home Energy Assistance Program (LIHEAP) to assist low-income residents with one-time energy bill payments and home weatherization services for improved energy efficiency and health and safety.<br>- Promote California's Low-Income Weatherization Program, which provides low-income households with solar photovoltaic (PV) systems and energy-efficiency upgrades at no cost to residents. | 12/31/2024 | 6th Cycle | Continuous | The City has posted energy efficiency materials as of mid-2024. | Other | | www.solanocounty.com/depts/rm/general_service; |
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| **Jurisdiction** | Suisun City |
| **Reporting Period** | 2025 (Jan. 1 - Dec. 31) |
| **Planning** | 6th Cycle 01/31/2023 - 01/31/2031 |

# ANNUAL ELEMENT PROGRESS REPORT
## Housing Element Implementation
(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**Table E**
**Commercial Development Bonus Approved pursuant to GC Section 65915.7**

| Project Identifier | | | | Units Constructed as Part of Agreement | | | | Description of Commercial Development Bonus | Commercial Development Bonus Date Approved |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 2 | | | | 3 | 4 |
| APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID+ | Very Low Income | Low Income | Moderate Income | Above Moderate Income | Description of Commercial Development Bonus | Commercial Development Bonus Date Approved |
| Summary Row: Start Data Entry Below | | | | | | | | | |

| Jurisdiction | Suisun City | |
|---|---|---|
| Reporting Period | 2025 | (Jan. 1 - Dec. 31) |
| Planning Period | 6th Cycle | 01/31/2023 - 01/31/2031 |

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

### Table F

### Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

| Activity Type | Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only | | | | Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields. | | | | The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1+. For detailed reporting requirements, see the chcklist here: |
|---|---|---|---|---|---|---|---|---|---|
| | Extremely Low-Income+ | Very Low-Income+ | Low-Income+ | TOTAL UNITS+ | Extremely Low-Income+ | Very Low-Income+ | Low-Income+ | TOTAL UNITS+ | https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf |
| Rehabilitation Activity | | | | | | | | | |
| Preservation of Units At-Risk | | | | | | | | | |
| Acquisition of Units | | | | | | | | | |
| Mobilehome Park Preservation | | | | | | | | | |
| Total Units by Income | | | | | | | | | |

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|---|---|---|
| **Jurisdiction** | Suisun City | |
| **Reporting Period** | 2025 | (Jan. 1 - Dec. 31) |
| **Planning Period** | 6th Cycle | 01/31/2023 - 01/31/2031 |

**ANNUAL ELEMENT PROGRESS REPORT**

**Housing Element Implementation**

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

**Table F2**

**Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2**

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

| Project Identifier | | | | | Unit Types | | Affordability by Household Incomes After Conversion | | | | | | | Units credited toward Moderate Income RHNA | | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | 2 | 3 | 4 | | | | | | | 5 | | 6 |
| Prior APN+ | Current APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID | Unit Category (2 to 4,5+) | Tenure R=Renter | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low- Income Deed Restricted | Low- Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Total Moderate Income Units Converted from Above Moderate | Date Converted | Notes |
| Summary Row: Start Data Entry Below | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
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| **Jurisdiction** | Suisun City | |
| **Reporting Period** | 2025 | (Jan. 1 - Dec. 31) |
| **Period** | 6th Cycle | 01/31/2023 - 01/31/2031 |

**NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting**

**ANNUAL ELEMENT PROGRESS REPORT**
**Housing Element Implementation**

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

**Table G**

**Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of**

| Project Identifier | | | | | | |
|---|---|---|---|---|---|---|
| 1 | | | | 2 | 3 | 4 |
| **APN** | **Street Address** | **Project Name+** | **Local Jurisdiction Tracking ID+** | **Realistic Capacity Identified in the Housing Element** | **Entity to whom the site transferred** | **Intended Use for Site** |
| Summary Row: Start Data Entry Below | | | | | | |

| | | | |
|---|---|---|---|
| **Jurisdiction** | Suisun City | **NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns** | Note: "+" indicates an optional field<br>Cells in grey contain auto-calculation formulas |
| **Reporting Period** | 2025 (Jan. 1 - Dec. 31) | | |

**ANNUAL ELEMENT PROGRESS REPORT**
**Housing Element Implementation**

**Table H**
**Locally Owned Surplus Sites**

| Parcel Identifier | | | | Designation | Size | Notes |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| **APN** | **Street Address/Intersection** | **Existing Use** | **Number of Units** | **Surplus Designation** | **Parcel Size (in acres)** | **Notes** |
| Summary Row: Start Data Entry Below | | | | | | |
| 0032-282-050 | South of Highway 12/East of Marina Blvd | Vacant | | Surplus Land | 0.66 | |
| 0032-130-020 | 707 Main St. | Commercial | | Surplus Land | 0.05 | |
| 0032-282-040 | South of Highway 12/East of Marina Blvd | Vacant | | Surplus Land | 1.1 | |
| 0032-200-320 | Adjacent to 1240 Kellogg St. | Vacant | | Surplus Land | 3.1 | |
| 0032-141-130 | 718 Main St. | Commercial | | Surplus Land | 0.19 | |
| 0032-141-140 | 720 Main St. | Public Facilities | | Surplus Land | 0.4 | |
| 0030-295-030 | NW Marina/Highway 12 | Vacant | | Surplus Land | 1.5 | |
| 0032-130-280 | NW Marina/Highway 12 | Vacant | | Surplus Land | 1.06 | |
| 0032-230-290 | NW Marina/Highway 12 | Vacant | | Surplus Land | 15.42 | |
| 0032-230-310 | NW Marina/Highway 12 | Vacant | | Surplus Land | 1.63 | |
| 0032-230-370 | NW Marina/Highway 12 | Vacant | | Surplus Land | 14.56 | |
| 0032-141-180 | 700 Block Parking Lot (south) | Other | | Surplus Land | 0.37 | |
| 0032-141-170 | Kellogg Parking Lot | Other | | Surplus Land | 0.26 | |
| 0032-042-720 | North Highway 12 entrance at Main St. | Vacant | | Surplus Land | 0.73 | |
| 0032-042-740 | North Highway 12 entrance at Main St. | Vacant | | Surplus Land | 0.3 | |
| 0032-042-790 | North Highway 12 entrance at Main St. | Vacant | | Surplus Land | 1.69 | |
| 0032-092-010 | South of Lotz Wy/North of Driftwood/east of Marina Blvd. | Vacant | | Surplus Land | 4.33 | |
| 0173-684-010 | Lawler Ranch Pky/Potrero Circle | Vacant | | Surplus Land | 0.53 | |

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| Jurisdiction | Suisun City | |
|---|---|---|
| Reporting Period | 2025 | (Jan. 1 - Dec. 31) |
| Planning Period | 6th Cycle | 01/31/2023 - 01/31/2031 |

**NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)**

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

| Note: |
|---|
| Cells in gre |

**Table J**

**Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Se**

| Project Identifier | | | | Project Type | Date | Units (Beds/Student Capacity) Approved | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 2 | 3 | 4 | | | | | | |
| APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID+ | Unit Category (SH - Student Housing) | Date | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low- Income Deed Restricted | Low- Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income |
| Summary Row: Start Data Entry Below | | | | | | | | | | | | |
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| **Jurisdiction** | Suisun City | |
| **Reporting Period** | 2025 | (Jan. 1 - Dec. 31) |
| **Planning Period** | 6th Cycle | 01/31/2023 - 01/31/2031 |

# ANNUAL ELEMENT PROGRESS REPORT

**Table K**

**Tenant Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

| | |
|---|---|
| **Does the Jurisdiction have a local tenant preference policy?** | No |
| **If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.** | |
| **Notes** | |

| | | | |
|---|---|---|---|
| **Jurisdiction** | Suisun City | **NOTE: This table needs to be completed with any sites within your jurisdiction that were newly added to a National, State, or Local register of historic places within the reporting year. If none, leave blank.** | Note: "+" indicates an optional field<br>Cells in grey contain auto-calculation formulas |
| **Reporting Period** | 2025 (Jan. 1 - Dec. 31) | | |

**ANNUAL ELEMENT PROGRESS REPORT**
**Housing Element Implementation**

**Table L**
**Historical Resources**

| Parcel Identifier | | Designation | | | | Size | Notes |
|---|---|---|---|---|---|---|---|
| 1 | | 2 | | | | 3 | 4 |
| **APN** | **Street Address/Intersection** | **Date of Designation** | **Designation Level** | **Historic Site Period** | **Areas of Significance** | **Parcel Size (in acres)** | **Notes** |
| Summary Row: | | | | | | | |

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| **Jurisdiction** | Suisun City | |
| **Reporting Year** | 2025 | (Jan. 1 - Dec. 31) |

# ANNUAL ELEMENT PROGRESS REPORT
## Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

*Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.*

| **Total Award Amount** | $ - | *Total award amount is auto-populated based on amounts entered in rows 15-26.* |
|---|---|---|

| Task | $ Amount Awarded | $ Cumulative Reimbursement Requested | Task Status | Other Funding | Notes |
|---|---|---|---|---|---|
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*Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)*

| Completed Entitlement Issued by Affordability Summary | | |
|---|---|---|
| **Income Level** | | **Current Year** |
| Acutely Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Extremely Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Very Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Moderate | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Above Moderate | | 0 |
| Total Units | | **0** |

| Building Permits Issued by Affordability Summary | | |
|---|---|---|
| **Income Level** | | **Current Year** |
| Acutely Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Extremely Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Very Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 1 |
| Moderate | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Above Moderate | | 0 |
| Total Units | | **1** |

| Certificate of Occupancy Issued by Affordability Summary | | |
|---|---|---|
| **Income Level** | | **Current Year** |
| Acutely Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Extremely Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Very Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Moderate | Deed Restricted | 0 |
| | Non-Deed Restricted | 114 |
| Above Moderate | | 5 |
| Total Units | | **119** |

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**AGENDA ITEM NO. 7.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

---

**AGENDA ITEM:** Council Adoption of Resolution No. 2026___: Approving and Authorizing the City Manager to Approve the Replacements of the Police Department Server Room Heating, Ventilation and Air Conditioning (HVAC) Unit and Corporation Yard HVAC Unit with SH Mechanical Inc.

---

**FISCAL IMPACT:** The cost of the project is $68,900 and funding will come from Facilities Maintenance Fund 010-3350-91431.

---

**STRATEGIC PLAN:** Provide Good Governance; Ensure Public Safety

---

**BACKGROUND:** In 2023, the City entered into a contract with S.H. Mechanical for comprehensive HVAC maintenance and services. This agreement covers quarterly and annual inspections, routine maintenance, and necessary repairs for the HVAC systems across City facilities. The contractor is authorized to perform minor repairs as part of the contract. For larger repairs or system replacements, SH Mechanical provides a detailed quote to the City for approval before proceeding with the work.

---

**STAFF REPORT:** In December 2025, during regular maintenance inspections of the Police Department's Server Room HVAC and Corporation Yard HVAC, SH Mechanical discovered that these two units are at the end of their lifecycle and need to be replaced. In addition, the Police Department's Server Room's condenser on the top of the roof was incorrectly installed and does not have the necessary room for energy efficiency or access for the technician to complete repairs. The Corporation Yard's gas heater is old and needs replacement along with the air conditioning unit. The old unit will be replaced with more energy efficient air conditioning unit and heat pump condenser.

SH Mechanical will remove the existing systems and install new units for the Police Department and Corporation Yard. For the Police Department, SH Mechanical will move the condenser unit from the roof to the ground and install a new Samsung HVAC unit. They will also install a new supply and return venting system. The Corporation Yard will have a new Carrier 3.5-ton air handler and 3.5-ton heat pump condenser providing both heating and cooling for the building. The gas line will be capped and decommissioned. These improvements will ensure more efficient HVAC systems and align with new State requirements to transition away from gas appliances.

Staff recommends that the Council authorize the City Manager to approve the Police Department and Corporation Yard HVAC replacements with SH Mechanical.

---

**STAFF RECOMMENDATION:** It is recommended that City Council adopt Resolution No. 2026___: Approving and Authorizing the City Manager to Approve the Replacements of the Police Department Server Room Heating, Ventilation and Air Conditioning (HVAC) Unit and Corporation Yard HVAC Unit with SH Mechanical Inc.

---

**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2026___: Approving and Authorizing the City Manager to

Approve the Replacements of the Police Department Server Room Heating, Ventilation and Air Conditioning (HVAC) Unit and Corporation Yard HVAC Unit with SH Mechanical Inc.

2. SH Mechanical Quote for Police Department Server Room.
3. SH Mechanical Quote for Corporation Yard.

---

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

---

**ATTACHMENTS:**

1. Resolution PD and Corp Yard HVAC
2. Police Dept Server Room Quote
3. Corp Yard HVAC Replacement Quote

.

# RESOLUTION NO. 2026-

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING AND AUTHORIZING THE CITY MANAGER TO APPROVE THE REPLACEMENTS OF THE POLICE DEPARTMENT SERVER ROOM HEATING, VENTILATION AND AIR CONDITIONING (HVAC) AND CORPORATION YARD HVAC BY SH MECHANICAL

**WHEREAS**, the City has a Heating, Ventilation and Air Conditioning (HVAC) contract with SH Mechanical for maintenance and repair services for City facilities; and

**WHEREAS**, the during the quarterly maintenance at the Police Department and Corporation Yard, the HVAC units were found to be at the end their lifespans and need to be replaced, and

**WHEREAS**, SH Mechanical submitted a quote to replace both HVAC units for $68,900, and

**WHEREAS**, the Police Department Server Room HVAC will be replaced and condenser moved for more efficiency, and Corp Yard heat pump condenser system will be replacing the gas furnace and HVAC unit creating a more efficient system, and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby approves and authorizes the City Manager, to approve these replacements with the SH Mechanical for Police Department Server Room Heating, Ventilation and Air Conditioning (HVAC) Replacement, and Corporation Yard HVAC Replacement.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 17th day of March 2026, by the following vote:

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

**WITNESS** my hand and the seal of said City this 17th day of March 2026.

_____
Anita Skinner
City Clerk

# S H MECHANICAL INC.

***DBE, SB-PW, WMBE, WOSB, EDWOSB and 8(a) certified company***
California License No. 943149, classifications B, C-4, C-10, C-20, and C-38

12/21/2025 SCOPE LETTER

Attn: Gemma Geluz / City of Suisun
Subject: PD Server Room
SHM Bid #: 25-953-GISH

Dear Ms. Geluz,
**SH Mechanical, Inc.** is pleased to offer this Lump Sum proposal to provide supervision, labor, material, equipment, and tools for the **SCPD Server Room HVAC Replacement and Relocation** project.

**Equipment Detail:**
- 1) Samsung 30K condenser
- 1) Samsung 30K wall mounted fan coil
- 1) Samsung thermostat

**SCOPE OF WORK:**
- Disconnect and remove existing air handler unit and condenser on roof
- Recover the refrigerant
- Crane, rig, and dispose of condenser on roof top
- Relocated condenser electrical circuit to ground level location and install a new fusible disconnect
- Install an equipment pad on grade
- Install a Samsung 30k heat pump condenser at ground level
- Install low voltage wiring and controls
- Install Samsung 30k wall mounted fan coil in same location
- Install refrigerant piping and condensate drains
- Install condensate pump at fan coil
- Complete all connections for a fully functional system
- Complete startup of all installed equipment
- Remove debris
- Leave site broom clean
- Provide the client with O&M Manuals

**PRICE:**
**The Lump Sum Price for this project is……..…. $34,400.00**

**Assumptions/Clarifications:**
a. Construction site access and parking will be provided by others.
b. No special coatings on HVAC equipment or components.
c. City Building Permit provided by Public Works Department
d. Labor rate accounts for current CA Prevailing Wage determination

**Exclusions (except as otherwise noted above):**
1. Plumbing, Refrigerant, and Condensate Piping
2. Overtime and premium time
3. Third Party T24 Acceptance/commissioning Testing
4. Electrical *Line voltage and low voltage* wiring, conduits and disconnects
5. Demolition/Removal

Ph (707)287-7982 shacker@shmechanicalinc.com
231 Travis Court, Suisun City, CA 94585

6. General Contracting work: structural reinforcing or calculations, painting, concrete cutting, patching, concrete and other housekeeping pads, framing, ceiling work, drywall enclosures, roofing and rated access doors, Scaffolding.
7. BAS or EMS for building, other than HVAC [i.e. lighting, site, etc.]
8. Detection, abatement, encapsulation or removal of asbestos or products, materials or equipment containing asbestos.
9. Any existing deficiencies or missing HVAC devices in the base building mechanical system.
10. Re-insulation of existing duct systems to meet current Title 24 energy codes.
11. Existing electrical and control terminations or control interfaces.
12. Any costs associated with repairing or replacing existing mechanical systems or controls. Not included in this scope of work.
13. Relocation of existing lights, sprinkler pipes and other items necessary for completion of this project.
14. Mechanical plan check fees and mechanical variances.
15. Protection and cleanup work including vacuum carpets, covering, or protecting furniture/computers, office equipment/items, servers, etc.
16. All fire/life safety related devices and controls including smoke evacuation controls and systems.
17. Line of sight decorative equipment enclosure.
18. Relocation of existing system components, i.e. water source heat pumps, duct mains, condensate or condenser water drain lines, etc. not shown on drawings.
19. Replacement of existing air conditioning components, systems, condensate drain lines, duct work and thermostats found inoperative or defective.
20. Payment of any fees, bonds, permits, assessments, etc.
21. Electrical engineering, Structural engineering, Civil engineering and Architectural design or modification.
22. BIM/AutoCAD shop drawings.
23. Detection, abatement, encapsulation or removal of hazardous materials or products, materials or equipment containing hazardous materials.

**Please Note:** **SH Mechanical, Inc.** is a merit-based shop and will not be beholden to any labor agreement, PLA, or PSA. If a labor agreement, PLA, or PSA exist, this scope letter is to be considered null and void.

**SH Mechanical Inc.'s** current aggregate bonding capacity is approximately **$20,000,000.00** with any single project bonding capacity up to **$5,000,000.00**

**SH Mechanical Inc.** shall not be held liable for any impacts, delays, labor overruns, material overruns and/or cost overruns related to its Work stemming from any epidemic as defined by the United States Centers for Disease Control and Prevention. **SH Mechanical, Inc.** shall further be entitled to a change order for all time and costs associated with said epidemic(s).

Where the delivery of materials is delayed or quantities are limited because of shortages, tariffs, allocations, rationing or unavailability, **SH Mechanical Inc.** shall not be liable for or responsible for any delays or damages caused thereby. When this occurs, **SH Mechanical Inc.** shall propose substitute or alternative means of acquiring said materials, and the contractor and client shall negotiate an equitable price adjustment to their contract.

Due to the rapidly fluctuating price of metal and metal products, **SH Mechanical Inc.** reserves the right to escalate/reduce the figures quoted herein should the MMPI have increased more than 3% from the date of this quote to the time of acceptance of this proposal.

Due to rapidly changing refrigerant laws, pricing, and availability, **SH Mechanical Inc.** reserves the right to adjust the scope and investment figures contained herein should the refrigerants quoted herein become unavailable, restricted, or illegal, and/or should the cost to company increase more than 3% above the cost upon which this proposal is based.

**THIS PROPOSAL IS VALID FOR THIRTY [30] DAYS FROM ABOVE DATE.**

If there are any questions, please do not hesitate to call my office @ 707.287.7982 [o], 707.761.6173 [c] or e-mail: **shacker@shmechanicalinc.com** SH Mechanical operates under **California License No. 943149,** classifications B, C-4, C-10, C-20 and C-38 **DBE, SB-PW, WMBE, WOSB, EDWOSB and 8(a) certified company**

Sincerely,

Shannon Hacker
**SH Mechanical, Inc.**

# S H Mechanical Inc.

***DBE, SB-PW, WMBE, WOSB, EDWOSB and 8(a) certified company***
California License No. 943149, classifications B, C-4, C-10, C-20, and C-38

12/21/2025 SCOPE LETTER

Attn: Gemma Geluz / City of Suisun
Subject: Corp Yard HVAC Replacement
SHM Bid #: 25-956-GISH

Dear Ms. Geluz,
**SH Mechanical Inc.** is pleased to offer this Lump Sum proposal to provide supervision, labor, material, equipment, and tools for the **Corp Yard HVAC Replacement** project. This project is based on findings during the last maintenance.

**Equipment Detail:**
- 1) Carrier 3.5-ton fan coil
- 1) Carrier 3.5-ton heat pump condenser

**SCOPE OF WORK:**
- Lockout/Tagout of existing equipment
- Disconnect existing electrical, plumbing, and sheet metal
- Remove and dispose of 1) furnace and evaporator coil
- Install 1) Carrier fan coil in the same location
- Reconnect to existing electrical, plumbing, and sheet metal
- Cap natural gas line in the attic
- Reuse existing thermostats
- Disconnect existing condenser electrical and plumbing
- Remove and dispose of 1) condenser
- Install 1) Carrier heat pump condenser in the same location
- Replace the disconnect, whip, and clean existing line set
- Replace low voltage wire as needed to facilitate the new equipment
- Replace breaker and wire indoor air handler for 220 volts
- Complete startup of all installed equipment
- Remove debris
- Leave site broom clean
- Provide the client with O&M Manuals

**PRICE:**
**The Lump Sum Price for this project is…….…. $34,500.00**

**Assumptions/Clarifications:**
a. Construction site access and parking will be provided by others.
b. No special coatings on HVAC equipment or components.
c. City Building Permit provided by client
d. Labor rate accounts for current CA Prevailing Wage determination

**Exclusions:**
1. Plumbing, Refrigerant, and Condensate Piping [unless otherwise noted]
2. Overtime and premium time [except as noted above].

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231 Travis Court, Suisun City, CA 94585

3. Third Party T24 Acceptance/commissioning Testing
4. Electrical *Line voltage and low voltage* wiring, conduits and disconnects. [unless otherwise noted].
5. Demolition/Removal [except as noted above].
6. General Contracting work: structural reinforcing or calculations, painting, concrete cutting, patching, concrete and other housekeeping pads, framing, ceiling work, drywall enclosures, roofing and rated access doors, Scaffolding.
7. BAS or EMS for building other than HVAC [i.e. lighting, site, etc.]
8. Detection, abatement, encapsulation or removal of asbestos or products, materials or equipment containing asbestos.
9. Any existing deficiencies or missing HVAC devices in the base building mechanical system.
10. Re-insulation of existing duct systems to meet current Title 24 energy codes.
11. Existing electrical and control terminations or control interfaces.
12. Any costs associated with repairing or replacing existing mechanical systems or controls. Not included in this scope of work.
13. Relocation of existing lights, sprinkler pipe and other items necessary for completion of this project.
14. Mechanical plan check fees and mechanical variances.
15. Protection and cleanup work including vacuum carpets, covering, or protecting furniture/computers, office equipment/items, servers, etc.
16. All fire/life safety related devices and controls including smoke evacuation controls and systems.
17. Line of sight decorative equipment enclosure.
18. Relocation of existing system components, i.e. water source heat pumps, duct mains, condensate or condenser water drain lines, etc. not shown on drawings.
19. Replacement of existing air conditioning components, systems, condensate drain lines, duct work and thermostats found inoperative or defective.
20. Payment of any fees, bonds, permits, assessments, etc.
21. Electrical engineering, Structural engineering, Civil engineering and Architectural design or modification.
22. BIM/AutoCAD shop drawings.
23. Detection, abatement, encapsulation or removal of hazardous materials or products, materials or equipment containing hazardous materials.

**Please Note:** **SH Mechanical Inc.** is a merit-based shop and will not be beholden to any labor agreement, PLA, or PSA. If a labor agreement, PLA, or PSA exist, this scope letter is to be considered null and void.

**SH Mechanical Inc.** current aggregate bonding capacity is approximately **$20,000,000.00** with any single project bonding capacity up to **$5,000,000.00**

**SH Mechanical Inc.** shall not be held liable for any impacts, delays, labor overruns, material overruns and/or cost overruns related to its Work stemming from the current flu epidemic, and/or COVID-19 (Coronavirus epidemic) as defined by the United States Centers for Disease Control and Prevention. **SH Mechanical Inc.** shall further be entitled to a change order for all time and costs associated with said epidemic(s).

Where the delivery of materials is delayed or quantities are limited because of shortages, allocations, rationing or unavailability, **SH Mechanical Inc.** shall not be liable or responsible for any delays or damages caused thereby. When this occurs, **SH Mechanical Inc.** shall propose substitute or alternate means of acquiring said materials and contractor and client shall negotiate an equitable price adjustment to their contract.

Due to the rapidly fluctuating price of metal and metal products, **SH Mechanical Inc.** reserves the right to escalate/reduce the figures quoted herein should the MMPI have increased more than 3% from the date of this quote to the time of acceptance of this proposal.

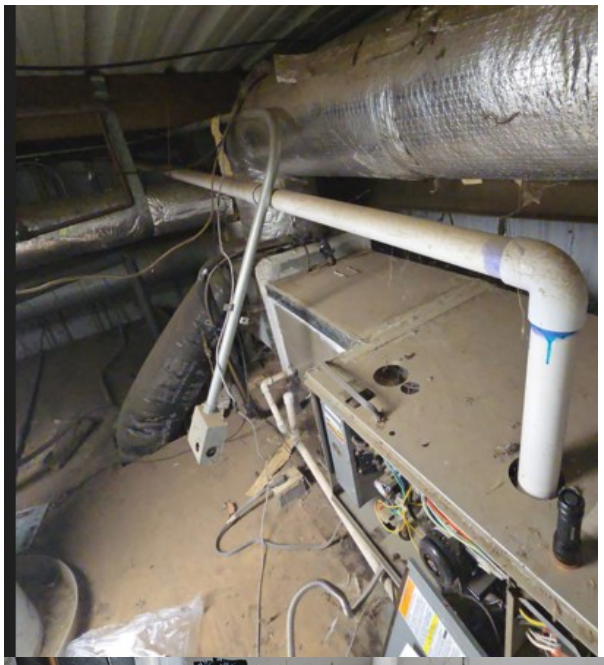
Due to rapidly changing refrigerant laws, pricing, and availability, **SH Mechanical Inc.** reserves the right to adjust the scope and investment figures contained herein should the refrigerants quoted herein become unavailable, restricted, or illegal, and/or should the cost to company increase more than 3% above the cost upon which this proposal is based.

**THIS PROPOSAL IS VALID FOR THIRTY [30] DAYS FROM ABOVE DATE.**

If there are any questions, please do not hesitate to call my office @ 707.287.7982 [o], 707.761.6173 [c] or e-mail: **shacker@shmechanicalinc.com** SH Mechanical operates under **California License No. 943149,** classifications B, C-4, C-10, C-20 and C-38 **DBE, SB-PW, WMBE, WOSB, EDWOSB and 8(a) certified company**

Sincerely,

Shannon Hacker
**SH Mechanical, Inc.**







Ph (707)287-7982 shacker@shmechanicalinc.com
231 Travis Court, Suisun City, CA 94585



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**AGENDA ITEM NO. 8.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:** Council Adoption of Resolution No. 2026-__: Authorize the City Manager, or his Designee, to Purchase a Fully Outfitted Canine (K-9) Patrol Vehicle from Fairfield Chevrolet in the amount of $106,000.02.

---

**FISCAL IMPACT:** The City currently has $110,000.00 in the K9 Department Budget (010-2330-96415) for FY 2025-2026, and the cost of the vehicle and associated emergency and canine safety equipment is $106,000.02.

---

**STRATEGIC PLAN:** Goal A – Public Safety

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**BACKGROUND:**

In Fiscal Year 2024–25, the City Council approved the reestablishment of the Suisun City Police Department's Police Canine (K-9) Program. While the program was formally authorized, implementation has remained dormant due to staffing shortages and the need to prioritize patrol coverage and recruitment. However, funding has remained in each fiscal year's budget in anticipation of the program's implementation.

The Department has continued planning efforts to ensure that once staffing stabilizes, the K-9 program can be launched efficiently and safely with the appropriate infrastructure and equipment in place.

---

**STAFF REPORT:**

The Suisun City Police Department is requesting City Council authorization to purchase a fully equipped Police K-9 vehicle from Fairfield Chevrolet in the amount of $106,000.02, as reflected in the attached quote.

Unlike standard patrol vehicles obtained through the City's Enterprise lease program, a K-9 unit requires specialized modifications and equipment to ensure:

- Officer safety
- Canine safety and humane transport
- Operational efficiency in deployments
- Proper containment, ventilation, and emergency systems

Fairfield Chevrolet will outfit the vehicle with all required emergency and canine-specific equipment, including but not limited to:

- Emergency lighting and siren package
- Custom canine containment system
- Heat detection and ventilation safeguards
- Rear compartment safety inserts

- Specialized K-9 deployment features

**Program Timing and Operational Need**

The Department anticipates having the staffing capacity to begin selecting a K-9 handler and acquiring a police canine in **e**arly Fiscal Year 2026–27.

Ordering and purchasing the vehicle now, using the current fiscal year K-9 budget, will allow the Department to:

- Get an early start on program implementation
- Avoid delays caused by vehicle production and upfitting timelines
- Ensure the vehicle is ready for training and deployment when the handler and canine are selected
- Position the City for a successful launch of the K-9 program in the next fiscal year

This proactive purchase is a key foundational step toward bringing an important public safety resource online after several years without an active canine unit.

---

**STAFF RECOMMENDATION:**

It is recommended that City Council adopt Resolution No. 2026-__: Authorize the City Manager, or his designee, to purchase a fully outfitted canine (K-9) Patrol Vehicle from Fairfield Chevrolet in the amount of $106,000.02.

---

**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2026-__: Authorize the City Manager, or his Designee, to Purchase a Fully Outfitted Canine (K-9) Patrol Vehicle from Fairfield Chevrolet (aka California Police Cars) in the amount of $106,000.02.
2. Quote

---

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

---

**ATTACHMENTS:**

1. Resolution Authorize Purchase a Fully Outfitted Canine (K-9) Patrol Vehicle from Fairfield Chevrolet (aka California Police Cars) in the amount of $106,000.02
2. Quote

.

# RESOLUTION NO. 2026-

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE, TO PURCHASE A FULLY OUTFITTED CANINE (K-9) PATROL VEHICLE FROM FAIRFIELD CHEVROLET IN THE AMOUNT OF $106,000.02

**WHEREAS**, the City Council of the City of Suisun City approved the reestablishment of the Suisun City Police Department's Police Canine (K-9) Program in Fiscal Year 2024–25; and

**WHEREAS**, implementation of the K-9 Program has remained dormant due to staffing limitations, and the Department anticipates having the staffing capacity to select a canine handler and acquire a police canine in early Fiscal Year 2026–27; and

**WHEREAS**, the purchase of a properly outfitted K-9 vehicle is a necessary foundational step to ensure officer safety, canine safety, and operational readiness for the launch of the program; and

**WHEREAS**, Fairfield Chevrolet will provide a fully outfitted Police K-9 vehicle with required emergency equipment and canine-specific safety features, including specialized containment and ventilation systems; and

**WHEREAS**, the total cost of the vehicle purchase is $106,000.02, and sufficient funds are available in the current fiscal year K-9 budget; and

**WHEREAS**, purchasing the vehicle outright at this time will allow the Department to avoid delays associated with future vehicle ordering and upfitting timelines and will position the City for timely implementation of the K-9 Program.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Suisun City hereby authorizes the City Manager, or designee, to purchase a fully outfitted Police K-9 vehicle from Fairfield Chevrolet (aka California Police Cars) in the amount of $106,000.02.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 17th day of March 2026 by the following vote:

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

**WITNESS** my hand and the seal of said City this 17th day of March 2026.

_____
Donna Pock, CMC
Deputy City Clerk

# California Police Cars

Quote Request

Address: 2501 Martin Rd.
Fairfield, CA 94534
Phone: (707) 422-7777

**Date**: 2/25/2026
**Project:** S1500K9SCPD01

| | |
|---|---|
| **Prepared for:** | Aaron Roth<br>Chief of Police<br>Suisun City Police Department<br>701 Civic Center Blvd<br>Suisun City, CA 94585<br>aroth@suisun.com |

**Vehicle:**
2025 Silverado 1500 (K9)

| | |
|---|---|
| **Prepared by:** | Mekhai Sta Rosa<br>Fleet Manager<br>California Police Cars<br>2501 Martin Rd<br>Fairfield, CA 94534<br>(707) 422-7777 |

### Front End Equipment

| Line Item | Part # | Description | Quantity | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 1 | SA315P | Whelen Siren Speaker | 1 | $412.00 | $412.00 |
| 2 | SAK70 | Whelen Siren Bracket | 1 | $53.00 | $53.00 |
| 3 | I2D | Whelen Duo Linear Ion Red/White Black Housing | 1 | $206.00 | $206.00 |
| 4 | I2E | Whelen Duo Linear Ion Blue/White Black Housing | 1 | $206.00 | $206.00 |
| 5 | ---- | Custom Bracket for Ion Lights | 2 | $100.00 | $200.00 |

### Roof Equipment

| Line Item | Part # | Description | Quantity | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 6 | EB2SP3J | Whelen Lightbar 54” Legacy Duo | 1 | $2,143.00 | $2,143.00 |
| 7 | STPKT101 | Tahoe Strap Kit | 1 | $0.00 | $0.00 |
| 8 | GPSBAX-TRI-MOT-5 | Panorama Antenna Base and three way cable | 1 | $500.00 | $500.00 |
| 9 | ASFC-155-U2-821 | Panorama Whip Antenna | 1 | $80.00 | $80.00 |

### Side Equipment

| Line Item | Part # | Description | Quantity | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 10 | U180D | U-Series Duo Red/White | 1 | $309.00 | $309.00 |
| 11 | U180E | U-Series Duo Blue/White | 1 | $309.00 | $309.00 |
| 12 | U18013 | Silverado Bracket for U- Series | 2 | $35.00 | $70.00 |

### Drivers Compartment

| Line Item | Part # | Description | Quantity | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 13 | C399 | Whelen CenCom Core & Siren Control Center | 1 | $1,411.00 | $1,411.00 |
| 14 | C-VSW-2600-SILV-H | VSW Series Console Housing | 1 | $598.80 | $598.80 |
| 15 | C-EB40-CCS-1P | Console Equipment Bracket 4" | 1 | $28.95 | $28.95 |
| 16 | CUP2-1001 | Console Cupholder Dual Internal Self Adjusting | 1 | $65.20 | $65.20 |
| 17 | C-FPW-4 | Console Filler Plate 4" | 2 | $7.20 | $14.40 |
| 18 | C-FPW-2 | Console Filler Plate 2" | 2 | $7.20 | $14.40 |
| 19 | C-FPW-35 | Console Filler Plate 3.5" | 1 | $7.20 | $7.20 |
| 20 | C-FPW-120 | Console Filler Plate 12" | 1 | $11.50 | $11.50 |
| 21 | C-FPW-6 | Console Filler Plate 6" | 1 | $8.65 | $8.65 |
| 22 | C399SP | Whelen Core SCANport Install Kitt C399 | 1 | $189.00 | $189.00 |
| 23 | CCTL7 | Whelen WECAN 21 Button Slide Controller | 1 | $473.00 | $473.00 |
| 24 | CEM16 | WeCanX 16 OUTPUT Expansion Module | 1 | $292.00 | $292.00 |
| 25 | MMSU-1 | Magnetic Mike Magnetic Microphone Kit | 2 | $39.95 | $79.90 |
| 26 | 60CREGCS | 12v White/Red 6" Compartment LT | 1 | $258.00 | $258.00 |
| 27 | BC20 | 20W Speaker | 1 | $60.33 | $60.33 |
| 28 | GK10342UHK | D T-Rail Mount 2 Universal HK Universal Vehicle | 1 | $629.00 | $629.00 |

**K9 Compartment**

| Line Item | Part # | Description | Quantity | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 29 | K9-C29-B | Havis Standard K9 Transport System | 1 | $6,481.00 | $6,481.00 |
| 30 | K9-A-103 | Havis transport Water Bowl | 1 | $80.00 | $80.00 |
| 31 | K9-A-104 | Havis 10” Fan K9 Transport & Window Guard | 1 | $600.00 | $600.00 |
| 32 | K9-A-110 | Havis Headliner Protection Inserts K9 transport | 1 | $250.00 | $250.00 |
| 33 | HP-5020 | Ace K9 “Hot-N-POP Pro Temperature alarm and | 1 | $1,595.00 | $1,595.00 |
| 34 | H-NKLBK-P | Ace K9 No K9 Left Behind kit | 1 | $75.00 | $75.00 |
| 35 | HAP-EVS-K | Engine Stall Kit | 1 | $165.00 | $165.00 |

**Rear**

| Line Item | Part # | Description | Quantity | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 36 | TSS0K | T-Series SurfaceMT Duo - Red/Amber | 1 | $199.00 | $199.00 |
| 37 | TSS0M | T-Series SurfaceMT Duo - Blue/Amber | 1 | $199.00 | $199.00 |

**Additional Equipment**

| Line Item | Part # | Description | Quantity | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 38 | DS-PAN-1211-2 | Docking Station | 1 | $1,159.00 | $1,159.00 |
| 39 | LPS-103 | 120 Watt Power Supply | 1 | $296.00 | $296.00 |
| 40 | C-MD-317 | Motion Device | 1 | $475.50 | $475.50 |
| 41 | PKG-KB-2002 | Package – Rugged Keyboard With Mount | 1 | $691.50 | $691.50 |
| 42 | C-HDM-203 | 12" Heavy Duty Telescoping Pole, Short Handle | 1 | $222.00 | $222.00 |
| 43 | C-HDM-1003 | Heavy-Duty Mount For 2019-2026 Silverado 1500 | 1 | $223.00 | $223.00 |
| 44 | C-HDM-401 | Heavy-Duty Stability Side Arm | 1 | $75.00 | $75.00 |

**California Police Cars 100 AMP Power Package**

| Part # | Description | Total Price |
|---|---|---|
| AFS CTF-B6T6G | Combined Timer Fuse Panel | |
| ---- | 6 Gauge Battery Cable | |
| ---- | Custom Wiring Harness | $3,500.00 |
| ---- | 100 AMP Blue Sea Circuit Breaker | |
| ---- | Heat Shrink Weatherproof Connectors | |

| | |
|---|---|
| Parts: | $24,915.33 |
| Labor: | $12,440.00 |
| Vehicle: | $59,781.00 |
| Sales Tax: | $8,863.69 |
| Total | $106,000.02 |

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**AGENDA ITEM NO. 9.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:** Council Adoption of Resolution No. 2026-___: Authorizing the City Manager or Appointed Designee to Enter into a Lease Agreement with Little Lights Child Care to Operate Licensed Child Care Programs at the Joseph Nelson Community Center.

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**FISCAL IMPACT:** The lease will generate $83,400 in annual revenue to the General Fund, eliminating the ongoing subsidy currently required to operate the City-run preschool program. Based on FY 25-26 projections, the City-run program would have required a General Fund subsidy of approximately $24,184. Comparatively, the lease agreement will result in a net positive fiscal impact of over $100,000 annually.

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**STRATEGIC PLAN:** Provide Good Governance and Enhance Environment

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**BACKGROUND:** The Suisun City Recreation, Parks, and Marina (RPM) Department preschool program reopened in 2023 following a three-year hiatus due to the COVID-19 pandemic. While the program has served as a valued community resource, it has consistently operated at a significant deficit requiring substantial General Fund subsidy.

Over the past four fiscal years, the preschool program has generated the following financial results:

| FISCAL YEAR | PROGRAM EXPENSES | PROGRAM REVENUE | ANNUAL SUBSIDY REQUIREMENT | COST RECOVERY % |
|---|---|---|---|---|
| FY 22-23 | $65,467 | $24,958 | $40,509 | 38% |
| FY 23-24 | $137,172 | $78,988 | $58,184 | 58% |
| FY 24-25 | $137,081 | $100,540 | $36,541 | 73% |
| FY25-26 | $147,184 | $123,000 | $24,184 | 84% |

Over the four-year period, the program has required a cumulative General Fund subsidy of approximately $159,418 to remain operational.

Additional challenges facing the City-run preschool program include the California Department of Education's Preschool for All initiative and expanded Transitional Kindergarten (TK) eligibility, which have allowed children as young as four years old to enroll in public school programs. This policy shift has significantly reduced the pool of preschool-age children available for municipal preschool programs. With limited staffing, resources, and operational flexibility, the RPM Department cannot compete effectively with expanded public school early childhood programs or adapt quickly to changing enrollment patterns and regulatory requirements.

In an environment where the City continues to face structural budget deficits, the RPM Department must explore innovative ways to generate revenue while still ensuring residents have access to affordable, high-quality early childhood education services.

**STAFF REPORT:** After evaluating operational and fiscal challenges, RPM staff determined that leasing the preschool space to a licensed childcare provider represents the most fiscally responsible approach while maintaining community access to early childhood education services.

The proposed lease agreement is with Tanya McKneely, operator of Little Lights Child Care. Ms. McKneely brings a wealth of experience in early childhood education, having served as lead teacher and director at local preschools including The Learning Tree and Circle of Friends. She currently operates her own licensed daycare facility and has demonstrated a strong commitment to quality early childhood programming.

Under the lease agreement, the approximately 3,600 square foot indoor preschool space and 3,200 square foot enclosed outdoor play area at the Joseph Nelson Community Center will be leased to Little Lights Child Care at a rate of $6,950 per month ($83,400 annually). This rate includes the proportional share of facility utilities (water, gas, and electricity) and reflects fair market value for comparable preschool space in the Suisun City/Fairfield area.

Little Lights Child Care will assume all responsibility for obtaining and maintaining required state childcare licensing, meeting all California Department of Social Services Community Care Licensing Division regulations, and ensuring compliance with health and safety standards. The provider will also participate in Solano Family and Children's Services' Subsidized Child Care Program, which provides full or partial payment assistance for childcare services to qualifying Solano County residents. This partnership will help ensure affordability and access for low- and moderate-income families.

To give comparison, leasing the space to Little Lights Child Care will eliminate the annual General Fund subsidy while generating consistent lease revenue:

| MODEL | ANNUAL REVENUE | ANNUAL EXPENSE (est.) | NET FISCAL IMPACT |
|---|---|---|---|
| City-Run (FY 25-26) | $123,000 | $147,184 | -$24,184 (subsidy) |
| Lease to Provider - Year 1 | $45,175 | $0 | +$45,175 (revenue) |
| Lease to Provider - Year 2-5 | $83,400 + CPI 2.5% Increaase | $0 | +$85,485 (revenue) |

This transition represents a positive fiscal swing of over $100,000 annually to the General Fund while maintaining community access to affordable, licensed preschool services.

In addition, the RPM Department currently operates Transitional Kindergarten (TK) and Kindergarten after-school programs at Dan O Root Elementary and Crescent Elementary under the Fairfield-Suisun Unified School District's Expanded Learning Opportunities Program (ELOP). All current preschool employees will be given the option to transfer to the after-school program. No employee will lose their position because of this transition.

**STAFF RECOMMENDATION:** It is recommended that City Council adopt Resolution No. 2025-___: Authorizing the City Manager or Appointed Designee to Enter into a Lease Agreement with Little Lights Child Care to Operate Licensed Child Care Programs at the Joseph Nelson Community Center.

**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2026-_____: Authorizing the City Manager or Appointed

Designee to Enter into a Lease Agreement with Little Lights Child Care to Operate Licensed Child Care Programs at the Joseph Nelson Community Center.
2. Lease Agreement

---

**PREPARED BY:** Marvin Mora, Management Analyst II

**REVIEWED BY:** Janet Hull, Recreation, Parks and Marina Department Director

**APPROVED BY:** Bret Prebula, City Manager

---

**ATTACHMENTS:**

1. Resolution Authorizing City Manager or Appointed Designee to Enter into a Lease Agreement with Little Lights Child Care to Operate Licensed Child Care Programs at the Joseph Nelson Community Center
2. Lease Agreement

**RESOLUTION NO. 2026-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, AUTHORIZING THE CITY MANAGER OR APPOINTED DESIGNEE TO ENTER INTO A LEASE AGREEMENT WITH LITTLE LIGHTS CHILD CARE TO OPERATE LICENSED CHILD CARE PROGRAMS AT THE JOSEPH NELSON COMMUNITY CENTER**

**WHEREAS,** the Suisun City Recreation, Parks, and Marina (RPM) Department preschool program reopened in 2023 following a three-year hiatus due to the COVID-19 pandemic; and

**WHEREAS,** despite serving as a valued community resource, the City-run preschool program has consistently operated at a significant deficit requiring substantial General Fund subsidy totaling approximately $159,418 over the past four fiscal years; and

**WHEREAS,** the California Department of Education's Preschool for All initiative and expanded Transitional Kindergarten (TK) eligibility have significantly reduced the pool of preschool-age children available for municipal preschool programs; and

**WHEREAS,** the City continues to face structural budget deficits and must explore innovative ways to generate revenue while ensuring residents have access to affordable, high-quality early childhood education services; and

**WHEREAS,** leasing the preschool space to a licensed childcare provider represents a fiscally responsible approach that eliminates the annual General Fund subsidy while maintaining community access to early childhood education services; and

**WHEREAS,** the proposed lease agreement provides for the lease of approximately 3,600 square feet of indoor preschool space and 3,000 square feet of enclosed outdoor play area at the Joseph Nelson Community Center at a rate of $6,950 per month ($83,400 annually), including proportional utility costs.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun City authorizes the City Manager or Appointed Designee to Enter into a Lease Agreement with Little Lights Child Care to Operate Licensed Child Care Programs at the Joseph Nelson Community Center.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 17th day of March 2026, by the following vote:

| | | |
|---|---|---|
| **AYES:** | Council Members: | _____ |
| **NOES:** | Council Members: | _____ |
| **ABSENT:** | Council Members: | _____ |
| **ABSTAIN:** | Council Members**:** | _____ |

**WITNESS** my hand and the seal of said City this 17th day of March 2026.

_____
Anita Skinner
City Clerk

# LEASE

This Lease ("Lease") is dated _____, 2026 for reference purposes and is entered into as of the "Effective Date" (as defined in Section 1.1 below) by and between "Landlord" and "Tenant" (each as defined in Sections 1.2 and 1.3 below).

## ARTICLE 1
## BASIC LEASE PROVISIONS

**1.1 Effective Date.** _____, 2026.

**1.2 Landlord.** CITY OF SUISUN CITY, a California municipal corporation.

**1.3 Tenant.** LITTLE LIGHTS CHILD CARE CENTER, a limited liability company.

**1.4 Premises.** Those certain premises ("Premises") described on Exhibit "A" attached hereto, consisting of three classrooms, three restrooms, a kitchen space, storage closets, one janitorial closet and an office located in the building at 611 Village Drive, Suisun City, California (the "Building"), totaling approximately 3,600 square feet of interior space. Tenant shall also have exclusive use of the designated outdoor playground and patio area, consisting of approximately 3,200 square feet adjacent to the interior space.

**1.5 Initial Term; Extension Option.** The term of this Lease shall commence on **July 1, 2026** ("Term Commencement Date") and shall expire on June 30, 2029. Upon mutual consent and Landlord's approval of a conditional use permit extension (which approval may be granted or denied in Landlord's absolute discretion), the initial term may be extended by five (5) year(s).

**1.6 Rent Commencement Date.** The Rent Commencement Date shall be July 1, 2026.

**1.7 Base Rent**.

| Period | Monthly Rent |
|---|---|
| July 1, 2026 - September 30, 2026 | $0 |
| October 1, 2026 - December 31, 2026 | $3,475 |
| January 1, 2027 - April 30, 2027 | $5,212.50 |
| May 1, 2027- June 30, 2027 | $6,950 |
| July 1, 2027 - June 30, 2028 | CPI escalation with maximum of 2.5% |
| July 1, 2028 - June 30, 2029 | CPI escalation with maximum of 2.5% |

**1.8 Security Deposit.** $6,950, which shall be subject to Article 6. Tenant shall pay the Security Deposit to Landlord on the date Tenant signs and delivers a counterpart of this Lease to Landlord.

**1.9 Use of Premises.** The Premises shall be used for a pre-school educational institution and daycare.

**1.10 Notices.**

To Landlord: City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94585
Attn: City Manager

To Tenant: Little Lights Child Care
2893 Gulf Drive
Fairfield, CA 94533
Attn: _____

**1.11 Broker(s).** None.

**1.12 Tenant Improvement Allowance.** None.

## ARTICLE 2
## PREMISES

Landlord leases to Tenant and Tenant leases from Landlord, for the "Term" (as defined in Article 3) and upon the covenants and conditions set forth in this Lease, the premises described in Section 1.4 ("Premises").

## ARTICLE 3
## TERM

**3.1 Term**. The term of this Lease shall commence upon the Term Commencement Date, and shall end on the date described in Section 1.5. Such term is referred to in this Lease as the "Term".

**3.2 Extension Term.** Upon mutual consent, the Term may be extended for a term of five (5) years ("Extension Term"). Notwithstanding any other provision of this Lease, Landlord shall not have to consider an extension request: (1) during the time commencing from the date Landlord gives to Tenant a written notice that Tenant is in default under any provision of this Lease, and continuing until the default described in such notice is cured; or (2) during the period of time commencing on the day after a monetary obligation to Landlord is due from Tenant and unpaid and continuing until the obligation is paid.

**3.3 Extension Term Rent**. After timely receipt by Landlord of Tenant's extension request, Landlord and Tenant shall have a period of 30 days in which to agree on the rental rate for the Extension Term. In no event shall the rental rate for the Extension Term be less than the monthly Base Rent payable during the prior lease year plus the rental increase set forth in Section 5.6. If

Landlord and Tenant agree on a rental rate for the Extension Term, the parties shall execute an amendment to this Lease stating and incorporating such agreed-upon rental rate as the Base Rent for the Extension Term.

**3.4 Adjustment to Base Rent**. The Base Rent shall be increased pursuant to Section 5.6 on the first day of each lease year during the Extension Term commencing with the second lease year.

## ARTICLE 4
## POSSESSION AND CONDITION OF PREMISES

**4.1 Delivery of Possession**. Landlord shall deliver possession of the Premises on the Term Commencement Date. If for any reason Landlord cannot deliver possession of the Premises to Tenant on the Term Commencement Date, Landlord shall not be subject to any liability therefor, nor shall such failure affect the validity of this Lease or the obligations of Tenant under this Lease except that the Term Commencement Date shall be delayed until Landlord delivers possession of the Premises to Tenant and Tenant shall not be obligated to pay full rent until possession of the Premises is tendered to Tenant. Tenant agrees that it shall not be entitled to cancel the Lease for any delay, dispute or disagreement arising from or related to any dispute about the AS IS condition of the Premises.

**4.2 Condition of Premises**. Tenant acknowledges that: (i) neither Landlord nor any employee, representative or agent of Landlord has made any representation or warranty (express or implied) with respect to the Premises or any other portion of the Premises, and (ii) Landlord shall have no obligation to improve or alter the Premises for the benefit of Tenant. Tenant acknowledges that Tenant has thoroughly inspected the Premises and Tenant shall accept the Premises in their current "AS-IS" condition, without representation or warranty, express or implied.

**4.3 Construction-Related Accessibility Standards**. The Premises have <u>not</u> been inspected by a Certified Access Specialist (CASp), as of the Effective Date. Because a disability access inspection certificate, as described in Civil Code Section 55.53(e), was not issued for the Premises, Tenant is advised of the following (pursuant to Civil Code Section 1938):

> *"A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises."*

Tenant shall have the right, but not the obligation, to have a CASp inspect the Premises and determine whether the Premises comply with applicable construction-related accessibility standards under state law.

## ARTICLE 5
## RENT AND PROPERTY TAXES

**5.1 Rent**.

(a) Tenant shall pay the Base Rent specified in Section 1.7 in monthly installments, in advance, on or before the first day of each month, without prior demand (without limitation, no invoices shall be required) and without offset, abatement or deduction, commencing on the Rent Commencement Date as defined in Section 1.6. Should the Rent Commencement Date be a day other than the first day of a calendar month, then the monthly installment of Rent for the first partial month shall be prorated based on a 30-day month.

(b) In addition to Base Rent, Tenant shall pay to Landlord as "Additional Rent," without offset, abatement or deduction, the following sum, without limitation, all maintenance costs as set forth in Article 8. Landlord may, at its sole discretion, charge Additional Rent monthly or by annual payments. Landlord may estimate the annual expense of Additional Rent and charge monthly estimated amounts to Tenant, and Landlord may annually reconcile the amounts to the amounts paid by Landlord.

**5.2 Late Payments**. If any Base Rent, or any other sum due, is not received by Landlord from Tenant within 10 days after the date when due, Tenant shall immediately pay to Landlord a late charge equal to 5% of such sum due. The parties agree that this late charge represents a reasonable estimate of the direct and indirect costs, expenses and damages Landlord will incur as a result of Tenant's late payment (which damages would be impractical and extremely difficult to calculate accurately) and is therefore fair compensation to Landlord for its loss suffered by reason of late payment by Tenant.

**5.3 Place of Payment**. Tenant shall pay Base Rent and Additional Rent to Landlord at the address specified in Section 1.10, but with the addition of "Attn: Finance Department", or to such other address and/or person as Landlord may from time to time designate in writing to Tenant. Tenant may make electronic payment through ACH or other electronic payment means as instructions for payment may be made available to Tenant in writing by Landlord.

**5.4 Reserved.**

**5.5 Reserved.**

**5.6 Escalations; Cost of Living Increases**. The Base Rent shall be increased effective on the first day of each lease year commencing on the first day of the thirteenth full month of the Term and every twelve months thereafter (each a "Rental Adjustment Date") in accordance with the increase in the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers (all items for the geographical Statistical Area in which the Premises are located, Suisun City, CA, on the basis of 1982-1984 = 100) (the "Index" or "CPI") as follows:

(a) The Base Rent (the "Comparison Base Rent") in effect immediately before each Rental Adjustment Date shall be increased by the percentage that the Index has increased from the date (the "Comparison Date") two months prior to the date on which payment of the Comparison Base Rent began through the month which is two months prior to the date in which the applicable Rental Adjustment Date occurs (expected to be the month of July annually). The Base Rent shall not be reduced by reason of such computation. Any increase in the Base Rent provided for in this Section 5.6 shall be subject to a maximum increase of 2.5%.

(b) Tenant shall pay the new Base Rent from the applicable Rental Adjustment Date until the next Rental Adjustment Date. If the format or components of the Index are materially changed after the Term Commencement Date, Landlord shall substitute an index which is published by the Bureau of Labor Statistics or similar agency or adopt a substitute index or procedure reflecting changes in consumer prices and which is most nearly equivalent to the Index in effect on the Term Commencement Date. The substitute index thereafter shall be used to calculate the increase in the Base Rent. Pending receipt of the CPI and determination of the actual adjustment, Tenant shall pay an estimated adjusted rent, as reasonably determined by Landlord by reference to the then available CPI information. Upon notification of the actual adjustment after publication of the appropriate CPI, any overpayment shall be credited against the next installment of rent due, and any underpayment shall be immediately due and payable by Tenant. Landlord's failure to request payment of an estimated or actual rent adjustment shall not constitute a waiver of the right to any past or future adjustment provided for in this Lease.

## ARTICLE 6
## SECURITY DEPOSIT

Concurrently with Tenant's execution of this Lease, Tenant shall cause to be deposited with Landlord the sum specified in Section 1.8 ("Security Deposit"). If Tenant defaults with respect to any provision of this Lease, including the provisions relating to the payment of Base Rent, Landlord may (but shall not be required to) use, apply or retain all or any part of the Security Deposit for the payment of any rent or any other sum in default, or for the payment of any amount which Landlord may spend or become obligated to spend by reason of Tenant's default, or to compensate Landlord for any other loss or damage which Landlord may suffer by reason of Tenant's default. If any portion of the Security Deposit is so used or applied Tenant shall, within five business days after written demand, deposit funds with Landlord in an amount sufficient to restore the Security Deposit to its original amount and Tenant's failure to do so shall be a default under this Lease. Landlord shall not be required to keep the Security Deposit separate from its general funds, and Tenant shall not be entitled to interest on the Security Deposit. If Tenant shall fully and faithfully perform every provision of this Lease to be performed by it, the Security Deposit or any balance shall be returned to Tenant (or, at Landlord's option, to the last assignee of Tenant) within 90 days following expiration of the Term. If Landlord transfers its interest in the Premises, Landlord shall transfer the cash Security Deposit to Landlord's successor in interest. TENANT WAIVES THE PROVISIONS OF CIVIL CODE SECTION 1950.7 AND AGREES THAT THE PROVISIONS OF THIS ARTICLE 6 SHALL GOVERN LANDLORD'S USE AND RETURN OF THE SECURITY DEPOSIT.

## ARTICLE 7
## TENANT'S CONDUCT OF BUSINESS

**7.1 Permitted Use**. Tenant shall use the Premises solely for the use specified in Section 1.9 and for no other use or purpose. Tenant shall conduct its operations in a manner that shall not disturb other tenants or create a nuisance.

**7.2 Tenant's Signs**. Tenant shall not affix upon the exterior (or interior windows or doors) of the Premises any sign, advertising placard, name, insignia, trademark, descriptive material or other like item (collectively, "Exterior Signs"), unless the Exterior Signs: (i) comply with all governmental requirements, and (ii) are approved by Landlord, in its proprietary capacity (and not as a part of governmental approval), in its sole and absolute discretion. All of the Exterior Signs shall be erected by Tenant at its sole cost and expense, shall be professionally prepared, and Tenant shall maintain all of the Exterior Signs in good condition and repair during the Term. Prior to the expiration, or upon earlier termination of this Lease, as applicable, Tenant shall remove all of the Exterior Signs and restore the areas on which the Exterior Signs were located to their condition prior to the installation of the Exterior Signs, all at Tenant's sole cost and expense.

## ARTICLE 8
## MAINTENANCE AND REPAIRS

**8.1 Landlord and Tenant Maintenance and Repair Obligations.** Landlord and Tenant shall be responsible for maintenance and repair of the Premises as specified in the Landlord and Tenant Maintenance Responsibilities, Exhibit "B", attached and incorporated herein by this reference.

**8.2 Tenant's Maintenance Obligations**.

(a) Tenant shall, at its sole cost and expense, maintain the Premises and all portions thereof in a good, clean, and safe condition and state of repair. Tenant agrees Landlord has no obligation of any kind or nature to maintain, repair, or replace the Premises or any portion of the Premises, except as specified in Exhibit "B".

(b) Tenant agrees that Tenant is solely responsible for the security, protection, and insuring of its equipment, materials, and other property, and that of its employees, servants, and contractors, located on or about the Premises.

(c) If Tenant fails to perform Tenant's obligations under this Section, Landlord may enter upon the Premises after 10 days' prior written notice to Tenant (except in the case of an emergency, in which case no notice shall be required), perform such obligations on Tenant's behalf, and put the Premises in good order, condition and repair, and Tenant shall promptly pay to Landlord a sum equal to 115% of such cost. Subject to Tenant's indemnification of Landlord, and without relieving Tenant of liability resulting from Tenant's failure to exercise and perform good maintenance practices, if an item cannot be repaired other than at a cost which is in excess of 50% of the cost of replacing such item, then such item shall be replaced by Landlord, and the cost thereof shall be prorated between the parties and Tenant shall only be obligated to pay, each month during the remainder of the Term, on the date on which Base Rent is due, an amount equal to the product of multiplying the cost of such replacement by a fraction, the numerator of which is one,

and the denominator of which is 144 (i.e., 1/144th of the cost per month). Tenant shall pay interest on the unamortized balance but may prepay its obligation at any time.

**8.3 Landlord's Maintenance Obligations**. Landlord shall not be required to make repairs necessitated by reason of any acts or omissions of Tenant, including negligence or willful misconduct of Tenant or anyone claiming under Tenant, by reason of the failure of Tenant to perform or observe any conditions or agreements of this Lease, by reason of improvements made by Tenant or anyone claiming under Tenant, or as would be required by statute now or subsequently in effect.

**8.4 Landlord's Right of Entry.** Landlord, its agents, contractors, servants and employees shall have the right, upon reasonable prior notice to Tenant, to enter the Premises for any of the following purposes: (a) to examine the Premises; (b) to perform any obligation or exercise any right or remedy of Landlord under this Lease; and (c) to cure Tenant's failure to perform its obligations under this Lease, including work necessary to comply with laws, the requirements of any applicable fire insurance underwriter or rating bureau, and the recommendations of Landlord's engineers and/or consultants which relate in any manner to the Premises, without regard to whether such requirements are now in effect or become effective after the Term Commencement Date. Notwithstanding the foregoing to the contrary, Landlord and its authorized representatives shall have the right to enter the Premises at any time, and without notice to Tenant, where an emergency situation necessitates such entry. No exercise by Landlord of its rights under this Section shall entitle Tenant to any damages for any injury or inconvenience occasioned thereby or to any abatement of rent or other amounts payable under this Lease.

## ARTICLE 9
## DAMAGE TO TENANT'S PROPERTY; WAIVER

Notwithstanding anything contained in this Lease to the contrary, Landlord or its agents and employees shall not be liable for (a) loss or damage to any property by theft or otherwise, or (b) any injury or damage to person or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water or rain which may leak from any part of the Premises or from pipes, appliances or plumbing work therein or from the roof, street, sub-surface or from any other place or resulting from dampness or any other cause whatsoever, except to the extent (i) resulting from the gross negligence or willful misconduct of Landlord or its contractors, agents, servants or employees or breach of this Lease by Landlord and (ii) not covered by the insurance maintained by Tenant (or which would not have been so covered if Tenant had maintained the insurance required to be maintained by Tenant pursuant to this Lease). Landlord or its agents shall not be liable for interference with light or other similar intangible property interests. Tenant shall give prompt notice to Landlord in case of fire or accidents in the Premises and of defects therein or in the fixtures or equipment located therein.

## ARTICLE 10
## INSURANCE

**10.1 Tenant's Insurance**. Tenant, at its sole cost and expense, commencing on the date Tenant is given access to the Premises, and continuing during the Term, shall procure, pay for and

thereafter keep in full force and effect the following types of insurance, in at least the amounts and in the forms specified below:

(a) **Commercial General Liability (CGL)** with limits no less than One Million Dollars ($1,000,000.00) per occurrence basis including products and completed operations, property damage, bodily injury, sexual abuse/molestation injury, and personal & advertising injury with limits no less than One Million Dollars ($1,000,000) per occurrence. Tenant shall maintain in force liability insurance, at all times during the Term of this Lease and any renewal or extension thereof, which shall insure and indemnify Landlord, the City Council and each member thereof, and every officer and employee of Landlord against liability or financial loss resulting from any suits, claims or actions brought by any person or persons and from all costs and expense of litigation brought against Landlord, the City Council and every member thereof for any injury to persons and/or damage to property in, on or about the Premises by reason of the use or occupation by Tenant or by any other person or persons of the Premises and the activities of Tenant. The liability insurance obtained by Tenant under this Section 10.1 shall (i) be primary and non-contributing; (ii) contain cross-liability endorsements; and (iii) insure Landlord against Tenant's performance under Section 10.7. The amount and coverage of such insurance shall not limit Tenant's liability nor relieve Tenant of any other obligation under this Lease. Such insurance shall provide that the interests of Landlord, Tenant and other insureds shall be severable such that the act or omission of one insured shall not avoid or reduce the coverage of other insureds.

(b) A policy or policies of **Workers' Compensation** insurance in the amount required by the State of California, and **Employer's Liability** with: aggregate limit of $1,000,000; per occurrence limit of $1,000,000 and per employee limit of $1,000,000.

(c) **Property Insurance** against all risk of loss at full replacement cost with no coinsurance penalty provision at Tenant's sole cost and expense, covering (1) Tenant's trade fixtures, furnishings, equipment, and inventory of merchandise located in the Premises; and (2) all alterations, additions, and changes made in or to the Premises during the Term at Tenant's expense, providing protection to the extent of not less than 100% of the insurable value of all such items against any peril included under insurance industry practices in the jurisdiction of the Premises within the classification "fire and extended coverage," together with insurance against vandalism, malicious mischief, and sprinkler leakage or other sprinkler damage, if sprinklers are installed, and including "use and occupancy" and/or "business interruption" coverage. Tenant waives any and all rights of recovery against Landlord for any loss occurring to such items on account of fire or other casualty, and the aforesaid policies of insurance shall contain appropriate provision recognizing this release by Tenant and waiving all right of subrogation by the insurance carrier. The proceeds of such insurance, so long as this Lease remains in effect, shall be used to repair or replace the items so insured in the event of loss on account of fire or other casualty.

(d) **Plate Glass Insurance** covering all plate glass on the Premises at full replacement value; provided that Tenant shall be permitted to self-insure plate glass insurance.

(e) **Business Interruption Insurance**: Commercially reasonable business interruption insurance.

**10.2 Restrictions on Use.** Tenant shall not use or permit the Premises to be used, nor do or permit any act to be done, which may increase the existing rates of insurance upon the building in which the Premises are located, or which may cause the cancellation of any insurance policy covering the Premises. If any act on the part of Tenant or use of the Premises by Tenant shall cause directly or indirectly any increase of Landlord's insurance expense, the additional expense shall be paid by Tenant to Landlord upon demand. Such payment by Tenant shall not limit Landlord in the exercise of any other rights or remedies. Tenant shall not sell or permit to be kept, used or sold in or about the Premises any article which may be prohibited by California Standard Forms of fire insurance policies. Tenant, at Tenant's sole expense, shall comply with any and all requirements pertaining to the use of the Premises, of any insurance organization or company, which compliance may be necessary for maintenance of reasonable fire, extended coverage, public liability, and other insurance upon the Premises.

**10.3 Additional Insureds.** Landlord shall be **named as an additional insured** on Tenant's liability and property policies. Such policies shall be issued by an insurer approved by Landlord. If commercially available, such policies shall provide that the insurance coverage shall not be cancelled or reduced by the insurance carrier without Landlord having been given 30 days' prior written notice thereof by such carrier. Tenant shall not cancel or reduce such insurance coverage.

**10.4 Certificate(s) of Insurance.** At all times during the Term of this Lease and prior to taking possession of the Premises, Tenant shall maintain on file with Landlord a certificate of insurance issued by the insurance carrier or carriers and showing that the required insurance policies are in effect in the amounts above provided, and if requested by Landlord, a copy of each insurance policy. Notwithstanding any other provision to the contrary contained in this Lease, Tenant shall not have the right to take possession of the Premises until such certificate or certificates and insurance policies are filed with the City.

**10.5 Landlord Cure Right.** If Tenant does not keep the insurance required by this Lease in full force and effect, Landlord may obtain the necessary insurance and pay the premium thereon, and the repayment thereof shall be paid by Tenant as Additional Rent within 10 days after written demand by Landlord.

**10.6 Waiver of Subrogation.** Tenant's insurance shall be primary to coverage available to Landlord. Tenant hereby waives any rights of subrogation against the Landlord.

**10.7 Indemnity**. "Landlord" for the purposes of this Article 10 shall mean and include Landlord, and its Councilmembers, officers, agents and employees. To the fullest extent permitted by law, Tenant covenants with Landlord that Landlord shall not be liable for any damage or liability of any kind or for any injury to or death of persons or damage to property of Tenant or any other person from any cause whatsoever related to the use, occupancy or enjoyment of the Premises by Tenant or any person thereon or holding under Tenant. Landlord shall not be liable for Hazardous Materials, in any concentration. Tenant shall pay for, defend (with an attorney reasonably approved by Landlord), indemnify, and save Landlord harmless against and from any real or alleged damage or injury and from all claims, judgments, liabilities, losses, costs and expenses, including reasonable attorneys' fees and costs, arising out of or connected with Tenant's use of the Premises and its facilities, or any repairs, alterations or improvements which Tenant may make or cause to be made upon the Premises, any breach of this Lease by Tenant. The

obligations to indemnify set forth in this Article shall include all reasonable attorneys' fees, litigation costs, investigation costs and court costs and all other costs, expenses and liabilities incurred by the indemnified party from the first notice that any claim or demand is to be made or may be made. All obligations under this Article shall survive the expiration or termination of this Lease.

## ARTICLE 11
## DAMAGE

**11.1 Insured Casualty**. In the case of damage by fire or other perils covered by insurance, the following provisions shall apply:

(a) Within a period of 60 days after all applicable permits have been obtained (which permits Landlord shall promptly apply for and diligently seek) and delivery of insurance proceeds to Landlord, Landlord shall commence such repair, reconstruction and restoration of the Premises to the extent they have been affected by fire or other casualty, and shall diligently prosecute the same to completion; provided, however, that Tenant, at its cost, shall repair and restore all items of Tenant's alterations and improvements and replace its stock in trade, trade fixtures, furniture, furnishings and equipment. Tenant shall commence this work promptly upon delivery of possession of the Premises to Tenant and shall diligently prosecute same to completion.

(b) If the insurance proceeds received by Landlord are not sufficient to pay the entire cost of repair, or if the damage to the Premises renders 50% or more of the Premises untenantable, Landlord may elect either to (i) repair the damage as soon as reasonably possible, in which case this Lease shall remain in full force and effect, or (ii) terminate this Lease as of the date the damage occurred. Landlord shall notify Tenant within 90 days after receipt from Tenant of written notice of the occurrence of the damage whether Landlord elects to repair the damage or terminate the Lease. If Landlord elects to repair the damage, Tenant shall pay Landlord the "deductible amount" (if any) under Landlord's insurance policies and, if the damage was due to an act or omission of Tenant, or Tenant's employees, agents, contractors or invitees, Tenant shall pay the difference between the actual cost of repair and any insurance proceeds received by Landlord.

(c) If the damage to the Premises occurs during the last three months of the Lease Term and such damage will require more than 30 days to repair, either Landlord or Tenant may elect to terminate this Lease as of the date the damage occurred, regardless of the sufficiency of any insurance proceeds. The party electing to terminate this Lease shall give written notification to the other party of such election within 30 days after Tenant's notice to Landlord of the occurrence of the damage.

**11.2 Uninsured Casualty**. If the Premises is materially damaged as a result of any casualty not covered by the insurance specified in Section 10.4 and not caused by Landlord, then Tenant shall, within 90 days following the date of such damage, commence repair, reconstruction or restoration of the Premises and shall diligently prosecute the same to completion, or Landlord may elect within such 90 days not to repair, reconstruct or restore the damaged property, in which event, at Landlord's option, this Lease shall cease and terminate upon the expiration of such 90 day period.

**11.3 Abatement**. The Base Rent and Additional Rent payable hereunder shall be abated (i) to the extent it is not payable by Tenant's insurance (such as Business Interruption insurance); and then (ii) proportionately with the degree to which Tenant's use of the Premises is impaired from the time of the occurrence of the casualty until the date on which Tenant again operates its business in the Premises provided, however, that neither Tenant nor its agents, employees or contractors caused the damage.

**11.4 Waiver of Termination**. Tenant waives any statutory rights of termination which may arise by reason of any partial or total destruction of the Premises.

## ARTICLE 12
## ASSIGNMENT AND SUBLETTING

**12.1 Assignment**. Tenant shall not assign, change ownership or voting control, mortgage, encumber, pledge, hypothecate or otherwise transfer (including any transfer by operation of law) all or any part of this Lease or the Premises (collectively "Transfer") without first procuring the written consent of Landlord in Landlord's sole and absolute discretion. A sale of 25% or more of the ownership interests in Tenant, whether in one transaction or a related series of transactions, shall constitute an assignment of this Lease. If Tenant requests Landlord's consent to an assignment of this Lease, Tenant shall submit to Landlord, in writing, the name of the proposed assignee.

**12.2 Procedures**. Should Tenant desire to enter into a Transfer, Tenant shall request, in writing, Landlord's consent to the proposed Transfer at least 45 days before the intended effective date of the proposed Transfer, which request shall include any information reasonably requested by Landlord to evaluate the proposed Transfer. A consent to one Transfer by Landlord shall not be deemed to be a consent to any subsequent Transfer to any other party.

**12.3 Standard for Consent After Tenant Event of Default**. For purposes of Landlord's consent after an Event of Default by Tenant and Landlord's election to keep this Lease in effect, Tenant agrees that Landlord may only refuse its consent to the proposed transfer on reasonable grounds, and (by way of example and without limitation) Tenant agrees that it shall be reasonable for Landlord to withhold its consent if any of the following situations exist or may exist: (a) the proposed transferee's financial condition, net worth or liquidity is less than the financial condition, net worth or liquidity of Tenant as of the date of the request for transfer or is inadequate to support all of the financial and other obligations of Tenant under this Lease; (b) the business reputation or character of the proposed transferee is not reasonably acceptable to Landlord; or (c) the proposed transferee is not likely to conduct on the Premises a business of a quality commensurate with the neighborhood.

**12.4 No Release; Form**. No Transfer whether with or without Landlord's consent, shall relieve Tenant from its covenants and obligations under this Lease. Any Transfer shall be evidenced by an instrument in form and content satisfactory to Landlord and executed by Tenant and the Transferee.

**12.5 Sublease**. Tenant shall not sublease any portion of the Premises without first procuring the written consent of Landlord in Landlord's sole and absolute discretion. No sublease, license

or concession whether with or without Landlord's consent, shall relieve Tenant from its covenants and obligations under this Lease. Any sublease, license or concession shall be evidenced by an instrument signed by the Parties. If Tenant requests Landlord's consent to subletting of all or part of the Premises, Tenant shall submit to Landlord, in writing, the name of the proposed subtenant. If for any reason this Lease is terminated, the Parties agree the termination will result in a termination of any sublet, license or concession within the Premises authorized by Landlord and Tenant shall include such a provision in any agreement with a sub-Tenant, licensee or concessionaire.

## ARTICLE 13
## DEFAULTS

**13.1 Events of Default**. The occurrence of any one or more of the following events shall constitute an "Event of Default" by Tenant under this Lease:

(a) Failure to pay the Base Rent, any Additional Rent, or the Security Deposit when due and failure to cure such default within five days after written notice from Landlord to Tenant;

(b) Failure to receive or request approval from the Landlord for alterations or improvements to the property;

(c) Failure to perform any other of the promises, covenants or agreements of Tenant contained in this Lease for more than 30 days after written notice from Landlord (provided, however, if the default cannot be rectified or cured within such 30 day period, the default shall be deemed to be rectified or cured if Tenant, within such 30 day period, shall have commenced to rectify or cure the default and shall thereafter diligently and continuously prosecute same to completion);

(d) Assigning or subletting without Landlord's prior written consent when such consent is required by this Lease; or

(e) Failure to maintain the insurance required under this Lease.

**13.2 Landlord Remedies**. Any notice required to be given by Landlord above shall be in lieu of, and not in addition to, any notice required under Code of Civil Procedure Section 1161 or any similar, superseding statute. Upon the occurrence of an Event of Default by Tenant, Landlord may elect to terminate this Lease and to re-enter and take possession of the Premises and remove all persons therefrom, and/or exercise all or any of the rights and remedies afforded Landlord by California law including, but not limited to, the remedies provided under Civil Code Sections 1951.2 or 1951.4. Pursuant to Civil Code Section 1951.2, the damages Landlord may recover against Tenant include, but are not limited to, the worth at the time of award of the amount by which the unpaid rent for the balance of the Term after the time of award, exceeds the amount of such rental loss for the same period that Tenant proves could be reasonably avoided. Pursuant to Civil Code Section 1951.4, Landlord may continue this Lease in effect after Tenant's breach of this Lease and abandonment of the Premises and recover rent as it becomes due, if Tenant has the right to sublet the Premises or assign this Lease, subject only to reasonable limitations. In the event Landlord elects the remedy under Civil Code Section 1951.4, Landlord will not unreasonably withhold its consent to assignment and subletting by Tenant, and Article 13.3 shall apply.

**13.3 Default by Landlord**. Landlord shall not be in default hereunder unless Landlord fails to perform the obligations required of Landlord within 30 days after written notice by Tenant to Landlord specifying wherein Landlord has failed to perform such obligation; provided, however, that if the nature of Landlord's obligation is such that more than 30 days are required for performance, then Landlord shall not be in default if Landlord commences performance within such 30 day period and thereafter diligently prosecutes the same to completion. Notwithstanding any contrary provision contained in this Lease, Landlord shall not be liable under any circumstances for any indirect or consequential damages or any injury or damage to, or interference with, Tenant's business, including, but not limited to, loss of profits, loss of rents or other revenues, loss of business opportunity, loss of goodwill or loss of use; provided, that the foregoing is not intended to be a waiver by Tenant of any rights it may have to condemnation awards in the event of a condemnation by Landlord of Tenant's interest under this Lease or Tenant's business.

## ARTICLE 14
## MATTERS OF RECORD

Tenant agrees that it and all persons in possession or holding under it will conform to and will not violate the terms of any covenants, conditions, restrictions, easements and any other matters currently of record. Tenant acknowledges that Tenant has had an opportunity to obtain and review a title report and title exception documents from a title insurance company selected by Tenant.

## ARTICLE 15
## UTILITIES AND SERVICES

(a) Landlord shall be responsible for directly contracting utility services including, but not limited to, water, sewer, gas, electric, trash, fire and life safety monitoring, and all other utilities supplied to the Premises.

(b) Landlord shall not be liable for any failure or interruption of any utility or service. Except as otherwise provided herein, no failure or interruption of any utility or service, including without limitation failures or interruption caused by casualties, accidents, breakage, repairs, strikes, lockouts or other labor disturbances of any character, or other events beyond the reasonable control of Landlord shall entitle Tenant to terminate this Lease or discontinue making payments of Rent payable by Tenant under this Lease; provided, however, that Landlord shall use good faith efforts to restore such service to the extent the restoration of the same is not the obligation of Tenant, the utility company or other third party.

## ARTICLE 16
## MISCELLANEOUS

**16.1 Hazardous Materials**.

(a) During the Term, Tenant, at its sole cost and expense, shall comply with all laws relating to the storage, use, handling and disposal of hazardous, toxic or radioactive matter, including, without limitation, petroleum products, asbestos, and those materials identified in Sections 66680 and 66685 of Title 22 of the California Administrative Code, Division 4, Chapter

30 ("Title 22"), as amended from time to time (collectively, "Hazardous Materials"); provided, however, that the foregoing shall not apply to Hazardous Materials in, on or surrounding the Premises not released by Tenant or its contractors, employees, agents or customers. Tenant shall notify Landlord and provide to Landlord a copy or copies of any environmental entitlements or inquiries related to the Premises. The clean-up and disposal of any Hazardous Materials released onto or about the Premises by Tenant or its agents, contractors or employees shall be performed by Tenant at Tenant's sole cost and expense and shall be performed in accordance with all applicable laws, rules, regulations and ordinances, pursuant to a site assessment and removal/remediation plan prepared by a licensed and qualified geotechnical engineer and submitted to and approved in writing by Landlord prior to the commencement of any work. The foregoing notwithstanding, Landlord in Landlord's sole and absolute discretion may elect, by written notice to Tenant, to perform the clean-up and disposal of such Hazardous Materials from the Premises. In such event, Tenant shall pay to Landlord the actual cost of same upon receipt from Landlord of Landlord's written invoice therefor. Notwithstanding any other provision of this Lease, Tenant shall permit Landlord or Landlord's agents or employees to enter the Premises at any time, upon reasonable notice, to inspect, monitor and/or take emergency or long-term remedial action with respect to Hazardous Materials on or affecting the Premises or to discharge Tenant's obligations hereunder with respect to such Hazardous Materials when Tenant has failed, after demand by Landlord, to do so. All costs and expenses incurred by Landlord in connection with performing Tenant's obligations hereunder shall be reimbursed by Tenant to Landlord within 30 days of Tenant's receipt of written request therefor.

(b) Tenant shall defend, indemnify, and hold Landlord harmless from and against any and all claims, liabilities, losses, costs, and expenses (including, without limitation reasonable attorneys' fees) incurred or suffered by Landlord as a result of Tenant's or its invitees', licensees', contractors', agents' or employees' storage, use, handling, disposal or release of Hazardous Materials in or about the Premises.

(c) If a Hazardous Substance Condition (the occurrence or discovery of a condition involving the presence of, or a contamination by, a Hazardous Material, in, on, or under the Premises which requires remediation) occurs during the Term, unless Tenant is legally responsible therefor, in which case Tenant shall make the investigation and remediation thereof required by this Lease, but subject to Landlord's rights under Section 18.1(b), Landlord may, at Landlord's option, either (i) investigate and remediate such Hazardous Substance Condition, if required, as soon as reasonably possible at Landlord's expense, in which event this Lease shall continue in full force and effect, or (ii) if the estimated cost to remediate such condition exceeds 12 times the then monthly Base Rent or $125,000, whichever is greater, give written notice to Tenant, within 30 days after receipt by Landlord of knowledge of the occurrence of such Hazardous Substance Condition, of Landlord's desire to terminate this Lease as of the date 60 days following the date of such notice. In the event Landlord elects to give a termination notice, Tenant may, within 10 days thereafter, give written notice to Landlord of Tenant's commitment to pay the amount by which the cost of the remediation of such Hazardous Substance Condition exceeds an amount equal to 12 times the then monthly Base Rent or $125,000, whichever is greater. Tenant shall provide Landlord with such funds or satisfactory assurance thereof within 30 days following such commitment. In such event, this Lease shall continue in full force and effect, and Landlord shall proceed to make such remediation as soon as reasonably possible after the required funds are available. If Tenant does not give such notice and provide the required funds or assurance thereof

within the time provided, this Lease shall terminate as of the date specified in Landlord's notice of termination.

**16.2 Mold**.

(a) Upon Tenant's discovery of mold or any conditions that reasonably can be expected to give rise to mold, such as by way of example but not limitation, water damage, mold growth, repeated complaints of respiratory ailments or eye irritation by persons occupying the Premises or any notice from a governmental authority of complaints regarding indoor air quality at the Premises, Tenant, at its sole cost and expense, will immediately notify Landlord and monitor the Premises as reasonably necessary for the presence of mold. If Tenant discovers the existence of any mold referred to above, Tenant will immediately notify Landlord. If the inspection report concludes that mold is present in the Premises due to Tenant's negligence, willful misconduct or failure to perform its obligations pursuant to this Lease, Tenant, at its sole cost and expense, will hire a contractor that specializes in mold remediation to prepare and conduct a remediation plan for the Premises. In such event, Tenant will be responsible for the cost of such inspection and the reasonable cost of remediation. In the event Tenant is responsible for such remediation, any remediation plan and the contractor to prepare and conduct the remediation plan will be subject to the approval of Landlord, which approval will not be unreasonably withheld or delayed and without liability to Landlord for the exercise of such discretion.

(b) TO THE FULLEST EXTENT ALLOWABLE UNDER LAW, TENANT RELEASES AND WILL INDEMNIFY, PROTECT, DEFEND (WITH COUNSEL REASONABLY ACCEPTABLE TO LANDLORD) AND HOLD HARMLESS LANDLORD, ALL LANDLORD RELATED PARTIES, LANDLORD'S MANAGING AGENT, ANY MORTGAGEE AND GROUND LANDLORD OF THE PROJECT, AND ANY OFFICER, DIRECTOR, STOCKHOLDER, ELECTED OR APPOINTED MEMBERS, PARTNER, MEMBER, TRUSTEE, BENEFICIARY, EMPLOYEE, AGENT OR CONTRACTOR OF LANDLORD'S MANAGING AGENT AND ANY MORTGAGEE AND GROUND LANDLORD OF THE PREMISES, FROM AND AGAINST ANY CLAIMS IN ANY MANNER RELATING TO OR ARISING OUT OF ANY MOLD IN OR ON THE PREMISES TO THE EXTENT RESULTING FROM THE NEGLIGENCE, ACTS OR FAILURE TO PERFORM ANY OBLIGATIONS OF TENANT PURSUANT TO THIS LEASE OR ANY WORK PERFORMED, MATERIALS FURNISHED OR OBLIGATIONS INCURRED BY OR FOR TENANT OR ANY PERSON OR ENTITY CLAIMING BY, THROUGH OR UNDER TENANT IN CONNECTION WITH THE REMEDIATION OF ANY MOLD ON THE PREMISES.

**16.3 Notices**. Every notice, demand or request (collectively "Notice") required hereunder or by law to be given by either party to the other shall be in writing. Notices shall be given by United States certified mail, postage prepaid, return receipt requested, or by same-day or overnight private courier, addressed to the party to be served at the address indicated in Section 1.10 or such other address as the party to be served may from time to time designate in a Notice to the other party. The delivery of a Notice shall be deemed made within three days after deposit into the U.S. mail with respect to certified mail or within one business day after deposit with an overnight private courier for overnight delivery. Copies of any Notice shall be sent to the addresses, if any, designated for service of copies of Notices in Section 1.10.

**16.4 Time of the Essence**. Time is of the essence of every provision hereof in which time is a factor.

**16.5 Reserved**.

**16.6 Surrender; Waiver**. At the expiration or any earlier termination of the Term, Tenant shall peaceably and quietly surrender to Landlord the possession of the Premises and all improvements and fixtures installed or constructed by or for Tenant thereon free and clear of all claims to or against them by Tenant or any third person or party. Tenant shall leave the surrendered property in good, safe and broom-clean condition. All property that Tenant is required to surrender shall become Landlord's property at termination of this Lease, or, if Landlord so elects and upon written notice to Tenant, shall be demolished and removed by Tenant at Tenant's sole expense, and all property that Tenant is not required to surrender but that Tenant does not remove shall become Landlord's property at termination of this Lease, or, if Landlord so elects and upon written notice to Tenant, shall be demolished and removed by Tenant at Tenant's sole expense. If Tenant fails to surrender the property at the expiration or earlier termination of this Lease, Tenant shall defend and indemnify Landlord from all liability and expense resulting from the delay or failure to surrender, including claims made by any succeeding tenant or any purchaser or prospective purchaser founded on or resulting from Tenant's failure to surrender. Tenant shall repair any damage occasioned by installation, maintenance, or removal of trade fixtures, Tenant's owned alterations and/or utility installations, furnishings, and equipment as well as the removal of any storage tank installed by or for Tenant. Tenant waives all statutes and laws that conflict with the terms of this Section.

**16.7 Successors and Assigns**. Subject to the terms of this Lease restricting assignment and subletting, all rights and obligations of Landlord and Tenant under this Lease shall extend to and bind the respective heirs, executors, administrators and the permitted concessionaires, successors, subtenants and assignees of the parties.

**16.8 Waiver of Lease Terms.** Any waiver by either party of a breach by the other party of a covenant of this Lease must be in writing, and shall not be construed as a waiver of a subsequent breach of the same covenant.

**16.9 Authority.** If Tenant is a corporation, partnership or limited liability company, or other legal entity, each individual executing this Lease on behalf of Tenant (in his/her representative capacity only) represents and warrants that he or she is duly authorized to execute and deliver this Lease on behalf of the Tenant.

**16.10 Governing Law.** This Lease shall be governed by and construed in accordance with the laws of the State of California without giving effect to the choice of law provisions thereof.

**16.11 Waiver of Rights of Redemption.** Tenant waives any and all rights of redemption granted under any present and future laws in the event Landlord obtains the right to possession of the Premises by reason of the violation by Tenant of any of the covenants and conditions of this Lease or otherwise.

**16.12 Attorneys' Fees.** In the event that, at any time after the Effective Date, either Landlord or Tenant shall institute any action or proceeding against the other relating to the provisions of this

Lease or any default hereunder, the party not prevailing in such action or proceeding shall reimburse the prevailing party for its actual attorneys' fees, and all fees, costs and expenses incurred in connection with such action or proceeding, including, without limitation, any post-judgment fees, costs or expenses incurred on any appeal or in collection of any judgment.

**16.13 Rules and Regulations.** Tenant shall observe faithfully and comply with, and shall cause its employees and invitees to observe faithfully and comply with, reasonable and nondiscriminatory rules and regulations governing the Premises as may from time to time be promulgated by Landlord.

**16.14 Landlord Liability Upon Transfer.** Should Landlord sell, exchange or assign this Lease (other than a conditional assignment as security for a loan), then Landlord, as transferor, shall be relieved of any and all obligations on the part of Landlord accruing under this Lease from and after the date of such transfer provided that Landlord's successor in interest shall assume such obligations from and after such date. Written notice of any such transfer shall be given to Tenant.

**16.15 Limitation of Landlord Liability.** Notwithstanding anything contained in this Lease to the contrary, it is expressly understood and agreed that any judgment against Landlord resulting from any default or other claim under this Lease shall be satisfied only out of the net rents, issues, profits and other income actually received from the operation or sale of the Premises, and Tenant shall have no claim against Landlord, Landlord's affiliates, elected representatives or appointed representatives, its partners, members, directors, officers or shareholders, or any of Landlord or such person's personal assets for satisfaction of any judgment with respect to this Lease.

**16.16 Landlord's Governmental Capacity.** Notwithstanding anything contained in this Lease to the contrary, Tenant acknowledges that Landlord is acting in its proprietary capacity, is entering into and complying with this Lease, and that nothing contained in this Lease shall require Landlord, in its capacity as a governmental entity, to act in any predetermined manner in connection with its actions as a governmental entity, as opposed to its actions as a contracting party pursuant to this Lease.

**16.17 Severability.** If any provision of this Lease is held or adjudicated to be invalid or unenforceable for any reason, each such portion or provision shall be severed from the remaining portions or provisions of this Lease and the remaining portions or provisions shall be unaffected and remain in full force and effect.

**16.18 Security; Nuisance.** Tenant hereby acknowledges that the Rent payable to Landlord hereunder does not include the cost of guard service or other security measures, and that Landlord shall have no obligation whatsoever to provide the same. Tenant assumes all such responsibility. Tenant shall install all required fire-extinguishing systems, at Tenant's expense. Tenant will not allow any noxious odors to emanate from the Premises, sounds or loudspeaker that might cause a disturbance to neighbors. Landlord shall not be liable to Tenant for any noise, odor, light, vibration, pest-infestation (or similar) that shall affect the Premises.

**16.19 Entire Agreement; Amendments.** It is understood that there are no oral or written agreements or representations between the parties hereto affecting this Lease and this Lease supersedes and cancels any and all previous negotiations, arrangements, representations,

brochures, agreements and understandings, if any, between Landlord and Tenant. No provision of this Lease may be amended except by an agreement in writing signed by Landlord and Tenant.

**16.20 No Relocation Assistance; Waiver and Release**. Tenant acknowledges that Tenant shall be displaced from the Premises upon the expiration or any earlier termination of this Lease, but Tenant hereby agrees that Landlord shall have no obligation to Tenant under the California Relocation Assistance and Real Property Acquisition statutes and guidelines. Tenant, after diligent review and consideration of possible impacts, hereby waives and forever releases Landlord, including its successors, officers, employees, attorneys, agents, representatives, contractors and subcontractors, of and from any and all claims, demands, actions or causes of action, obligations, liabilities, or claims for further compensation, known or unknown, based upon or relating to the California Relocation Assistance and Real Property Acquisition statutes and guidelines and Landlord's subsequent use and development of the Premises, or Tenant's displacement therefrom. By such release, Tenant expressly waives its rights, if any, under California Civil Code Section 1542 which provides:

> "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY."

Tenant's Initials: _____.

IN WITNESS WHEREOF, Landlord and Tenant have duly executed this Lease on the day and year first above written.

**LANDLORD**:

CITY OF SUISUN CITY, a California municipal corporation

By: _____
Bret Prebula, City Manager

ATTEST:

_____
Anita Skinner, City Clerk

APPROVED AS TO FORM:

_____
Patrick Enright, City Attorney

**TENANT**:

LITTLE LIGHTS CHILD CARE CENTER, a California limited liability company

By: _____
Print Name: _____
Title: _____

## EXHIBIT "A"

## LEGAL DESCRIPTION AND/OR DIAGRAM OF LAND/PREMISE

The Premises consist of approximately 3,600 square feet of interior space located within the Joseph Nelson Community Center, designated for use as a daycare and preschool facility. The interior area includes three (3) classrooms, three (3) restrooms, one (1) office space, one(1) kitchen, storage closets, and one (1) janitorial closet.

In addition, Tenant shall have exclusive use of the designated outdoor playground and patio area, consisting of approximately 3,200 square feet adjacent to the interior space.

**Diagram:**



# EXHIBIT "B"

## LANDLORD AND TENANT RESPONSIBILITIES

This Appendix outlines the operational, maintenance, and repair responsibilities associated with the leased preschool premises. Responsibilities not specifically assigned remain subject to the terms of the Lease Agreement.

**1. Tenant Responsibilities**

**Program Operations:**

• Operation of the licensed preschool/daycare program in compliance with all applicable federal, state, and local regulations.

• Staffing, supervision, and day-to-day program administration.

**Maintenance & Cleaning:**

• Lawn maintenance and landscaping of the preschool outdoor area, including mowing and repair or replacement of damaged sprinkler heads.

• Janitorial services for all leased interior spaces.

• Exterior cleaning of the preschool patio, playground area, and surrounding leased areas.

• Replacement of all light bulbs within the Premises.

• Removal of trash generated by program activities beyond existing service levels.

• Provision of restroom consumables including toilet paper, paper towels, and soap.

**Plumbing:**

• Responsibility for plumbing fixtures and drains within the Premises from the wall outward.

• Clearing routine clogs fixable with a plunger.

• Plumbing repairs beyond minor clogs are the responsibility of Landlord.

**Appliances:**

• Repair and replacement of appliances including washer/dryer combo, dishwasher, oven, and refrigerator.

**Utilities & Communications:**

• Phone, internet, and Wi-Fi services required for Tenant operations.

**Equipment & Supplies:**

• Classroom supplies and program equipment not provided by Landlord.

• Repair or replacement of items damaged due to Tenant operations beyond normal wear and tear.

**2. City (Landlord) Responsibilities**

**Building & Facility Maintenance:**

• Structural maintenance including roof, foundation, and exterior walls.

• Maintenance and repair of HVAC, electrical, and plumbing systems beyond Tenant plumbing responsibilities.

• Irrigation system operation and water supply for landscaped areas.

• Playground inspections and oversight of playground safety standards.

• Maintenance and repair of permanently installed playground equipment.

• Maintenance and replacement of the hot water heater.

**Utilities:**

• Water and sewer service supporting the facility unless otherwise specified in the Lease.

**3. Items Included in Lease**

The following furnishings and appliances are provided by the City for Tenant use during the Lease term:

• Tables

• Chairs

• Washer/Dryer combo

• Dishwasher

• Oven

• Refrigerator

• Additional furniture and equipment as listed in Exhibit B-1 (Inventory List).

**4. Shared Responsibilities**

• Both Parties shall cooperate to maintain a safe and functional environment.

• Responsibilities not expressly assigned shall be determined by mutual written agreement.

**AGENDA ITEM NO. 10.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:** Council Adoption of Resolution No. 2026 ___: Authorizing the City Manager to Execute a Contract Change Order with Robertson Industries, Inc. dba Robertson Recreational Services for the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Material Replacement Project.

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**FISCAL IMPACT:** There would be no impact to the General Fund from this item. Funding for the additional fall protection material required to complete the Lawler Ranch Big Kid's Lot portion of the overall Lawler Ranch Park Big Kid's Lot and Hall Park Fall Material Replacement Project (Project) will be paid from the Lawler Ranch Landscaping & Lighting District (LLD) Fund (F420). The originally quoted cost for fall material replacement of the overall fall material area was for 875 sf at a cost of $19,005. It is now recommended that the full pour-in-place fall material protection area for this play structure (3,630 sf) be replaced. This is an additional 2,755 sf which is an additional $39,002.40 for a cost of $58,007.40, with a 15% contingency ($8,701.11) the new total project cost would be $66,708.51.

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**STRATEGIC PLAN:** Public Safety.

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**BACKGROUND:** Lawler Ranch Park is within the boundaries of the Lawler Ranch Landscaping and Lighting District (LRLLD) and contains two separate play areas both with pour in place fall material protection surfaces that require periodic repair or replacement to maintain safety and compliance.

On January 20, 2026, City Council awarded the fall material protection replacement contract to Robertson Industries, Inc. for the Lawler Ranch Park Big Kid's Lot and for the play structure at Hall Park.

Following initial mobilization and further site verification, Robertson Industries, Inc. informed staff that the original square footage had been incorrectly measured by a sales representative who has since been terminated. The mismeasurement significantly understated the amount of material required for the Project which was reflected in the quote cost. Repairing the originally measure area only (875 sf) would only provide a six month to a year band aid until the full surface fall material protection area would need to be replaced.

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**STAFF REPORT:** Due to the discovery of the measurement error, staff requested and received a revised proposal reflecting the corrected square footage.

Staff has reviewed the updated scope and determined the contract change order (CCO) is necessary to ensure compliance with playground safety standards, reasonable based on market pricing and vendor justification, and appropriate given the high use nature of the Lawler Ranch Big Kid's Lot.

The City remains committed to ensuring safe and well maintained recreational facilities, and approving the change order will enable completion of the re-top work with minimal delay.

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**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2026-___: Authorizing the City Manager to Execute a Contract Change Order with Robertson Industries, Inc. dba Robertson Recreational Services for the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Material Replacement Project.

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**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution 2026-__: Authorizing the City Manager to Execute a Contract Change Order with Robertson Industries, Inc. dba Robertson Recreational Services for the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Material Replacement Project.
2. Draft Contact Change Order - Robertson Recreational Surfaces.

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

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**ATTACHMENTS:**

1. Resolution Robertson Industries
2. Draft Contract Change Order - Robertson Recreational Surfaces.pdf

# RESOLUTION NO. 2026-___

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT CHANGE ORDER WITH ROBERTSON INDUSTRIES, INC. dba ROBERTSON RECREATIONAL SERVICES FOR THE LAWLER RANCH PARK BIG KID'S LOT AND HALL PARK FALL PROTECTION MATERIAL REPLACEMENT PROJECT

**WHEREAS,** the City is responsible for maintaining safe, code-compliant fall protection surfaces at all City parks, including the Big Kid's Lot play area within Lawler Ranch Park; and

**WHEREAS,** pursuant to Resolution No. 2026-03, the City Council authorized an agreement with Robertson Industries, Inc. dba Robertson Recreational Services for replacement of fall protection material at Lawler Ranch Park and Hall Park; and

**WHEREAS,** following the initial award, Robertson Industries, Inc. notified staff that the original square footage (875 sf) estimate for the Big Kid's Lot had been incorrectly measured by a former salesperson who is no longer employed with the company, resulting in an underestimation of the material and labor required; and

**WHEREAS,** the revised scope of work (3,630 sf) requires a contract change order to incorporate the updated and correct square footage necessary to meet current safety and durability standards which will include an increase in contingency that is based on the updated Project cost; and

**WHEREAS,** staff has reviewed the updated cost proposal and determined that the recommended work is necessary to maintain safe conditions for park users and to protect the City's investment in high-use recreation areas and funds are available with the Lawler Ranch Landscaping & Lighting District Fund to cover the costs of the additional square footage for this safety related project.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Suisun City hereby authorizes the City Manager, or designee, to execute a contract change order with Robertson Industries, Inc. dba Robertson Recreational Services in an amount not to exceed a total of $66,708.51 which includes an increase of $39,002.40 in scope of work costs along with an increase in 15% contingency of $5,850.36, for the Lawler Ranch Park Big Kid's Lot play structure area of the Lawler Ranch Park Big Kid's Lot and Hall Park Fall Protection Material Replacement Project.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 17th day of March 2026, by the following vote:

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

**WITNESS** my hand and the seal of said City this 17th day of March 2026.

_____
Anita Skinner
City Clerk

| CONTRACT CHANGE ORDER NO. | 1 | Date: March 6, 2026 | Page | 1 | of | 1 |
|---|---|---|---|---|---|---|

| PROJECT: | Lawler Ranch Park Big Kid's Lot Fall Material Re-Top Project | | |
|---|---|---|---|
| TO: | Adam Vance, Sales Manager Nor Cal | CONTRACTOR: | Robertson Recreational Surfaces |

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work. contract. The work described in this Change Order shall conform to the original Plans and Specifications insofar as the same may apply unless otherwise explicitly modified herein.

**NOTE: This change order is not effective until approved by the City Manager.**

**CHANGE REQUESTED BY: Robertson Recreational Surfaces**

I. **Description of Change Order:**

Due to the discovery of the measurement error and the vendor's professional recommendation for a full-area re-top, staff requested and received a revised proposal reflecting the corrected square footage and additional material and labor, a Contract Change Order (CCO) is being issued with Council approval.

Original cost (875 sf): $19,005.00 + 15% Contingency $2,850.75 = $21,855.75 Original Total

Updated cost (3,630 sf): $58,007.40 + 15% Contingency $8,701.11 = $66,708.51 Updated Total

An area increase of 2,755 sf and a cost increase of $39,002.40.

**II. Changes to Contract Amount & Contract Time**

| | | | | | |
|---|---|---|---|---|---|
| **Original Contract** | **$** | **21,855.75** | **Previous Changes Orders** | **$** | **0.00** |
| **This Change Order** | **$** | **44,852.75** | **Total Contract to Date** | **$** | **$66,708.51** |
| | | | By reason of this change order, the time of completion for all work under this contract will be adjusted as follows: | **0** | **Working Days** |

**III. Authorization**

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services necessary for the work specified above, and will accept as full payment therefore the prices shown above.

**Contractor:** **Date Accepted:**

Adam Vance, Sales Manager Northern California

**City of Suisun City:**

**Prepared By:**

Amanda Dum, Management Analyst — Date

**Approval Recommended:**

Nouae Vue, Public Works Director — Date

**City Manager Approval:**

Bret Prebula, City Manager — Date

**AGENDA ITEM NO. 11.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:** Council Adoption of Resolution No. 2025-____: Accepting the 2025 Cost Allocation Plan and Analysis.

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**FISCAL IMPACT:** Upon adoption of the resolution, the City may use the analysis to allocate applicable support costs to non-General Fund activities in the FY 2025–26 budget. Compared with FY 2024–25, the net impact would be an increase of $62,033 in General Fund revenue for FY 2025–26. Cost allocations to federally and state-funded programs are not included due to federally approved limits on administrative fees and the limited availability of funding

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**STRATEGIC PLAN:** Provide Good Governance and Ensure Fiscal Solvency.

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**BACKGROUND:** With the adoption of the FY 2025-26 Annual Budget, the City Council set aside funding for several fiscal studies to ensure that the City is optimizing cost recovery. The Cost Allocation Plan (CAP) analyzes overhead cost recovery for services provided by certain General Fund programs to other City, Agency, Authority, and SSWA programs.

The City contracted with MGT of America, Inc. to perform critical cost analyses for the City in order to update our central services cost allocation plan. The last cost allocation study was prepared back for the FY 2024-25 Annual Budget.

The central services cost allocation plan calculates the full cost of overhead services and assigns them to benefiting departments in a manner that is fair, equitable, and supportable. The analysis is prepared in accordance with the cost principles set forth in the Office of Management and Budget circular OMB A-87, as well as California Constitutional requirements. It is completely transparent to all reviewers: internal operations, external agencies, and public. This analysis is also relied upon to develop user fees to recover some or all the costs of providing services to the public.

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**STAFF REPORT:** MGT America has prepared the 2025 Cost Allocation Plan. If fully implemented, applicable cost-recovery revenues that could accrue to the General Fund for FY 2025-26 would be about $918,957 compared with $848,115 in FY 2024-25. Following the recommendation of the City Council, the Cost Allocation Plan has been updated based on the FY 2023-24 actual expenditures.

The CAP allocates the costs for the following service providers: City Council, City Clerk, City Treasurer, City Manager, Administrative Services Department, Civic Center Building Depreciation, Human Resource, Finance -Accounting , Investments Program, Building Maintenance and Non-Departmental.

The costs are allocated to all activities of the City, Agency, Authority, and SSWA. Some of these activities are General Funded, so no charges are made to recover such costs (no need for the General Fund to bill the General Fund for services provided by the General Fund to the General Fund). The costs for services provided to activities such as Successor Agency, Housing Authority, SSWA, Gas Tax, Sewer, Storm Drain, Marina, etc. are recovered through interdepartmental charges that become

revenues to the General Fund. The plan is 162 pages long, and virtually every page consists of allocation tables. Attachment 2 is a copy of the Full Cost Allocation Plan. Attachment 3 illustrates the breakdown of the charges to various departments.

Acceptance of the 2025 Cost Allocation Plan would ensure that the City can demonstrate that it is in conformance with the Office of Management and Budget circular OMB A-87, as well as California Constitutional requirements. It is also a prerequisite to the User Fee Study.

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**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2026-____: Accepting the 2025 Cost Allocation Plan and Analysis.

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**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2026-__: Accepting the 2025 Cost Allocation Plan and Analysis.
2. 2025 Full Cost Allocation Plan.
3. Cost Allocation Plan breakdown of charges to Non-General Fund Departments.

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**PREPARED BY:** Elizabeth Luna, Finance Manager
**REVIEWED BY:** Lakhwinder Deol, Finance Director
**APPROVED BY:** Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Resolution Accepting 2025 Cost Allocation Plan
2. 2025 CAP Analysis & Comparison Exhibit 3
3. City of Suisun 2025 Cost Allocation Plan based on FY 23-24 Actuals

**ATTACHMENT 1**

# RESOLUTION NO. 2026-___

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY ACCEPTING THE 2025 COST ALLOCATION PLAN AND ANALYSIS

**WHEREAS**, Office of Management and Budget Circular A-87 requires that the City prepare a cost allocation plan (CAP) to allocate administrative overhead costs that it wishes to recover from non-General Fund activities; and

**WHEREAS**, the last time the Cost Allocation Plan was updated was in 2025; and

**WHEREAS**, the net impact compared with FY 2024-25 would be an increase to FY 2025-26 General Fund revenues of about $62,033 if fully implemented.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City hereby accepts the 2025 Cost Allocation Plan and analysis and directs staff to apply them in the FY 2025-26 Annual Budget.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City held on Tuesday the 17th day of March 2026 by the following vote:

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

**WITNESS** my hand and the seal of said City this 17th day of March 2026.

_____
Anita Skinner
City Clerk

ATTACHMENT 3

# COST ALLOCATION PLAN

Input from CAP report

| Fund | Title | 2025 CAP Study Report (based on 2023-24 data) | Include in FY25-26 Yes | Include in FY25-26 No | Comments | New Study 2025 Net Result | Prior Year 2024 Net Result | 2025 study less 2024 study |
|---|---|---|---|---|---|---|---|---|
| 010-1015 | Citizen Governance | $ 285 | | $ 285 | General Fund | $ - | | $ - |
| 010-1025 | Elections | $ 1,233 | | $ 1,233 | General Fund | $ - | | $ - |
| 010-1830 | SSWA- Utility Billing | $ - | | | City services to SSWA-all reimbursable | $ - | | $ - |
| 010-1910 | General Fund Non-departmental | $ - | | $ - | General Fund | | | |
| 010-2310 | Chief Office | $ 28,212 | | $ 28,212 | General Fund | $ - | | $ - |
| 010-2320 | PD/Support Srvc | $ 36,206 | | $ 36,206 | General Fund | $ - | | $ - |
| 010-2326 | Code Enforce Pr | $ 22,136 | | $ 22,136 | General Fund | $ - | | $ - |
| 010-2350 | Police Ops | $ 341,299 | | $ 341,299 | General Fund | $ - | | $ - |
| 010-2600 | Fire Admin | $ 35,929 | | $ 35,929 | General Fund | $ - | | $ - |
| 010-2610 | Fire Ops Division | $ 233,286 | | $ 233,286 | General Fund | $ - | | $ - |
| 010-2615 | COVID-19 | $ - | | $ - | General Fund | $ - | | $ - |
| 010-2617 | Fire Strike Team | $ 13 | | $ 13 | General Fund | $ - | | $ - |
| 010-2618 | Fire Incident | $ - | | $ - | | $ - | | $ - |
| 010-2620 | Emergency Prep | $ 11,957 | | $ 11,957 | General Fund | $ - | | $ - |
| 010-3310 | Bldg & Safety Pr | $ 27,058 | | $ 27,058 | General Fund | $ - | | $ - |
| 010-3363 | Trash Enclosure | $ 1,399 | | $ 1,399 | General Fund | $ - | | $ - |
| 010-3355 | TrainDepot | $ - | | $ - | | $ - | | $ - |
| 010-3410 | Curr/Adv Planning | $ 17,519 | | $ 17,519 | General Fund | $ - | | $ - |
| 010-3415 | Code Enforcement | $ 8,095 | | $ 8,095 | General Fund | | | |
| 010-3505 | Econ Dev/GF | $ 20,703 | | $ 20,703 | General Fund | $ - | | $ - |
| 010-6005 | Admin | $ 7,534 | | $ 7,534 | General Fund | $ - | | $ - |
| 010-6007 | SSWA Support | $ 8,819 | $ 8,819 | $ - | billable to SSWA | $ 8,819.00 | $ 9,259.64 | $ (440.64) |
| 010-6010 | Engineering Support | $ 15,761 | | $ 15,761 | General Fund | $ - | | $ - |
| 010-6330 | Landscape Maint. | $ 10,309 | | $ 10,309 | General Fund | $ - | | $ - |
| 010-8610 | Recreation Prog | $ 34,682 | | $ 34,682 | General Fund | $ - | | $ - |
| 010-8613 | Crystal PM Prog | $ 2 | | $ 2 | General Fund | $ - | | $ - |
| 010-8615 | Dan O Root Prog | $ 71,394 | | $ 71,394 | General Fund | $ - | | $ - |
| 010-8616 | Safety Academy | | | $ - | | $ - | | $ - |
| 010-8617 | Crescent After Scho | $ 60,575 | | $ 60,575 | General Fund | $ - | | $ - |
| 010-8618 | Preschool | $ 49,689 | | $ 49,689 | General Fund | $ - | | $ - |
| 010-8670 | Youth Camps | $ 5,026 | | $ 5,026 | General Fund | $ - | | $ - |
| 010-8680 | Softball Program | $ 89,615 | | $ 89,615 | General Fund | $ - | | $ - |
| 010-8732 | Library Lease | $ 108 | | $ 108 | General Fund | $ - | | $ - |
| 010-8750 | Community Center | $ 64,420 | | $ 64,420 | General Fund | $ - | | $ - |
| 010-8760 | Senior Ctr. Ops | $ 22,083 | | $ 22,083 | General Fund | $ - | | $ - |
| 012 | Measure S | $ 89,594 | | $ 89,594 | General Fund | $ - | | $ - |
| 025 | Asset Forfeit | $ 1 | | $ 1 | Minimal/Specific Usage | $ - | | $ - |
| 026 | SCPD Donations | $ 69 | | $ 69 | Minimal/Specific Usage | $ - | | $ - |
| 027 | SCFD Donations | $ - | | $ - | Minimal/Specific Usage | $ - | | $ - |
| 037 | PG&E Mitigation | $ 83 | | $ 83 | Minimal/Specific Usage | $ - | | $ - |
| 050 | 4th of July | $ 3,002 | | $ 3,002 | City chgs burdened rate now. | $ - | | $ - |

# COST ALLOCATION PLAN

Input from CAP report

| Fund | Title | 2025 CAP Study Report (based on 2023-24 data) | Include in FY25-26 Yes | Include in FY25-26 No | Comments | New Study 2025 Net Result | Prior Year 2024 Net Result | 2025 study less 2024 study |
|---|---|---|---|---|---|---|---|---|
| 051 | Christmas | $ 603 | | $ 603 | City chgs burdened rate now. | $ - | | $ - |
| 052 | Other Events | $ 8,051 | | $ 8,051 | City chgs burdened rate now. | $ - | | $ - |
| 053 | Fireworks Enf | $ 717 | | $ 717 | City chgs burdened rate now. | $ - | | $ - |
| 055 | Community Garden | $ - | | $ - | Minimal/Specific Usage | $ - | | $ - |
| 069 | ARPA-Revenue Recovery | $ 20,254 | | $ 20,254 | General Fund | $ - | | $ - |
| 105 | Gas Tax | $ 34,499 | $ - | $ 34,499 | Fund can no longer afford the CAP | $ - | $ 29,860.99 | $ (29,860.99) |
| 110 | RMRA-SB1 | $ 17,174 | | $ 17,174 | 100% CIP. Most have some grant $. | $ - | | $ - |
| 115 | Trans CIP | $ 105,236 | | $ 105,236 | 100% CIP. Most have some grant $. | $ - | | $ - |
| 116 | SSWA St Rep | $ 4,801 | $ 4,801 | | Eligible activity. | $ 4,801.00 | $ 2,705.25 | $ 2,095.75 |
| 117 | Train Depot | $ 2,129 | | $ 2,129 | 100% Grant funded, but some local control. | $ - | | $ - |
| 120 | OSSIP/Transport | $ 11,847 | $ 11,847 | | Past Practice. | $ 11,847.00 | $ 27,312.19 | $ (15,465.19) |
| 125 | Traffic Safety | $ 814 | | $ 814 | General Fund | $ - | | $ - |
| 126 | CDBG CV1 Grant | $ - | | $ - | Depends on grant conditions. | $ - | | $ - |
| 129 | SB1383 Organic Waste | $ 482 | | $ 482 | Depends on grant conditions. | $ - | | $ - |
| 130 | AB 939 | $ 3,235 | $ 3,235 | | Past Practice. | $ 3,235.00 | $ 3,035.85 | $ 199.15 |
| 132 | Recycle | $ 184 | $ 184 | | Past Practice. | $ 184.00 | $ 296.05 | $ (112.05) |
| 134 | Used Oil | $ 104 | $ 104 | | Past Practice. | $ 104.00 | $ 138.98 | $ (34.98) |
| 137 | BayREN | $ - | | $ - | Depends on grant conditions. | $ - | | $ - |
| 138 | DT Spec Plan | $ - | | $ - | Depends on grant conditions. | $ - | | $ - |
| 139 | HHW | $ 192 | | $ 192 | Pass through only to Solano Garbage | $ - | | $ - |
| 142 | Boat Grant | $ 1,155 | | $ 1,155 | Depends on grant conditions. | $ - | | $ - |
| 146 | OTS Grant | $ - | | $ - | Grant finished. | $ - | | $ - |
| 150 | BJA Vest | $ 0 | | $ 0 | Minimal/Specific Usage | $ - | | $ - |
| 152 | SRO | $ - | $ - | $ - | Ongoing grant funding. | $ - | $ - | $ - |
| 153 | SLESF | $ 4,775 | | $ 4,775 | Ineligible grant cost. | $ - | | $ - |
| 159 | OTS Grant | $ - | | $ - | Depends on grant conditions. | $ - | | $ - |
| 158 | ATOD | $ 10 | | $ 10 | Depends on grant conditions. | $ - | | $ - |
| 161 | Fire Equip Acquisition | $ - | | $ - | Depends on grant conditions. | $ - | | $ - |
| 167 | ARPA | $ 40,096 | | $ 40,096 | General Fund | $ - | | $ - |
| 168 | CARES Act | $ - | | $ - | Depends on grant conditions. | $ - | | $ - |
| 171 | Prop 49 | $ 35,684 | | $ 35,684 | Depends on grant conditions. | $ - | | $ - |
| 173 | LEAP Grant | $ 683 | | $ 683 | Depends on grant conditions. | $ - | | $ - |
| 174 | Prop 68 Grant | $ 345 | | $ 345 | Depends on grant conditions. | $ - | | $ - |
| 176 | Safe Route to School | $ 634 | | $ 634 | Depends on grant conditions. | $ - | | $ - |
| 180 | Nuisance Abt | $ 35 | | $ 35 | Minimal/Specific Usage | $ - | | $ - |
| 182 | PICH | $ 0 | | $ 0 | Depends on grant conditions. | $ - | | $ - |
| 183 | Vessel Grant | $ 537 | | $ 537 | Depends on grant conditions. | $ - | | $ - |
| 184 | Planning Grant | $ 2,060 | | $ 2,060 | Depends on grant conditions. | $ - | | $ - |
| 185 | Sewer | $ 31,917 | $ 31,917 | $ - | Past Practice. | $ 31,917.00 | $ 19,250.41 | $ 12,666.59 |
| 186 | First 5 Solano Grant | $ - | | $ - | Depends on grant conditions. | $ - | | $ - |
| 187 | RPM Grants | $ 763 | | $ 763 | Depends on grant conditions. | $ - | | $ - |
| 188 | Sewer R & R | $ 8,808 | $ 8,808 | $ - | Possible | $ 8,808.00 | | |

## COST ALLOCATION PLAN

Input from CAP report

| Fund | Title | 2025 CAP Study Report (based on 2023-24 data) | Include in FY25-26 Yes | Include in FY25-26 No | Comments | New Study 2025 Net Result | Prior Year 2024 Net Result | 2025 study less 2024 study |
|---|---|---|---|---|---|---|---|---|
| 189 | Prop 64 Grant | $ 33,063 | | $ 33,063 | Depends on grant conditions. | $ - | | |
| 190 | Drainage Maint | $ 10,224 | $ 10,224 | | Past Practice. | $ 10,224.00 | $ 7,610.91 | $ 2,613.09 |
| 202 | ENGIE Debt Svc | $ 8,962 | | $ 8,962 | DS payment funded by GF | $ - | | $ - |
| 203 | Sun Ridge System | $ 1,548 | | $ 1,548 | DS payment funded by GF | $ - | | $ - |
| 210 | NBA DS | $ 2,076 | $ 2,076 | $ - | Recovered through prop assessment. | $ 2,076.00 | $ 2,610.96 | $ (534.96) |
| 211 | Vehicle Debt Svc | $ 415 | | $ 415 | DS payment funded by GF | $ - | | $ - |
| 222 | Vic Debt Svc | $ 25 | | $ 25 | Debt paid off. | $ - | | $ - |
| 225 | Civ Ctr DS | $ - | | $ - | Debt paid off. | $ - | | $ - |
| 231 | Hwy 12 DS | $ 115 | | 115 | Debt paid off. | $ - | | $ - |
| 234 | Fire Truck | $ 1,293 | | $ 1,293 | DS payment funded by GF | $ - | | $ - |
| 300 | Park Imp Fee | $ 11,743 | $ 11,743 | | Dev. Impact fee. | $ 11,743.00 | $ 6,221.36 | $ 5,521.64 |
| 310 | Fire Imp Fee | $ 4,227 | $ 4,227 | | Dev. Impact fee. | $ 4,227.00 | $ 4,838.93 | $ (611.93) |
| 312 | Police Imp Fee | $ 6,951 | $ 6,951 | | Dev. Impact fee. | $ 6,951.00 | $ 7,189.59 | $ (238.59) |
| 314 | Muni Veh/Equip | $ 928 | $ 928 | | Dev. Impact fee. | $ 928.00 | $ 1,006.90 | $ (78.90) |
| 320 | Fac Imp Fee | $ 14,253 | $ 14,253 | | Dev. Impact fee. | $ 14,253.00 | $ 3,002.19 | $ 11,250.81 |
| 321 | Animal Shltr | $ - | | $ - | NA | $ - | | $ - |
| 322 | Energy Savings | $ 13,548 | | $ 13,548 | Funds for CIP only | $ - | | $ - |
| 337 | Walmart Mit | $ 1,302 | | $ 1,302 | 100% dev funded. No new $. | $ - | | $ - |
| 340 | Dredging Fund | $ 186 | | $ 186 | Funds for CIP only | $ - | | $ - |
| 420 | Lawler MAD | $ 10,436 | | $ 10,436 | MADs pay thru Trf to GF. | $ - | | $ - |
| 422 | Marina MAD | $ 482 | | $ 482 | MADs pay thru Trf to GF. | $ - | | $ - |
| 425 | Blossom MAD | $ 503 | | $ 503 | MADs pay thru Trf to GF. | $ - | | $ - |
| 430 | Heritage MAD | $ 5,693 | | $ 5,693 | MADs pay thru Trf to GF. | $ - | | $ - |
| 435 | MBV MAD | $ 1,610 | | $ 1,610 | MADs pay thru Trf to GF. | $ - | | $ - |
| 445 | Peterson MAD | $ 6,134 | | $ 6,134 | MADs pay thru Trf to GF. | $ - | | $ - |
| 446 | CFD No. 1 | $ 3,689 | | $ 3,689 | CFDs pay thru Trf to GF. | $ - | | $ - |
| 448 | RR MAD | $ 449 | | $ 449 | MADs pay thru Trf to GF. | $ - | | $ - |
| 449 | Vic Dredge | $ 1,064 | | $ 1,064 | MADs pay thru Trf to GF. | $ - | | $ - |
| 453 | Vic A MAD | $ 3,668 | | $ 3,668 | MADs pay thru Trf to GF. | $ - | | $ - |
| 454 | Vic B MAD | $ 914 | | $ 914 | MADs pay thru Trf to GF. | $ - | | $ - |
| 455 | Vic C&D MAD | $ 10,545 | | $ 10,545 | MADs pay thru Trf to GF. | $ - | | $ - |
| 458 | Vic E MAD | $ 1,795 | | $ 1,795 | MADs pay thru Trf to GF. | $ - | | $ - |
| 459 | Vic F MAD | $ 6,217 | | $ 6,217 | MADs pay thru Trf to GF. | $ - | | $ - |
| 460 | Hwy 12 Landscp | $ 2,590 | | $ 2,590 | GF subsidizes. | $ - | | $ - |
| 461 | CFD No. 2 | $ 22,475 | | $ 22,475 | CFDs pay thru Trf to GF. | $ - | | $ - |
| 462 | McCoy TZ 2 | $ 278 | | $ 278 | CFDs pay thru Trf to GF. | $ - | | $ - |
| 464 | McCoy PAD | $ 430 | | $ 430 | CFDs pay thru Trf to GF. | $ - | | $ - |
| 465 | Amberwoodd TZ 1 | $ 649 | | $ 649 | CFDs pay thru Trf to GF. | $ - | | $ - |
| 466 | Peterson TZ 3 | $ 891 | | $ 891 | CFDs pay thru Trf to GF. | $ - | | $ - |
| 467 | Sumwd TZ 5 | $ 750 | | $ 750 | CFDs pay thru Trf to GF. | $ - | | $ - |
| 468 | Tax Zone 6 | $ 941 | | $ 941 | CFDs pay thru Trf to GF. | $ - | | $ - |
| 469 | CFD 3 | $ 1,795 | | $ 1,795 | CFDs pay thru Trf to GF. | $ - | | $ - |

# COST ALLOCATION PLAN

Input from CAP report

| Fund | Title | 2025 CAP Study Report (based on 2023-24 data) | Include in FY25-26 Yes | Include in FY25-26 No | Comments | New Study 2025 Net Result | Prior Year 2024 Net Result | 2025 study less 2024 study |
|---|---|---|---|---|---|---|---|---|
| 501 | SSWA Trustee | $ 25,468 | $ 25,468 | $ - | billable to SSWA | $ 25,468.00 | $ 14,599 | $ 10,868.83 |
| 505 | SSWA Stabilization | $ 607 | $ 607 | $ - | billable to SSWA | $ 607.00 | $ 575 | $ 32.38 |
| 506 | SSWA Connect | $ 8,271 | $ 8,271 | $ - | billable to SSWA | $ 8,271.00 | $ 3,535 | $ 4,736.37 |
| 507 | SSWA Ops | $ 191,707 | $ 191,707 | $ - | billable to SSWA | $ 191,707.00 | $ 143,842 | $ 47,864.92 |
| 509 | SSWA Water Dep | $ 266 | $ 266 | $ - | billable to SSWA | $ 266.00 | $ 202 | $ 63.84 |
| 510 | SSWA Dep | $ 42,045 | $ 42,045 | $ - | billable to SSWA | $ 42,045.00 | $ 11,392 | $ 30,653.16 |
| 511 | SSWA 2016 Bond | $ - | $ - | $ - | billable to SSWA | $ - | $ - | $ - |
| 512 | SSWA 2021 Bond | $ 2,891 | $ 2,891 | $ - | billable to SSWA | $ 2,891.00 | $ 2,338 | $ 553.24 |
| 705 | Fleet Maint | $ 5,268 | $ 5,268 | | ISF, so there would be GF impact. | $ 5,268.00 | $ 8,273.93 | $ (3,005.93) |
| 706 | Fleet Acq | $ 25,054 | $ 25,054 | | ISF, so there would be GF impact. | $ 25,054.00 | $ 22,433.26 | $ 2,620.74 |
| 710 | IT | $ 30,474 | $ 30,474 | | ISF, so there would be GF impact. | $ 30,474.00 | $ 31,645.06 | $ (1,171.06) |
| 712 | PS-Dispatch | $ 84,665 | $ 84,665 | | ISF, so there would be GF impact. | $ 84,665.00 | $ 116,937.42 | $ (32,272.42) |
| 713 | PW Maint | $ 174,362 | $ 174,362 | | ISF, so there would be GF impact. | $ 174,362.00 | $ 172,429.46 | $ 1,932.54 |
| 715 | Liab/Prop S-I | $ 38,536 | $ 38,536 | | ISF, so there would be GF impact. | $ 38,536.00 | $ 29,099.01 | $ 9,436.99 |
| 721 | Park Trust | $ 52 | | $ 52 | Minimal/Specific Usage | $ - | | $ - |
| 750 | WC | $ 22,415 | $ 22,415 | | Past Practice. | $ 22,415.00 | $ 21,231.77 | $ 1,183.23 |
| 765 | UI | $ 416 | $ 416 | | Minimal/Specific Usage | $ 416.00 | $ 352.69 | $ 63.31 |
| 767 | Asset Forfeit | $ 10 | | $ 10 | Minimal/Specific Usage | $ - | $ - | $ - |
| 768 | PD Evidence Holding | $ 18 | | $ 18 | Minimal/Specific Usage | $ - | $ - | $ - |
| 8xx | Fiduciary Funds | $ 170,755 | | $ 170,755 | Minimal/Specific Usage | $ - | $ - | $ - |
| 901 | SA Admin | $ 20,808 | $ 20,808 | | SA Admin -covers Fund 901 & 902 | $ 79,606.00 | $ 28,952.99 | $ 50,653.01 |
| 902 | ROPS | $ 58,798 | $ 58,798 | | Combine Fund 901 & 902 -post to SA Admin Fund 901 | $ - | | $ - |
| 903 | SA Hsg | $ 36,246 | $ 36,246 | | Past Practice. | $ 36,246.00 | $ 48,927.39 | $ (12,681.39) |
| 907 | Almd Gardens | $ 11,989 | $ 11,989 | | Past Practice. | $ 11,989.00 | $ 12,255.07 | $ (266.07) |
| 908 | RDA Asset | $ 1,970 | $ 1,970 | | GF subsidizes. | $ 1,970.00 | $ 1,678.86 | $ 291.14 |
| 909 | Marina Ops | $ 28,911 | $ - | $ 28,911 | Fund can no longer afford the CAP | $ - | $ 19,193.64 | $ (19,193.64) |
| 919 | Marina Fuel | $ 2,052 | $ 2,052 | | Past Practice. | $ 2,052.00 | $ 2,413.15 | $ (361.15) |
| 932 | Section 8 | $ 88,747 | $ - | $ 88,747 | Not likely feds will buy this. | $ - | $ - | $ - |
| 937 | 2002 HOME Rehab | $ 656 | | $ 656 | Not likely feds will buy this. | $ - | | $ - |
| 945 | HA Admin | $ 25,931 | $ - | $ 25,931 | Fund can no longer afford the CAP | $ - | $ 16,052.97 | $ (16,052.97) |
| 946 | HUD CARES | $ - | $ - | $ - | Not likely feds will buy this. | $ - | | $ - |
| 974 | Harbor Theater | $ 287 | $ - | $ 287 | GF subsidizes. | $ - | | $ - |
| 980 | Bay Homes | $ 14,532 | $ 14,532 | $ - | Non-City corp. | $ 14,532.00 | $ 15,416.16 | $ (884.16) |
| | **TOTAL** | $ 2,964,985 | $ 918,957 | $ 2,046,028 | | $ 918,957.00 | $ 848,115.29 | $ 62,033.71 |



# Full-Cost Central Services Cost Allocation Plan

**City of Suisun City, California**

Based on Actual Expenditures for the Fiscal Year Ended June 30, 2024

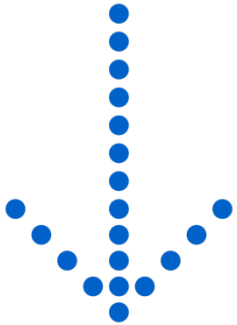
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# SECTION 1: Introduction



# Introduction

The enclosed Indirect Cost Allocation Plan identifies the costs of indirect services provided by central service departments of the City of Suisun City (City) based on actual expenditures for fiscal year 2023/2024. MGT of America, Inc. (MGT) prepared these documents at the request of the City.

Overview

The cost allocation plan for the City was developed to identify the total program costs of providing municipal services to the citizens of Suisun City. There is one type of cost allocation plan that is prepared for the City, a Full Cost allocation plan. Currently, the City does not prepare a 2 CFR Part 200 compliant cost allocation plan. Here is a comparison of the two types of cost allocation plans:

- Local agencies provide services that include administrative and support expenditures which are not allowable for federal reimbursement. These expenditures, however, are appropriate for allocation under GAAP principles and guidelines. This allocation methodology is often referred to as a **Full Cost allocation plan**. It can be generalized that a Full Cost allocation plan is applicable for internal purposes such as recovering indirect costs from enterprise funds, special revenue funds and other funds, as well as included in establishing user fees, permits and applications, billing rates, hourly rates and costs of special services.

- Using federal guidelines, which are now codified in the Code of Federal Regulations (CFR) part 200, local governments may be reimbursed for these administrative and support expenditures if they are documented in a cost allocation plan and indirect cost rates that are compliant with the principles contained in the Circular. Generally, **2 CFR Part 200 compliant cost allocation plans** apply to external purposes such as recovering indirect costs on federal and state grants and awards.

The comparison table shows the objectives, uses and considerations for both types of cost allocation plans:

| ▪ **2 CFR Part 200 Cost Plan** | ▪ **Full Cost Plan** |
|---|---|
| ▪ Used ***externally*** *(state or federally funded programs; SB90 claims; grants)* | ▪ Used ***internally*** (interfund charges to enterprise funds & ISF's; user fee services; billed services) |
| ▪ Must reconcile to actual expenditures | ▪ May be based on budget estimates or actual expenditures |
| ▪ Excludes "general government" functions such as legislative services | ▪ Includes centralized support activities not allowable under 2 CFR Part 200 |
| ▪ Must adhere to 2 CFR Part 200 regulations | ▪ Adheres to Generally Accepted Accounting Principles (GAAP) |
| ▪ Produces a conservative view of citywide indirect costs | ▪ Produces a comprehensive picture of the full cost of providing citywide indirect services |
| ▪ Must be prepared annually, with carry-forward adjustment reconciling estimates to actuals | ▪ City can adopt a policy of how often the plan is prepared, *assuming the plan in use is an accurate reflection of the City's organizational structure.* |

As with most organizations, whether private or public, the costs of providing services can be classified into two categories: direct or indirect. *Direct costs* are those which can be specifically identified with a particular service, such as street maintenance, police protection or water services. *Indirect costs* are not readily identifiable with a particular operating program, but rather are incurred for a joint purpose which benefits more than one cost objective. Common examples are accounting, personnel, building maintenance, and information technology. Although these costs are not readily identifiable with direct operating programs, they are nevertheless incurred by that organization in providing a service or product. As such, it is essential that some method be developed to distribute indirect costs to operating programs if the total cost of a program is to be determined.

The City's attached cost allocation plan is prepared in accordance with generally accepted accounting principles (GAAP) as recognized by the Governmental Accounting Standards Board (GASB). The primary principles inherent in this document are (1) costs are necessary and reasonable for proper performance of a department, division and/or fund (2) costs are charged to departments, divisions and/or funds relative to benefits received and (3) costs are consistently treated as direct or indirect. These principles ensure that a uniform approach is used in the preparation of cost allocation plans. City personnel provided the expenditure and allocation data to MGT consultants.

**Process**

The significant steps involved in preparing the cost allocation plan include the following:

- Identify the departments that provide support. These departments are referred to as central service or allocating departments and they provide *indirect services* as described above.
- Identify the departments, divisions and funds that receive support. These departments, divisions and funds are referred to as operating or receiving departments and they provide *direct services*.
- Accumulate the allowable actual expenditures of the central service departments that provide support to the operating departments.
- Distribute, or allocate, the allowable expenditures of the central service departments that provide support to the operating departments based on available, meaningful, measurable and auditable allocation statistics that match the service provided to the service received.

A double-step down allocation methodology is used to allocate the allowable costs of the central service departments. This methodology recognizes the cross support provided between central service departments. For example, accounting supports human

resources by providing payroll, paying vouchers and preparing a budget. Human resources, however, also supports accounting through personnel administration and by maintaining and administering various liability and risk management programs.

The double-step down methodology requires an initial sequencing of allocating departments. In the first step of the double-step methodology, allowable costs from central service departments are allocated in the sequence selected to all City departments, divisions and funds; including to other central service departments. The second step in the double-step down methodology is made to fully account for the cross support provided between central service departments. Central service departments are closed after the second step in the double-step down allocation methodology.

**Uses of the Cost Allocation Plan**

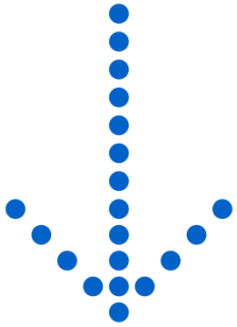
Through the identification of total program costs, the cost allocation plan can be utilized as a basic information tool in a number of financial and budgetary decision-making situations, including the following:

- The cost allocation plan can be used to determine costs applicable to federal and state grant programs. Under the provisions of 2 CFR Part 200, it is permissible to include indirect costs in accounting for many federal and state grant programs. By establishing an indirect cost rate, the cost allocation plan can be utilized to recover the indirect costs associated with administering federal grant programs.
- The cost allocation plan can be used to identify the indirect costs incurred by the city in administering and providing support services to enterprise funds, internal service funds and other governmental funds.
- The cost allocation plan can also be used in establishing service fees designed for cost recovery by ensuring that all of the costs -- direct and indirect -- associated with providing services are included in the cost analysis. The cost allocation plan provides for the identification and recapture of all indirect costs associated with fee for service activity.

**Summary**

The cost allocation plan establishes a fair and equitable methodology for identifying and allocating indirect costs to direct cost programs. As such, the cost allocation plan can be a valuable tool in a number of financial applications, including the allocation of organizational resources, performance of expense analyses, establishment of fees designed to recover total costs, recovery of indirect costs in the administration of grant programs and reimbursement of costs associated with providing support services to enterprise, internal service and other governmental funds.

# SECTION 2:
# Reading a Cost Allocation Plan



# Reading a Cost Allocation Plan

**Sections**

### Table of Contents

The first few pages of the cost allocation plan are the Table of Contents. The column on the left side of the pages lists the central service or allocating departments. Each central service department is broken down into functions. Functions are the specific services provided by a particular department. The middle column lists the allocation base for each corresponding function. The column on the right side of the page is the applicable page number.

### Summary Schedule

The next few pages of the cost allocation plan are the Summary Schedule. The Summary Schedule identifies the total dollar amount allocated from every allocating department to every receiving department. Allocating departments are listed down the left column and receiving departments, divisions and funds are listed across the top of each page.

### Detailed Schedules

The remaining pages of the cost allocation plan are the detailed schedules for every central service department. The detail schedules for each central service department starts with a description of the nature and extent of services and is structured in the following format.

Departmental Costs (A). The actual fiscal year 2023-24 expenditures for that department.

Expenditures are listed in the left-hand column; functions are listed across the top of the page. There are three different codes that could be denoted on the Departmental Cost schedule. Those three codes are S, P and D and identify how costs are spread or distributed within a specific department. The S (or S1) stands for salaries. The P stands for percentage. The D stands for disallowed.

Incoming Costs (B). The support costs coming into the department from other allocating departments.

Incoming costs from other allocating departments are spread on the ratio of function salaries to departmental salaries. In the few instances where a department has no salaries, incoming costs are spread on the ratio of function expenditures to departmental expenditures. Certain incoming costs, however, may be denoted with an *. The * identifies those incoming costs that are directly identified to departmental functions or spread to departmental functions on a percentage basis.

Total Allocated (C). The total amount to be allocated for that department.

The total costs to be allocated for each function is the sum of Departmental Costs (A) plus Incoming Costs (B). If a function is determined to be unallowable, it is noted at the end of this section.

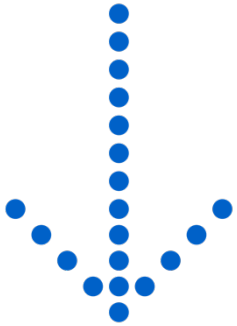
Function Allocations. The distribution, or allocation, of the Total Allocated costs by function.

Each function that is allocated out (allowable) has its own allocation schedule. Each schedule lists the receiving departments on the left-hand column, displays the allocation basis used, and shows how the functional costs are distributed proportionately to each user department. The first allocation column is showing the distribution of the central service department expenditures and the first incoming costs for that function. The direct billed column is to show any payments that were already made by the receiving department to that central service department during the fiscal year for that service/function. The department allocation column is the total of the first allocation and direct billed amount. The second allocation column is the allocation of the second incoming costs for that function. The total column is the combined amount of the department allocation column and the second allocation column.

Allocation Summary. The summary of allocated costs by function.

This schedule provides a summary of the allocating departments function allocation schedules. This allocation summary total is forwarded to the summary schedule shown in the front of the cost plan.

# SECTION 3: Full Cost Central Services Cost Allocation Plan



# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

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# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 010 1015 CITIZEN GOVERNANCE | 010 1025 ELECTIONS | 010 1920 ANIMAL SHELTER | 010 2310 PD Chief Office | 010 2320 PD/Support Srvc | 010 2326 CODE ENFORCE PR | 010 2350 POLICE OPS |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $22,753 |
| 2 | 010 1010 CITY COUNCIL | 29 | 128 | 0 | 2,323 | 3,749 | 499 | 17,744 |
| 4 | 010 1020 CITY CLERK | 15 | 63 | 0 | 1,153 | 1,860 | 248 | 8,802 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 010 1710 CITY MANAGER | 39 | 168 | 0 | 4,443 | 4,926 | 4,826 | 57,370 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 0 | 1,244 | 0 | 3,731 | 30,473 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 70 | 303 | 0 | 5,516 | 8,899 | 1,185 | 42,124 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 130 | 562 | 0 | 11,158 | 16,494 | 5,004 | 100,993 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 0 | 2,223 | 0 | 6,668 | 54,457 |
| **Total Current Allocations** | | **$282** | **$1,224** | **$0** | **$28,059** | **$35,927** | **$22,161** | **$334,715** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 010 2600 FIRE ADMIN | 010 2610 FIRE OPS DIVISION | 010 2615 COVID-19 | 010 2617 FIRE STRIKE | 010 2618 FIRE INCIDENT | 010 2620 EMERGENCY PREP | 010 3310 BLDG & SAFTY PR |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $2,475 |
| 2 | 010 1010 CITY COUNCIL | 1,927 | 11,008 | 0 | 1 | 0 | 640 | 1,290 |
| 4 | 010 1020 CITY CLERK | 956 | 5,461 | 0 | 1 | 0 | 318 | 640 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 010 1710 CITY MANAGER | 6,702 | 45,044 | 0 | 2 | 0 | 2,232 | 4,615 |
| 8 | 010 1750 HUMAN RESOURCES | 3,731 | 27,364 | 0 | 0 | 0 | 1,244 | 2,612 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 4,575 | 26,132 | 0 | 3 | 0 | 1,520 | 3,063 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 11,287 | 69,016 | 0 | 6 | 0 | 3,754 | 7,642 |
| 26 | 010 3350 BUILDING MAINT | 6,668 | 48,900 | 0 | 0 | 0 | 2,223 | 4,668 |
| **Total Current Allocations** | | **$35,848** | **$232,924** | **$0** | **$13** | **$0** | **$11,930** | **$27,006** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 010 3363 TRASH ENCLOSURE | 010 3355 TRAIN DEPOT | 010 3410 CURR/ADV PLANNG | 010 3415 Code Enforcement | 010 3420 GEN PLAN UPDATE | 010 3472 BAYREN-ABAG | 010 3505 ECON DEV/GF |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $2,699 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 145 | 0 | 519 | 241 | 0 | 0 | 938 |
| 4 | 010 1020 CITY CLERK | 72 | 0 | 257 | 119 | 0 | 0 | 465 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 010 1710 CITY MANAGER | 190 | 0 | 3,044 | 1,706 | 0 | 0 | 5,647 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 2,114 | 1,244 | 0 | 0 | 2,052 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 344 | 0 | 1,231 | 571 | 0 | 0 | 2,227 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 637 | 0 | 3,872 | 1,994 | 0 | 0 | 5,671 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 3,779 | 2,223 | 0 | 0 | 3,667 |
| **Total Current Allocations** | | **$1,388** | **$0** | **$17,515** | **$8,098** | **$0** | **$0** | **$20,668** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 010 6005 PW ADMIN | 010 6007 PW-SSWA SUPPORT | 010 6010 ENGNEERNG SUPPT | 010 6330 LANDSCAPE MAINT | 010 8610 RECREATION PROG | 010 8613 CRYSTAL PM PROG | 010 8615 DAN O ROOT PROG |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $3,992 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 374 | 495 | 591 | 1,067 | 1,201 | 0 | 221 |
| 4 | 010 1020 CITY CLERK | 185 | 245 | 293 | 529 | 596 | 0 | 110 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 010 1710 CITY MANAGER | 1,436 | 1,623 | 2,236 | 1,402 | 7,138 | 0 | 16,971 |
| 8 | 010 1750 HUMAN RESOURCES | 846 | 871 | 1,306 | 0 | 4,975 | 0 | 14,926 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 887 | 1,175 | 1,403 | 2,534 | 2,850 | 0 | 525 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 2,280 | 2,832 | 3,583 | 4,696 | 9,025 | 1 | 12,201 |
| 26 | 010 3350 BUILDING MAINT | 1,511 | 1,556 | 2,334 | 0 | 8,891 | 0 | 26,673 |
| **Total Current Allocations** | | **$7,520** | **$8,797** | **$15,738** | **$10,229** | **$34,676** | **$2** | **$71,627** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 010 8617 CRESCENT AFTER | 010 8616 SAFETY ACADEMY | 010 8618 PRESCHOOL | 010 8650 PROP 49 | 010 8670 GOLF CENTER PGM | 010 8680 SOFTBALL PROGRM | 010 8732 LIBRARY LEASE |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 296 | 0 | 364 | 0 | 281 | 793 | 11 |
| 4 | 010 1020 CITY CLERK | 147 | 0 | 181 | 0 | 140 | 394 | 6 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 010 1710 CITY MANAGER | 14,289 | 0 | 11,599 | 0 | 926 | 20,781 | 15 |
| 8 | 010 1750 HUMAN RESOURCES | 12,438 | 0 | 9,950 | 0 | 498 | 17,662 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 703 | 0 | 865 | 0 | 668 | 1,883 | 27 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 10,660 | 0 | 9,088 | 0 | 1,612 | 16,776 | 49 |
| 26 | 010 3350 BUILDING MAINT | 22,227 | 0 | 17,782 | 0 | 889 | 31,563 | 0 |
| **Total Current Allocations** | | **$60,761** | **$0** | **$49,829** | **$0** | **$5,013** | **$89,851** | **$107** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 010 8750 COMMUNITY CTR | 010 8760 SENIOR CTR OPS | 010 8810 CITYWIDE EVENTS | 010 8817 SPECIAL EVENTS | 010 8910 MARINA OPS PGRM | 025 ASSET FORFEITUR | 026 DONATIONS FUND |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 874 | 428 | 0 | 0 | 0 | -0 | -2 |
| 4 | 010 1020 CITY CLERK | 433 | 212 | 0 | 0 | 0 | -0 | -1 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| 7 | 010 1710 CITY MANAGER | 14,631 | 4,885 | 0 | 0 | 0 | -0 | -2 |
| 8 | 010 1750 HUMAN RESOURCES | 12,065 | 3,868 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 0 | 0 | 0 | 1 | 63 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 2,074 | 1,016 | 0 | 0 | 0 | -0 | -4 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 12,919 | 4,793 | 0 | 0 | 0 | -0 | -7 |
| 26 | 010 3350 BUILDING MAINT | 21,560 | 6,913 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$64,557** | **$22,115** | **$0** | **$0** | **$0** | **$1** | **$53** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 027 FIRE DONATION | 037 PG&E MITIGATION | 050 SPECIAL EVENTS | 051 CHRISTMAS EVENT | 052 EVENTS-OTHERS | 053 FIREWORKS-ENF | 055 COMMUNITY |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 0 | -2 | 225 | 56 | 232 | 59 | 0 |
| 4 | 010 1020 CITY CLERK | 0 | -1 | 112 | 28 | 115 | 29 | 0 |
| 6 | 010 1030 CITY TREASURER | 0 | 7 | 21 | 5 | 3 | 12 | 0 |
| 7 | 010 1710 CITY MANAGER | 0 | -3 | 435 | 74 | 1,695 | 78 | 0 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 124 | 0 | 1,244 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 76 | 228 | 54 | 35 | 131 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 0 | -5 | 535 | 134 | 551 | 141 | 0 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 0 | -9 | 1,085 | 248 | 1,957 | 261 | 0 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 222 | 0 | 2,223 | 0 | 0 |
| **Total Current Allocations** | | **$0** | **$64** | **$2,988** | **$599** | **$8,055** | **$712** | **$0** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 105 ALL GAS TAXES | 110 RMRA-SB1 | 115 TRANS.CIP FUNDS | 116 SSWA-STREET REP | 117 TRAIN DEPOT O&M | 120 OSSIP/TRANSPORT | 125 TRAFFIC SAFETY |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 3,171 | 1,525 | 10,896 | 484 | 161 | 104 | 80 |
| 4 | 010 1020 CITY CLERK | 1,573 | 757 | 5,405 | 240 | 80 | 52 | 40 |
| 6 | 010 1030 CITY TREASURER | 0 | 175 | 0 | 5 | 0 | 753 | 4 |
| 7 | 010 1710 CITY MANAGER | 5,098 | 2,004 | 14,317 | 636 | 350 | 137 | 105 |
| 8 | 010 1750 HUMAN RESOURCES | 833 | 0 | 0 | 0 | 124 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 3 | 1,927 | 0 | 56 | 0 | 8,313 | 41 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 7,529 | 3,621 | 25,867 | 1,150 | 381 | 247 | 189 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 14,580 | 6,711 | 47,940 | 2,131 | 800 | 457 | 351 |
| 26 | 010 3350 BUILDING MAINT | 1,489 | 0 | 0 | 0 | 222 | 0 | 0 |
| **Total Current Allocations** | | **$34,277** | **$16,719** | **$104,424** | **$4,703** | **$2,119** | **$10,063** | **$808** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 126 CDBG-CV1 GRANT | 130 REFUSE/AB939 | 132 RECYCLE | 134 USED OIL | 137 BAYREN-ABAG | 138 DOWNTOWN WTFRNT | 139 HHW |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 0 | 245 | 15 | 9 | 0 | 0 | 20 |
| 4 | 010 1020 CITY CLERK | 0 | 122 | 7 | 5 | 0 | 0 | 10 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 3 | 1 | 0 | 0 | 0 |
| 7 | 010 1710 CITY MANAGER | 0 | 531 | 19 | 12 | 0 | 0 | 26 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 187 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 32 | 14 | 0 | 0 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 0 | 582 | 35 | 22 | 0 | 0 | 47 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 0 | 1,220 | 65 | 41 | 0 | 0 | 88 |
| 26 | 010 3350 BUILDING MAINT | 0 | 333 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$0** | **$3,220** | **$176** | **$105** | **$0** | **$0** | **$191** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 142 BOATING SAFETY | 146 SOBRIETY - OTS | 150 BJA VEST GRANT | 152 SCHOOL RESOURCE | 153 SLESF GRANT | 156 OTS GRANT | 158 ATOD |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 120 | 0 | 0 | 0 | 494 | 0 | 0 |
| 4 | 010 1020 CITY CLERK | 59 | 0 | 0 | 0 | 245 | 0 | 0 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 7 | 010 1710 CITY MANAGER | 157 | 0 | 0 | 0 | 650 | 0 | 0 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 284 | 0 | 0 | 0 | 1,174 | 0 | 0 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 526 | 0 | 0 | 0 | 2,175 | 0 | 0 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$1,146** | **$0** | **$0** | **$0** | **$4,738** | **$0** | **$10** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 161 FIRE EQUIP ACQ | 168 CARES ACT | 171 PROP 49 GRANT | 176 SAFE ROUTE TO SCHOOL | 180 NUISANCE ABATE | 182 PICH GRANT | 183 VESSEL GRANT |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 0 | 0 | 507 | 66 | 0 | 0 | 56 |
| 4 | 010 1020 CITY CLERK | 0 | 0 | 252 | 33 | 0 | 0 | 28 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 18 | 0 | 3 | 0 | 0 |
| 7 | 010 1710 CITY MANAGER | 0 | 0 | 8,019 | 86 | 0 | 0 | 73 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 6,580 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 195 | 0 | 32 | 0 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 0 | 0 | 1,204 | 156 | 1 | 0 | 132 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 0 | 0 | 7,180 | 289 | 1 | 0 | 245 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 11,758 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$0** | **$0** | **$35,713** | **$629** | **$38** | **$0** | **$533** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 184 PLANNING GRANT | 185 SEWER MAINTENAN | 190 DRAINAGE MAINT | 202 ENERGY SAVINGS DEBT | 203 SUN RIDGE SYSTEM DEBT | 210 NO BAY AQUEDUCT | 211 VEHICLE DEBT SVC |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 213 | 2,195 | 951 | 928 | 160 | 169 | 43 |
| 4 | 010 1020 CITY CLERK | 106 | 1,089 | 472 | 460 | 79 | 84 | 21 |
| 6 | 010 1030 CITY TREASURER | 0 | 425 | 5 | 0 | 0 | 2 | 0 |
| 7 | 010 1710 CITY MANAGER | 280 | 3,899 | 1,486 | 1,219 | 211 | 222 | 56 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 908 | 211 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 4,690 | 55 | 0 | 0 | 19 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 506 | 5,211 | 2,258 | 2,203 | 380 | 400 | 102 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 938 | 10,341 | 4,344 | 4,083 | 705 | 742 | 189 |
| 26 | 010 3350 BUILDING MAINT | 0 | 1,623 | 378 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$2,044** | **$30,382** | **$10,162** | **$8,893** | **$1,536** | **$1,637** | **$412** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 222 V HAR DEBT SV-B | 225 CVC CTR DBTSVC | 231 HWY 12 DEBT SVS | 234 FIRE TK ACQ. | 300 PARK DEV FD | 310 FIRE FACILITY IMPACT FEES | 312 POLICE FACILITY IMPACT FEES |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 3 | 0 | 12 | 134 | 513 | 435 | 659 |
| 4 | 010 1020 CITY CLERK | 1 | 0 | 6 | 66 | 255 | 216 | 327 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 0 | 0 | 522 | 3 | 53 |
| 7 | 010 1710 CITY MANAGER | 3 | 0 | 15 | 176 | 674 | 571 | 866 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 0 | 0 | 5,755 | 30 | 586 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 6 | 0 | 28 | 318 | 1,218 | 1,032 | 1,565 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 11 | 0 | 51 | 589 | 2,258 | 1,912 | 2,901 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$24** | **$0** | **$112** | **$1,283** | **$11,196** | **$4,198** | **$6,957** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 314 MUNICIPAL VEH/EQUIP | 320 CAP IMPROV FEES | 321 ANIMAL SHELTER | 322 ENERGY SAVINGS PROJECT | 337 WALMART MITIGAT | 340 DREDGING FUND | 420 LAWLER-MAINT |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 85 | 1,476 | 0 | 1,402 | -31 | -4 | 1,008 |
| 4 | 010 1020 CITY CLERK | 42 | 732 | 0 | 695 | -15 | -2 | 500 |
| 6 | 010 1030 CITY TREASURER | 10 | 0 | 0 | 1 | 108 | 15 | 49 |
| 7 | 010 1710 CITY MANAGER | 111 | 1,939 | 0 | 1,842 | -40 | -6 | 1,324 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 109 | 0 | 0 | 7 | 1,193 | 171 | 543 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 201 | 3,504 | 0 | 3,328 | -73 | -10 | 2,392 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 373 | 6,493 | 0 | 6,168 | -135 | -19 | 4,434 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$932** | **$14,144** | **$0** | **$13,444** | **$1,008** | **$144** | **$10,249** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 422 MARINA VILL MAD | 425 BLOSSOM MAD | 430 HERITAGE MAD | 435 MTBELLO-MAINT | 445 PETERSON-MAINT | 446 PETERSON-CFD | 448 RAILROAD AVE-AD |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 4 | 43 | 589 | 167 | 600 | 378 | 40 |
| 4 | 010 1020 CITY CLERK | 2 | 22 | 292 | 83 | 297 | 188 | 20 |
| 6 | 010 1030 CITY TREASURER | 32 | 6 | 0 | 0 | 25 | 3 | 4 |
| 7 | 010 1710 CITY MANAGER | 5 | 57 | 774 | 219 | 788 | 497 | 53 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 352 | 66 | 0 | 0 | 274 | 32 | 41 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 10 | 103 | 1,399 | 396 | 1,423 | 898 | 96 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 18 | 191 | 2,593 | 733 | 2,638 | 1,664 | 178 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$424** | **$487** | **$5,649** | **$1,598** | **$6,045** | **$3,661** | **$431** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 449 VIC HAR-DREDGE | 453 VIC.HAR.ZONE-A | 454 VIC.HAR.ZONE-B | 455 VIC.HAR.ZONE-C | 458 VIC HAR-ZONE E | 459 VIC HAR-ZONE F | 460 HWY12 LANDSCAPE |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | -0 | 3,318 | 84 | 1,076 | 170 | 509 | 268 |
| 4 | 010 1020 CITY CLERK | -0 | 1,646 | 42 | 534 | 84 | 252 | 133 |
| 6 | 010 1030 CITY TREASURER | 77 | 32 | 7 | 6 | 11 | 89 | 0 |
| 7 | 010 1710 CITY MANAGER | -0 | 4,360 | 111 | 1,413 | 223 | 669 | 352 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 855 | 354 | 74 | 69 | 120 | 987 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | -1 | 7,877 | 200 | 2,553 | 403 | 1,208 | 637 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | -1 | 14,599 | 371 | 4,732 | 746 | 2,239 | 1,180 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$930** | **$32,185** | **$889** | **$10,383** | **$1,756** | **$5,953** | **$2,570** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 461 SUISUN CFD#2 | 462 MCCOY CREEK TZ2 | 464 MCCOY CREEK PAD | 465 AMBERWOOD TZ1 | 466 PETERSON TZ3 | 467 SUMMERWOOD TZ5 | 468 TAX ZONE 6 |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 2,322 | 21 | 37 | 54 | 87 | 76 | 91 |
| 4 | 010 1020 CITY CLERK | 1,152 | 11 | 18 | 27 | 43 | 38 | 45 |
| 6 | 010 1030 CITY TREASURER | 3 | 5 | 5 | 8 | 2 | 0 | 4 |
| 7 | 010 1710 CITY MANAGER | 3,051 | 28 | 48 | 71 | 115 | 100 | 120 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 30 | 55 | 51 | 93 | 26 | 2 | 44 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 5,512 | 51 | 88 | 128 | 207 | 181 | 216 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 10,215 | 94 | 162 | 238 | 384 | 336 | 400 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$22,283** | **$264** | **$409** | **$619** | **$864** | **$734** | **$920** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 469 CFD 3 | 501 SSWA 93 TRUSTEE | 505 SSWA RATE STABILIZATION | 506 SSWA CONNECTION | 507 SSWA OPER FUND | 509 SSWA DEPOSIT | 510 SSWA DEPRECIATN |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 184 | 2,637 | -14 | 405 | 25,128 | 0 | 3,094 |
| 4 | 010 1020 CITY CLERK | 91 | 1,308 | -7 | 201 | 12,466 | 0 | 1,535 |
| 6 | 010 1030 CITY TREASURER | 2 | 0 | 50 | 317 | 127 | 22 | 828 |
| 7 | 010 1710 CITY MANAGER | 242 | 3,465 | -19 | 532 | 33,017 | 0 | 4,065 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 18 | 0 | 557 | 3,499 | 1,402 | 244 | 9,133 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 437 | 6,260 | -34 | 962 | 59,654 | 0 | 7,344 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | -53,451 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 810 | 11,602 | -63 | 1,783 | 110,560 | 0 | 13,611 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$1,783** | **$25,272** | **$470** | **$7,700** | **$188,902** | **$266** | **$39,609** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 511 SSWA 2016 BOND PROCEEDS | 512 SSWA 2019 BOND PROCEEDS | 705 VEH/EQUIP-MAINT | 706 VEH/EQU-RPLCMT | 710 NETWORK MAINT. | 712 DISPATCH SERVICES | 713 PW MAINT-I.S. |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 0 | 35 | 366 | 2,053 | 1,483 | 4,494 | 6,987 |
| 4 | 010 1020 CITY CLERK | 0 | 17 | 182 | 1,019 | 736 | 2,229 | 3,466 |
| 6 | 010 1030 CITY TREASURER | 0 | 171 | 39 | 368 | 37 | 59 | 8 |
| 7 | 010 1710 CITY MANAGER | 0 | 46 | 759 | 2,698 | 4,937 | 15,634 | 34,896 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 249 | 0 | 2,674 | 8,707 | 23,010 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 1,891 | 434 | 4,065 | 408 | 655 | 88 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 0 | 84 | 870 | 4,875 | 6,623 | 10,668 | 16,587 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 0 | 155 | 1,799 | 9,035 | 8,537 | 26,320 | 48,050 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 445 | 0 | 4,779 | 15,559 | 41,120 |
| **Total Current Allocations** | | **$0** | **$2,400** | **$5,142** | **$24,113** | **$30,214** | **$84,325** | **$174,212** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 715 LIAB INS RESERV | 721 REC/COMMUNITY | 750 WRKERS COMP INS | 765 UNEMP SELF INS | 767 ASSET FORFEITURE | 768 PD PROPERTY HOLDING | 800 SCHOOL IMPACT FEE |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $665 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 3,525 | 0 | 1,695 | 42 | 0 | 0 | 0 |
| 4 | 010 1020 CITY CLERK | 1,748 | 0 | 841 | 21 | 0 | 0 | 0 |
| 6 | 010 1030 CITY TREASURER | 78 | 4 | 211 | 1 | 1 | 1 | 0 |
| 7 | 010 1710 CITY MANAGER | 5,507 | 0 | 2,964 | 55 | 0 | 0 | 0 |
| 8 | 010 1750 HUMAN RESOURCES | 784 | 0 | 659 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 862 | 48 | 2,323 | 9 | 9 | 16 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 8,367 | 0 | 4,025 | 100 | 0 | 0 | 0 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 16,097 | 0 | 7,955 | 185 | 0 | 0 | 0 |
| 26 | 010 3350 BUILDING MAINT | 1,400 | 0 | 1,178 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$38,367** | **$52** | **$22,517** | **$413** | **$10** | **$18** | **$0** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 805 STRONG MOTION FEE | 807 CBSC-SB1473 | 808 SB1186 | 825 BID FEE | 830 SEWER DISTRICT | 835 GARBAGE TRUST | 846 HARBOR PLAZA TRASH |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 25 | 8 | 0 | 33 | 17,439 | 0 | 0 |
| 4 | 010 1020 CITY CLERK | 13 | 4 | 0 | 16 | 8,651 | 0 | 0 |
| 6 | 010 1030 CITY TREASURER | 1 | 0 | 6 | 0 | 93 | 39 | 0 |
| 7 | 010 1710 CITY MANAGER | 33 | 11 | 0 | 43 | 22,914 | 0 | 0 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 15 | 5 | 61 | 3 | 1,025 | 429 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 60 | 20 | 0 | 78 | 41,400 | 0 | 0 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 112 | 37 | 1 | 145 | 76,728 | 0 | 0 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$260** | **$86** | **$68** | **$319** | **$168,250** | **$468** | **$0** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 856 2011 JAG GRANT | 901 SA/ADMIN FUND | 902 RDA OBLIGATION | 903 SA-HOUSING | 907 ALMOND GARDENS | 908 RDA ASSET MGMT | 909 MARINA |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $1,772 | $0 | $3,413 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 0 | 664 | 5,334 | 1,249 | 1,189 | 204 | 1,201 |
| 4 | 010 1020 CITY CLERK | 0 | 329 | 2,646 | 619 | 590 | 101 | 596 |
| 6 | 010 1030 CITY TREASURER | 0 | 24 | 605 | 854 | 42 | 0 | 0 |
| 7 | 010 1710 CITY MANAGER | 0 | 5,232 | 7,009 | 5,221 | 1,562 | 268 | 5,748 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 920 | 0 | 1,306 | 0 | 0 | 3,731 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 264 | 6,672 | 9,419 | 463 | 0 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 0 | 6,311 | 12,664 | 6,208 | 2,823 | 484 | 2,851 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 0 | 3,614 | 23,470 | 6,476 | 5,232 | 897 | 8,090 |
| 26 | 010 3350 BUILDING MAINT | 0 | 1,645 | 0 | 2,334 | 0 | 0 | 6,668 |
| **Total Current Allocations** | | **$0** | **$20,775** | **$58,400** | **$37,099** | **$11,901** | **$1,954** | **$28,884** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 919 MARINA FUEL | 932 SECTION8 CHOICE | 937 2002 HOME REHAB PROG | 945 HSG AUTH/ADMIN | 946 HUD CARES ADMIN | 974 THEATER | 980 BAY HOMES CORP |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 100 | 9,184 | -9 | 1,442 | 0 | 26 | 1,505 |
| 4 | 010 1020 CITY CLERK | 49 | 4,556 | -4 | 716 | 0 | 13 | 746 |
| 6 | 010 1030 CITY TREASURER | 14 | 4 | 50 | 0 | 0 | 2 | 0 |
| 7 | 010 1710 CITY MANAGER | 339 | 12,068 | -12 | 4,896 | 0 | 35 | 1,977 |
| 8 | 010 1750 HUMAN RESOURCES | 187 | 0 | 0 | 2,052 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 158 | 40 | 555 | 0 | 0 | 19 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 237 | 21,803 | -21 | 5,195 | 0 | 63 | 3,572 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 579 | 40,409 | -39 | 7,890 | 0 | 116 | 6,620 |
| 26 | 010 3350 BUILDING MAINT | 333 | 0 | 0 | 3,667 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$1,996** | **$88,063** | **$519** | **$25,858** | **$0** | **$274** | **$14,420** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 012 MEASURE 5 | 069 ARPA-GF RECOVERY | 129 SB1383-ORGANIC | 159 OTS GRANT | 167 ARP-AMER RESCUE | 173 LEAP GRAT-HCD | 174 PROP 68 |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 010 1010 CITY COUNCIL | 9,267 | 2,011 | 33 | 0 | 3,570 | 71 | 36 |
| 4 | 010 1020 CITY CLERK | 4,597 | 998 | 16 | 0 | 1,771 | 35 | 18 |
| 6 | 010 1030 CITY TREASURER | 0 | 69 | 14 | 0 | 320 | 0 | 0 |
| 7 | 010 1710 CITY MANAGER | 12,177 | 2,643 | 43 | 0 | 4,690 | 93 | 47 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 759 | 155 | 0 | 3,532 | 0 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 22,000 | 4,775 | 78 | 0 | 8,474 | 168 | 85 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 010 1910 NON-DEPARTMENTAL | 40,775 | 8,850 | 144 | 0 | 15,706 | 311 | 157 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Current Allocations** | | **$88,817** | **$20,104** | **$483** | **$0** | **$38,062** | **$678** | **$343** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | 186 FIRST 5 SOLANO | 187 RPM GRANTS | 188 Sewer Rehabilitation | 189 Prop 64 Grant | Other | Subtotal | Direct Bills |
|---|---|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $0 | $0 | $0 | $37,770 | $0 |
| 2 | 010 1010 CITY COUNCIL | 0 | 66 | 314 | 973 | 0 | 195,039 | 0 |
| 4 | 010 1020 CITY CLERK | 0 | 33 | 156 | 483 | 0 | 96,753 | 0 |
| 6 | 010 1030 CITY TREASURER | 0 | 10 | 0 | 0 | 0 | 7,001 | 0 |
| 7 | 010 1710 CITY MANAGER | 0 | 87 | 1,803 | 6,978 | 0 | 505,994 | 228,418 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 1,244 | 5,100 | 0 | 216,050 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 1 | 111 | 0 | 0 | 0 | 77,239 | 0 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 0 | 158 | 746 | 2,311 | 0 | 475,865 | 356,755 |
| 12 | 010 1830 UTILITY BILLING | 0 | 0 | 0 | 0 | 0 | -53,451 | 1,300,880 |
| 13 | 010 1910 NON-DEPARTMENTAL | 0 | 293 | 2,319 | 8,119 | 0 | 1,020,643 | 0 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 2,223 | 9,113 | 0 | 386,086 | 0 |
| **Total Current Allocations** | | **$1** | **$758** | **$8,805** | **$33,076** | **$0** | **$2,964,987** | **$1,886,053** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Summary Schedule

| Seq # | Department Name | Not Allocated | Residual Costs | Total |
|---|---|---|---|---|
| 1 | CIVIC CENTER DEPRECIATION | $0 | $0 | $37,770 |
| 2 | 010 1010 CITY COUNCIL | 0 | 0 | 195,039 |
| 4 | 010 1020 CITY CLERK | 0 | 0 | 96,753 |
| 6 | 010 1030 CITY TREASURER | 0 | 0 | 7,001 |
| 7 | 010 1710 CITY MANAGER | 0 | 0 | 734,412 |
| 8 | 010 1750 HUMAN RESOURCES | 0 | 0 | 216,050 |
| 9 | 010 1810 FINANCE ADMIN | 0 | 0 | 0 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 0 | 77,239 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 0 | 0 | 832,620 |
| 12 | 010 1830 UTILITY BILLING | 0 | -0 | 1,247,428 |
| 13 | 010 1910 NON-DEPARTMENTAL | 0 | 0 | 1,020,643 |
| 26 | 010 3350 BUILDING MAINT | 0 | 0 | 386,086 |
| **Total Current Allocations** | | **$0** | **$0** | **$4,851,040** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Direct Bill Schedule

| | | Source Department #) Name | 7) 010 1710 CITY MANAGER | 11) 010 1820 ACCOUNTING PROGRAM | 12) 010 1830 UTILITY BILLING | |
|---|---|---|---|---|---|---|
| | | Source Cost Pool Name | CM - Direct Charges | DIRECT CHARGES | UTILITY BILLING | Total |
| Dept. Index | Seq. Num | Destination Dept. Name | | | | |
| 3 | 4 | 010 1020 CITY CLERK | $40,838 | $0 | $0 | $40,838 |
| 5 | 7 | 010 1710 CITY MANAGER | 0 | 9,272 | 0 | 9,272 |
| 7 | 9 | 010 1810 FINANCE ADMIN | 0 | 27,815 | 0 | 27,815 |
| 8 | 10 | 010 1815 INVESTMENTS PROGRAM | 0 | 6,606 | 0 | 6,606 |
| 10 | 12 | 010 1830 UTILITY BILLING | 38,251 | 197,824 | 0 | 236,075 |
| 25 | 33 | 010 3505 ECON DEV/GF | 38,251 | 0 | 0 | 38,251 |
| 98 | 136 | 507 SSWA OPER FUND | 0 | 0 | 1,300,880 | 1,300,880 |
| 102 | 143 | 710 NETWORK MAINT. | 0 | 27,815 | 0 | 27,815 |
| 108 | 161 | 901 SA/ADMIN FUND | 60,077 | 42,457 | 0 | 102,533 |
| 110 | 163 | 903 SA-HOUSING | 38,251 | 29,090 | 0 | 67,341 |
| 116 | 170 | 945 HSG AUTH/ADMIN | 12,750 | 15,878 | 0 | 28,628 |
| | | **Total** | **$228,418** | **$356,755** | **$1,300,880** | **$1,886,053** |

## Nature and Extent of Services

The Civic Center Depreciation is an allowable charge for cost plan purposes. The full cost allocation plan distributes the depreciation to all city departments which occupy space in city-owned buildings.

The costs of Civic Center depreciation are allocated throughout various departments based on the following function:

- **CIVIC CENTER LEASE** - The lease has been fully paid. Costs have been allocated based on Civic Center square footage.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs**

**Seq. 1: CIVIC CENTER DEPRECIATION**

| Description | Type | Amount | General Admin | CIVIC CENTER LEASE |
|---|---|---|---|---|
| **Personnel Costs** | | | | |
| Salaries | S | $0 | $0 | $0 |
| Fringe Benefits | | 0 | 0 | 0 |
| **Subtotal - Personnel Costs** | | **$0** | **$0** | **$0** |
| **Services & Supplies Cost** | | | | |
| 2022/23 Annual Depreciation | P | 53,676 | 0 | 53,676 |
| Benefits | S | 0 | 0 | 0 |
| **Subtotal - Services & Supplies** | | **$53,676** | **$0** | **$53,676** |
| **Department Cost Total** | | **$53,676** | **$0** | **$53,676** |
| **Adjustments to Cost** | | | | |
| **Subtotal - Adjustments** | | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 53,676 | 0 | 53,676 |
| General Admin Distribution | | | 0 | 0 |
| **Grand Total** | | **$53,676** | **$0** | **$53,676** |

**B. Incoming Costs (Default Spread Expenditures)**

**Seq. 1: CIVIC CENTER DEPRECIATION**

**No Incoming Costs**

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: CIVIC CENTER LEASE** **Seq. 1: CIVIC CENTER DEPRECIATION**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 810 | 5.20% | $2,792 | $0 | $2,792 | $0 | $2,792 |
| 7 | 010 1710 CITY MANAGER | 708 | 4.55% | 2,441 | 0 | 2,441 | 0 | 2,441 |
| 8 | 010 1750 HUMAN RESOURCES | 750 | 4.82% | 2,586 | 0 | 2,586 | 0 | 2,586 |
| 9 | 010 1810 FINANCE ADMIN | 1,029 | 6.61% | 3,547 | 0 | 3,547 | 0 | 3,547 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 60 | 0.39% | 207 | 0 | 207 | 0 | 207 |
| 12 | 010 1830 UTILITY BILLING | 1,257 | 8.07% | 4,333 | 0 | 4,333 | 0 | 4,333 |
| 18 | 010 2350 POLICE OPS | 6,600 | 42.39% | 22,753 | 0 | 22,753 | 0 | 22,753 |
| 25 | 010 3310 BLDG & SAFTY PR | 718 | 4.61% | 2,475 | 0 | 2,475 | 0 | 2,475 |
| 29 | 010 3410 CURR/ADV PLANNG | 783 | 5.03% | 2,699 | 0 | 2,699 | 0 | 2,699 |
| 36 | 010 6010 ENGNEERNG SUPPT | 1,158 | 7.44% | 3,992 | 0 | 3,992 | 0 | 3,992 |
| 148 | 750 WRKERS COMP INS | 193 | 1.24% | 665 | 0 | 665 | 0 | 665 |
| 161 | 901 SA/ADMIN FUND | 514 | 3.30% | 1,772 | 0 | 1,772 | 0 | 1,772 |
| 163 | 903 SA-HOUSING | 990 | 6.36% | 3,413 | 0 | 3,413 | 0 | 3,413 |
| **Subtotal** | | **15,570** | **100.00%** | **$53,676** | **$0** | **$53,676** | **$0** | **$53,676** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$53,676** | | **$53,676** |

Allocation Basis Units: Civic Center Assigned Square Footage by Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 1: CIVIC CENTER DEPRECIATION**

| Seq # | Department Name | CIVIC CENTER LEASE | Total |
|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | $2,792 | $2,792 |
| 7 | 010 1710 CITY MANAGER | 2,441 | 2,441 |
| 8 | 010 1750 HUMAN RESOURCES | 2,586 | 2,586 |
| 9 | 010 1810 FINANCE ADMIN | 3,547 | 3,547 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 207 | 207 |
| 12 | 010 1830 UTILITY BILLING | 4,333 | 4,333 |
| 18 | 010 2350 POLICE OPS | 22,753 | 22,753 |
| 25 | 010 3310 BLDG & SAFTY PR | 2,475 | 2,475 |
| 29 | 010 3410 CURR/ADV PLANNG | 2,699 | 2,699 |
| 36 | 010 6010 ENGNEERNG SUPPT | 3,992 | 3,992 |
| 148 | 750 WRKERS COMP INS | 665 | 665 |
| 161 | 901 SA/ADMIN FUND | 1,772 | 1,772 |
| 163 | 903 SA-HOUSING | 3,413 | 3,413 |
| **Direct Bills** | | **$0** | **$0** |
| **Total** | | **$53,676** | **$53,676** |

## Nature and Extent of Services

The City Council department makes all policy determinations through the enactment of ordinances and resolutions and determines how the City will expend funds by annually approving the City's operating and capital budgets. The City Council appoints the City Manager and City Attorney, as well as members of the public to the various City boards and commissions.

010 1010 City Council costs are distributed by the following functions:

- **Council-Fiscal** - Costs have been allocated based on 2023/24 actual expenditures.
- **Council-Agenda** - Costs have been allocated based on agenda item count.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 2: 010 1010 CITY COUNCIL**

| Description | Type | Amount | General Admin | Council-Fiscal | Council-Agenda |
|---|---|---|---|---|---|
| **Personnel Costs** | | | | | |
| Salaries | S1 | $37,762 | $0 | $37,762 | $0 |
| *Salary % Split* | | | *0.00%* | *100.00%* | *0.00%* |
| Fringe Benefits | S | 69,129 | 0 | 69,129 | 0 |
| **Subtotal - Personnel Costs** | | **$106,892** | **$0** | **$106,892** | **$0** |
| **Services & Supplies Cost** | | | | | |
| Computer Eq/Software | S | 1,636 | 0 | 1,636 | 0 |
| E-Gadgets Other | S | 44 | 0 | 44 | 0 |
| Field Supplies | S | 374 | 0 | 374 | 0 |
| Info Tech Chrge | S | 4,848 | 0 | 4,848 | 0 |
| Marketing & Promos | S | 580 | 0 | 580 | 0 |
| Misc Office Exp | S | 0 | 0 | 0 | 0 |
| Office Supplies | S | 7,220 | 0 | 7,220 | 0 |
| Phone Svc/Intrn | S | 4,665 | 0 | 4,665 | 0 |
| Printing/Copy Exp | S | 0 | 0 | 0 | 0 |
| Professional Services | S | 12,600 | 0 | 12,600 | 0 |
| Travel & Train. | S | 20,989 | 0 | 20,989 | 0 |
| **Subtotal - Services & Supplies** | | **$52,957** | **$0** | **$52,957** | **$0** |
| **Department Cost Total** | | **$159,848** | **$0** | **$159,848** | **$0** |
| **Adjustments to Cost** | | | | | |
| **Subtotal - Adjustments** | | **$0** | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 159,848 | 0 | 159,848 | 0 |
| General Admin Distribution | | | 0 | 0 | 0 |
| **Grand Total** | | **$159,848** | **$0** | **$159,848** | **$0** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)**

**Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | Council-Fiscal | Council-Agenda |
|---|---|---|---|---|---|
| 1 | CIVIC CENTER LEASE | $2,792 | $0 | $2,792 | $0 |
| | **Subtotal - CIVIC CENTER DEPRECIATION** | **2,792** | **0** | **2,792** | **0** |
| 2 | Council-Fiscal | 0 | 334 | 334 | 0 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **0** | **334** | **334** | **0** |
| 4 | General Government | 0 | 189 | 189 | 0 |
| | **Subtotal - 010 1020 CITY CLERK** | **0** | **189** | **189** | **0** |
| 6 | INVESTMENTS | 0 | 550 | 550 | 0 |
| | **Subtotal - 010 1030 CITY TREASURER** | **0** | **550** | **550** | **0** |
| 7 | CM - EXPENDITURES | 0 | 536 | 536 | 0 |
| 7 | CM - FTE'S | 0 | 7,995 | 7,995 | 0 |
| | **Subtotal - 010 1710 CITY MANAGER** | **0** | **8,531** | **8,531** | **0** |
| 8 | HUMAN RESOURCES | 0 | 6,994 | 6,994 | 0 |
| | **Subtotal - 010 1750 HUMAN RESOURCES** | **0** | **6,994** | **6,994** | **0** |
| 10 | INVESTMENTS | 0 | 6,031 | 6,031 | 0 |
| | **Subtotal - 010 1815 INVESTMENTS PROGRAM** | **0** | **6,031** | **6,031** | **0** |
| 11 | ACCOUNTING | 0 | 986 | 986 | 0 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **0** | **986** | **986** | **0** |
| 13 | FTE'S | 0 | 5,536 | 5,536 | 0 |
| 13 | EXPENDITURES | 0 | 611 | 611 | 0 |
| 13 | LEGAL EXPENSE | 0 | 1,232 | 1,232 | 0 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **0** | **7,379** | **7,379** | **0** |
| 26 | Building Maintenance | 0 | 13,235 | 13,235 | 0 |
| | **Subtotal - 010 3350 BUILDING MAINT** | **0** | **13,235** | **13,235** | **0** |
| **Total Incoming** | | **$2,792** | **$44,229** | **$47,021** | **$0** |
| **C. Total Allocated** | | | **$206,869** | **$206,869** | **$0** |
| | | | | **100.00%** | **0.00%** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: Council-Fiscal** **Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 159,848.35 | 0.21% | $334 | $0 | $334 | $0 | $334 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 11,099.04 | 0.01% | 23 | 0 | 23 | 6 | 29 |
| 4 | 010 1020 CITY CLERK | 91,959.74 | 0.12% | 192 | 0 | 192 | 52 | 244 |
| 5 | 010 1025 ELECTIONS | 48,084.75 | 0.06% | 100 | 0 | 100 | 27 | 128 |
| 6 | 010 1030 CITY TREASURER | 7,366.17 | 0.01% | 15 | 0 | 15 | 4 | 20 |
| 7 | 010 1710 CITY MANAGER | 519,485.02 | 0.67% | 1,084 | 0 | 1,084 | 295 | 1,380 |
| 8 | 010 1750 HUMAN  RESOURCES | 221,309.19 | 0.28% | 462 | 0 | 462 | 126 | 588 |
| 9 | 010 1810 FINANCE ADMIN | 167,559.37 | 0.22% | 350 | 0 | 350 | 95 | 445 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 79,107.22 | 0.10% | 165 | 0 | 165 | 45 | 210 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 443,132.81 | 0.57% | 925 | 0 | 925 | 252 | 1,177 |
| 12 | 010 1830 UTILITY BILLING | 1,300,879.64 | 1.67% | 2,715 | 0 | 2,715 | 740 | 3,455 |
| 13 | 010 1910 NON-DEPARTMENTAL | 1,079,683.99 | 1.39% | 2,253 | 0 | 2,253 | 614 | 2,867 |
| 15 | 010 2310 PD Chief Office | 874,853.58 | 1.12% | 1,826 | 0 | 1,826 | 498 | 2,323 |
| 16 | 010 2320 PD/Support Srvc | 1,411,543.52 | 1.81% | 2,946 | 0 | 2,946 | 803 | 3,749 |
| 17 | 010 2326 CODE ENFORCE PR | 187,996.36 | 0.24% | 392 | 0 | 392 | 107 | 499 |
| 18 | 010 2350 POLICE OPS | 6,681,268.94 | 8.57% | 13,944 | 0 | 13,944 | 3,800 | 17,744 |
| 19 | 010 2600 FIRE ADMIN | 725,713.27 | 0.93% | 1,515 | 0 | 1,515 | 413 | 1,927 |
| 20 | 010 2610 FIRE OPS DIVISION | 4,144,843.21 | 5.32% | 8,651 | 0 | 8,651 | 2,357 | 11,008 |
| 22 | 010 2617 FIRE STRIKE | 523.21 | 0.00% | 1 | 0 | 1 | 0 | 1 |
| 24 | 010 2620 EMERGENCY PREP | 241,157.78 | 0.31% | 503 | 0 | 503 | 137 | 640 |
| 25 | 010 3310 BLDG & SAFTY PR | 485,893.83 | 0.62% | 1,014 | 0 | 1,014 | 276 | 1,290 |
| 26 | 010 3350 BUILDING MAINT | 418,556.76 | 0.54% | 874 | 0 | 874 | 238 | 1,112 |
| 27 | 010 3363 TRASH ENCLOSURE | 54,530.04 | 0.07% | 114 | 0 | 114 | 31 | 145 |
| 29 | 010 3410 CURR/ADV PLANNG | 195,238.21 | 0.25% | 407 | 0 | 407 | 111 | 519 |
| 30 | 010 3415 Code Enforcement | 90,587.01 | 0.12% | 189 | 0 | 189 | 52 | 241 |
| 33 | 010 3505 ECON DEV/GF | 353,219.17 | 0.45% | 737 | 0 | 737 | 201 | 938 |
| 34 | 010 6005 PW ADMIN | 140,707.12 | 0.18% | 294 | 0 | 294 | 80 | 374 |
| 35 | 010 6007 PW-SSWA SUPPORT | 186,309.99 | 0.24% | 389 | 0 | 389 | 106 | 495 |
| 36 | 010 6010 ENGNEERNG SUPPT | 222,552.88 | 0.29% | 464 | 0 | 464 | 127 | 591 |
| 37 | 010 6330 LANDSCAPE MAINT | 401,891.64 | 0.52% | 839 | 0 | 839 | 229 | 1,067 |

## Allocation Details

**Cost Pool 1: Council-Fiscal** **Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 38 | 010 8610 RECREATION PROG | 452,112.17 | 0.58% | 944 | 0 | 944 | 257 | 1,201 |
| 39 | 010 8613 CRYSTAL PM PROG | 76.11 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 40 | 010 8615 DAN O ROOT PROG | 83,348.26 | 0.11% | 174 | 0 | 174 | 47 | 221 |
| 41 | 010 8617 CRESCENT AFTER | 111,565.13 | 0.14% | 233 | 0 | 233 | 63 | 296 |
| 43 | 010 8618 PRESCHOOL | 137,171.89 | 0.18% | 286 | 0 | 286 | 78 | 364 |
| 45 | 010 8670 GOLF CENTER PGM | 105,940.36 | 0.14% | 221 | 0 | 221 | 60 | 281 |
| 46 | 010 8680 SOFTBALL PROGRM | 298,682.62 | 0.38% | 623 | 0 | 623 | 170 | 793 |
| 47 | 010 8732 LIBRARY LEASE | 4,222.56 | 0.01% | 9 | 0 | 9 | 2 | 11 |
| 48 | 010 8750 COMMUNITY CTR | 328,961.40 | 0.42% | 687 | 0 | 687 | 187 | 874 |
| 49 | 010 8760 SENIOR CTR OPS | 161,152.21 | 0.21% | 336 | 0 | 336 | 92 | 428 |
| 53 | 025 ASSET FORFEITUR | -7.03 | -0.00% | -0 | 0 | -0 | -0 | -0 |
| 54 | 026 DONATIONS FUND | -611.00 | -0.00% | -1 | 0 | -1 | -0 | -2 |
| 56 | 037 PG&E MITIGATION | -732.14 | -0.00% | -2 | 0 | -2 | -0 | -2 |
| 57 | 050 SPECIAL EVENTS | 84,844.69 | 0.11% | 177 | 0 | 177 | 48 | 225 |
| 58 | 051 CHRISTMAS EVENT | 21,244.34 | 0.03% | 44 | 0 | 44 | 12 | 56 |
| 59 | 052 EVENTS-OTHERS | 87,390.17 | 0.11% | 182 | 0 | 182 | 50 | 232 |
| 60 | 053 FIREWORKS-ENF | 22,367.45 | 0.03% | 47 | 0 | 47 | 13 | 59 |
| 62 | 105 ALL GAS TAXES | 1,194,108.73 | 1.53% | 2,492 | 0 | 2,492 | 679 | 3,171 |
| 63 | 110 RMRA-SB1 | 574,310.33 | 0.74% | 1,199 | 0 | 1,199 | 327 | 1,525 |
| 64 | 115 TRANS.CIP FUNDS | 4,102,720.70 | 5.26% | 8,563 | 0 | 8,563 | 2,333 | 10,896 |
| 65 | 116 SSWA-STREET REP | 182,384.74 | 0.23% | 381 | 0 | 381 | 104 | 484 |
| 66 | 117 TRAIN DEPOT O&M | 60,494.18 | 0.08% | 126 | 0 | 126 | 34 | 161 |
| 67 | 120 OSSIP/TRANSPORT | 39,146.05 | 0.05% | 82 | 0 | 82 | 22 | 104 |
| 68 | 125 TRAFFIC SAFETY | 30,000.00 | 0.04% | 63 | 0 | 63 | 17 | 80 |
| 70 | 130 REFUSE/AB939 | 92,378.17 | 0.12% | 193 | 0 | 193 | 53 | 245 |
| 71 | 132 RECYCLE | 5,545.96 | 0.01% | 12 | 0 | 12 | 3 | 15 |
| 72 | 134 USED OIL | 3,516.00 | 0.00% | 7 | 0 | 7 | 2 | 9 |
| 75 | 139 HHW | 7,500.00 | 0.01% | 16 | 0 | 16 | 4 | 20 |
| 76 | 142 BOATING SAFETY | 45,043.69 | 0.06% | 94 | 0 | 94 | 26 | 120 |
| 80 | 153 SLESF GRANT | 186,159.67 | 0.24% | 389 | 0 | 389 | 106 | 494 |

## Allocation Details

**Cost Pool 1: Council-Fiscal**

**Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 85 | 171 PROP 49 GRANT | 190,935.67 | 0.25% | 398 | 0 | 398 | 109 | 507 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 24,717.57 | 0.03% | 52 | 0 | 52 | 14 | 66 |
| 87 | 180 NUISANCE ABATE | 117.64 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 89 | 183 VESSEL GRANT | 20,954.44 | 0.03% | 44 | 0 | 44 | 12 | 56 |
| 90 | 184 PLANNING GRANT | 80,303.59 | 0.10% | 168 | 0 | 168 | 46 | 213 |
| 91 | 185 SEWER MAINTENAN | 826,562.57 | 1.06% | 1,725 | 0 | 1,725 | 470 | 2,195 |
| 92 | 190 DRAINAGE MAINT | 358,181.11 | 0.46% | 748 | 0 | 748 | 204 | 951 |
| 93 | 202 ENERGY SAVINGS DEBT | 349,387.00 | 0.45% | 729 | 0 | 729 | 199 | 928 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 60,342.00 | 0.08% | 126 | 0 | 126 | 34 | 160 |
| 95 | 210 NO BAY AQUEDUCT | 63,488.34 | 0.08% | 133 | 0 | 133 | 36 | 169 |
| 96 | 211 VEHICLE DEBT SVC | 16,184.44 | 0.02% | 34 | 0 | 34 | 9 | 43 |
| 97 | 222 V HAR DEBT SV-B | 942.69 | 0.00% | 2 | 0 | 2 | 1 | 3 |
| 99 | 231 HWY 12 DEBT SVS | 4,381.51 | 0.01% | 9 | 0 | 9 | 2 | 12 |
| 100 | 234 FIRE TK ACQ. | 50,416.85 | 0.06% | 105 | 0 | 105 | 29 | 134 |
| 101 | 300 PARK DEV FD | 193,258.14 | 0.25% | 403 | 0 | 403 | 110 | 513 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 163,643.15 | 0.21% | 342 | 0 | 342 | 93 | 435 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 248,238.04 | 0.32% | 518 | 0 | 518 | 141 | 659 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 31,951.92 | 0.04% | 67 | 0 | 67 | 18 | 85 |
| 105 | 320 CAP IMPROV FEES | 555,694.63 | 0.71% | 1,160 | 0 | 1,160 | 316 | 1,476 |
| 107 | 322 ENERGY SAVINGS PROJECT | 527,893.31 | 0.68% | 1,102 | 0 | 1,102 | 300 | 1,402 |
| 108 | 337 WALMART MITIGAT | -11,534.48 | -0.01% | -24 | 0 | -24 | -7 | -31 |
| 109 | 340 DREDGING FUND | -1,651.68 | -0.00% | -3 | 0 | -3 | -1 | -4 |
| 110 | 420 LAWLER-MAINT | 379,423.72 | 0.49% | 792 | 0 | 792 | 216 | 1,008 |
| 111 | 422 MARINA VILL MAD | 1,541.10 | 0.00% | 3 | 0 | 3 | 1 | 4 |
| 112 | 425 BLOSSOM MAD | 16,327.55 | 0.02% | 34 | 0 | 34 | 9 | 43 |
| 113 | 430 HERITAGE MAD | 221,938.35 | 0.28% | 463 | 0 | 463 | 126 | 589 |
| 114 | 435 MTBELLO-MAINT | 62,770.23 | 0.08% | 131 | 0 | 131 | 36 | 167 |
| 115 | 445 PETERSON-MAINT | 225,773.59 | 0.29% | 471 | 0 | 471 | 128 | 600 |
| 116 | 446 PETERSON-CFD | 142,439.57 | 0.18% | 297 | 0 | 297 | 81 | 378 |
| 117 | 448 RAILROAD AVE-AD | 15,192.16 | 0.02% | 32 | 0 | 32 | 9 | 40 |

## Allocation Details

**Cost Pool 1: Council-Fiscal** **Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 118 | 449 VIC HAR-DREDGE | -93.60 | -0.00% | -0 | 0 | -0 | -0 | -0 |
| 119 | 453 VIC.HAR.ZONE-A | 1,249,349.23 | 1.60% | 2,607 | 0 | 2,607 | 711 | 3,318 |
| 120 | 454 VIC.HAR.ZONE-B | 31,779.98 | 0.04% | 66 | 0 | 66 | 18 | 84 |
| 121 | 455 VIC.HAR.ZONE-C | 404,998.04 | 0.52% | 845 | 0 | 845 | 230 | 1,076 |
| 122 | 458 VIC HAR-ZONE E | 63,868.15 | 0.08% | 133 | 0 | 133 | 36 | 170 |
| 123 | 459 VIC HAR-ZONE F | 191,607.19 | 0.25% | 400 | 0 | 400 | 109 | 509 |
| 124 | 460 HWY12 LANDSCAPE | 100,987.86 | 0.13% | 211 | 0 | 211 | 57 | 268 |
| 125 | 461 SUISUN CFD#2 | 874,182.53 | 1.12% | 1,824 | 0 | 1,824 | 497 | 2,322 |
| 126 | 462 MCCOY CREEK TZ2 | 8,031.80 | 0.01% | 17 | 0 | 17 | 5 | 21 |
| 127 | 464 MCCOY CREEK PAD | 13,891.84 | 0.02% | 29 | 0 | 29 | 8 | 37 |
| 128 | 465 AMBERWOOD TZ1 | 20,327.86 | 0.03% | 42 | 0 | 42 | 12 | 54 |
| 129 | 466 PETERSON TZ3 | 32,864.14 | 0.04% | 69 | 0 | 69 | 19 | 87 |
| 130 | 467 SUMMERWOOD TZ5 | 28,756.07 | 0.04% | 60 | 0 | 60 | 16 | 76 |
| 131 | 468 TAX ZONE 6 | 34,267.22 | 0.04% | 72 | 0 | 72 | 19 | 91 |
| 132 | 469 CFD 3 | 69,290.10 | 0.09% | 145 | 0 | 145 | 39 | 184 |
| 133 | 501 SSWA 93 TRUSTEE | 992,910.05 | 1.27% | 2,072 | 0 | 2,072 | 565 | 2,637 |
| 134 | 505 SSWA RATE STABILIZATION | -5,380.32 | -0.01% | -11 | 0 | -11 | -3 | -14 |
| 135 | 506 SSWA CONNECTION | 152,592.52 | 0.20% | 318 | 0 | 318 | 87 | 405 |
| 136 | 507 SSWA OPER FUND | 9,461,741.39 | 12.14% | 19,747 | 0 | 19,747 | 5,381 | 25,128 |
| 138 | 510 SSWA DEPRECIATN | 1,164,838.03 | 1.49% | 2,431 | 0 | 2,431 | 662 | 3,094 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 13,261.50 | 0.02% | 28 | 0 | 28 | 8 | 35 |
| 141 | 705 VEH/EQUIP-MAINT | 137,920.86 | 0.18% | 288 | 0 | 288 | 78 | 366 |
| 142 | 706 VEH/EQU-RPLCMT | 773,187.83 | 0.99% | 1,614 | 0 | 1,614 | 440 | 2,053 |
| 143 | 710 NETWORK MAINT. | 558,458.57 | 0.72% | 1,166 | 0 | 1,166 | 318 | 1,483 |
| 144 | 712 DISPATCH SERVICES | 1,691,992.34 | 2.17% | 3,531 | 0 | 3,531 | 962 | 4,494 |
| 145 | 713 PW MAINT-I.S. | 2,630,814.61 | 3.38% | 5,491 | 0 | 5,491 | 1,496 | 6,987 |
| 146 | 715 LIAB INS RESERV | 1,327,103.63 | 1.70% | 2,770 | 0 | 2,770 | 755 | 3,525 |
| 148 | 750 WRKERS COMP INS | 638,376.03 | 0.82% | 1,332 | 0 | 1,332 | 363 | 1,695 |
| 149 | 765 UNEMP SELF INS | 15,840.00 | 0.02% | 33 | 0 | 33 | 9 | 42 |
| 153 | 805 STRONG MOTION FEE | 9,579.01 | 0.01% | 20 | 0 | 20 | 5 | 25 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: Council-Fiscal** **Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 154 | 807 CBSC-SB1473 | 3,149.00 | 0.00% | 7 | 0 | 7 | 2 | 8 |
| 155 | 808 SB1186 | 52.80 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 156 | 825 BID FEE | 12,408.75 | 0.02% | 26 | 0 | 26 | 7 | 33 |
| 157 | 830 SEWER DISTRICT | 6,566,432.10 | 8.43% | 13,705 | 0 | 13,705 | 3,734 | 17,439 |
| 161 | 901 SA/ADMIN FUND | 250,000.00 | 0.32% | 522 | 0 | 522 | 142 | 664 |
| 162 | 902 RDA OBLIGATION | 2,008,583.76 | 2.58% | 4,192 | 0 | 4,192 | 1,142 | 5,334 |
| 163 | 903 SA-HOUSING | 470,183.72 | 0.60% | 981 | 0 | 981 | 267 | 1,249 |
| 164 | 907 ALMOND GARDENS | 447,740.02 | 0.57% | 934 | 0 | 934 | 255 | 1,189 |
| 165 | 908 RDA ASSET MGMT | 76,785.05 | 0.10% | 160 | 0 | 160 | 44 | 204 |
| 166 | 909 MARINA | 452,127.78 | 0.58% | 944 | 0 | 944 | 257 | 1,201 |
| 167 | 919 MARINA FUEL | 37,515.15 | 0.05% | 78 | 0 | 78 | 21 | 100 |
| 168 | 932 SECTION8 CHOICE | 3,458,191.34 | 4.44% | 7,217 | 0 | 7,217 | 1,967 | 9,184 |
| 169 | 937 2002 HOME REHAB PROG | -3,359.72 | -0.00% | -7 | 0 | -7 | -2 | -9 |
| 170 | 945 HSG AUTH/ADMIN | 543,113.15 | 0.70% | 1,134 | 0 | 1,134 | 309 | 1,442 |
| 172 | 974 THEATER | 9,926.89 | 0.01% | 21 | 0 | 21 | 6 | 26 |
| 173 | 980 BAY HOMES CORP | 566,551.85 | 0.73% | 1,182 | 0 | 1,182 | 322 | 1,505 |
| 174 | 012 MEASURE 5 | 3,489,509.31 | 4.48% | 7,283 | 0 | 7,283 | 1,985 | 9,267 |
| 175 | 069 ARPA-GF RECOVERY | 757,350.14 | 0.97% | 1,581 | 0 | 1,581 | 431 | 2,011 |
| 176 | 129 SB1383-ORGANIC | 12,330.28 | 0.02% | 26 | 0 | 26 | 7 | 33 |
| 178 | 167 ARP-AMER RESCUE | 1,344,097.06 | 1.72% | 2,805 | 0 | 2,805 | 764 | 3,570 |
| 179 | 173 LEAP GRAT-HCD | 26,643.64 | 0.03% | 56 | 0 | 56 | 15 | 71 |
| 180 | 174 PROP 68 | 13,462.05 | 0.02% | 28 | 0 | 28 | 8 | 36 |
| 182 | 187 RPM GRANTS | 25,036.37 | 0.03% | 52 | 0 | 52 | 14 | 66 |
| 183 | 188 Sewer Rehabilitation | 118,382.43 | 0.15% | 247 | 0 | 247 | 67 | 314 |
| 184 | 189 Prop 64 Grant | 366,501.55 | 0.47% | 765 | 0 | 765 | 208 | 973 |
| **Subtotal** | | **77,927,812.87** | **100.00%** | **$162,641** | **$0** | **$162,641** | **$44,229** | **$206,869** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$162,641** | | **$206,869** |

Allocation Basis Units: $ 2023/24 Actual Expenditures by Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 2: Council-Agenda** **Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 28.00 | 9.46% | $0 | $0 | $0 | $0 | $0 |
| 4 | 010 1020 CITY CLERK | 18.00 | 6.08% | 0 | 0 | 0 | 0 | 0 |
| 7 | 010 1710 CITY MANAGER | 63.50 | 21.46% | 0 | 0 | 0 | 0 | 0 |
| 9 | 010 1810 FINANCE ADMIN | 26.00 | 8.79% | 0 | 0 | 0 | 0 | 0 |
| 12 | 010 1830 UTILITY BILLING | 4.00 | 1.35% | 0 | 0 | 0 | 0 | 0 |
| 18 | 010 2350 POLICE OPS | 18.30 | 6.18% | 0 | 0 | 0 | 0 | 0 |
| 20 | 010 2610 FIRE OPS DIVISION | 22.50 | 7.60% | 0 | 0 | 0 | 0 | 0 |
| 25 | 010 3310 BLDG & SAFTY PR | 1.00 | 0.34% | 0 | 0 | 0 | 0 | 0 |
| 33 | 010 3505 ECON DEV/GF | 24.00 | 8.11% | 0 | 0 | 0 | 0 | 0 |
| 36 | 010 6010 ENGNEERNG SUPPT | 48.80 | 16.49% | 0 | 0 | 0 | 0 | 0 |
| 38 | 010 8610 RECREATION PROG | 22.00 | 7.43% | 0 | 0 | 0 | 0 | 0 |
| 52 | 010 8910 MARINA OPS PGRM | 10.00 | 3.38% | 0 | 0 | 0 | 0 | 0 |
| 57 | 050 SPECIAL EVENTS | 0.50 | 0.17% | 0 | 0 | 0 | 0 | 0 |
| 76 | 142 BOATING SAFETY | 1.30 | 0.44% | 0 | 0 | 0 | 0 | 0 |
| 148 | 750 WRKERS COMP INS | 2.00 | 0.68% | 0 | 0 | 0 | 0 | 0 |
| 161 | 901 SA/ADMIN FUND | 4.00 | 1.35% | 0 | 0 | 0 | 0 | 0 |
| 163 | 903 SA-HOUSING | 2.00 | 0.68% | 0 | 0 | 0 | 0 | 0 |
| **Subtotal** | | **295.90** | **100.00%** | **$0** | **$0** | **$0** | **$0** | **$0** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$0** | | **$0** |

Allocation Basis Units: # of Agenda Items per Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Council-Fiscal | Council-Agenda | Total |
|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | $334 | $0 | $334 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 29 | 0 | 29 |
| 4 | 010 1020 CITY CLERK | 244 | 0 | 244 |
| 5 | 010 1025 ELECTIONS | 128 | 0 | 128 |
| 6 | 010 1030 CITY TREASURER | 20 | 0 | 20 |
| 7 | 010 1710 CITY MANAGER | 1,380 | 0 | 1,380 |
| 8 | 010 1750 HUMAN  RESOURCES | 588 | 0 | 588 |
| 9 | 010 1810 FINANCE ADMIN | 445 | 0 | 445 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 210 | 0 | 210 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 1,177 | 0 | 1,177 |
| 12 | 010 1830 UTILITY BILLING | 3,455 | 0 | 3,455 |
| 13 | 010 1910 NON-DEPARTMENTAL | 2,867 | 0 | 2,867 |
| 15 | 010 2310 PD Chief Office | 2,323 | 0 | 2,323 |
| 16 | 010 2320 PD/Support Srvc | 3,749 | 0 | 3,749 |
| 17 | 010 2326 CODE ENFORCE PR | 499 | 0 | 499 |
| 18 | 010 2350 POLICE OPS | 17,744 | 0 | 17,744 |
| 19 | 010 2600 FIRE ADMIN | 1,927 | 0 | 1,927 |
| 20 | 010 2610 FIRE OPS DIVISION | 11,008 | 0 | 11,008 |
| 22 | 010 2617 FIRE STRIKE | 1 | 0 | 1 |
| 24 | 010 2620 EMERGENCY PREP | 640 | 0 | 640 |
| 25 | 010 3310 BLDG & SAFTY PR | 1,290 | 0 | 1,290 |
| 26 | 010 3350 BUILDING MAINT | 1,112 | 0 | 1,112 |
| 27 | 010 3363 TRASH ENCLOSURE | 145 | 0 | 145 |
| 29 | 010 3410 CURR/ADV PLANNG | 519 | 0 | 519 |
| 30 | 010 3415 Code Enforcement | 241 | 0 | 241 |
| 33 | 010 3505 ECON DEV/GF | 938 | 0 | 938 |
| 34 | 010 6005 PW ADMIN | 374 | 0 | 374 |
| 35 | 010 6007 PW-SSWA SUPPORT | 495 | 0 | 495 |
| 36 | 010 6010 ENGNEERNG SUPPT | 591 | 0 | 591 |
| 37 | 010 6330 LANDSCAPE MAINT | 1,067 | 0 | 1,067 |
| 38 | 010 8610 RECREATION PROG | 1,201 | 0 | 1,201 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Council-Fiscal | Council-Agenda | Total |
|---|---|---|---|---|
| 39 | 010 8613 CRYSTAL PM PROG | 0 | 0 | 0 |
| 40 | 010 8615 DAN O ROOT PROG | 221 | 0 | 221 |
| 41 | 010 8617 CRESCENT AFTER | 296 | 0 | 296 |
| 43 | 010 8618 PRESCHOOL | 364 | 0 | 364 |
| 45 | 010 8670 GOLF CENTER PGM | 281 | 0 | 281 |
| 46 | 010 8680 SOFTBALL PROGRM | 793 | 0 | 793 |
| 47 | 010 8732 LIBRARY LEASE | 11 | 0 | 11 |
| 48 | 010 8750 COMMUNITY CTR | 874 | 0 | 874 |
| 49 | 010 8760 SENIOR CTR OPS | 428 | 0 | 428 |
| 53 | 025 ASSET FORFEITUR | -0 | 0 | -0 |
| 54 | 026 DONATIONS FUND | -2 | 0 | -2 |
| 56 | 037 PG&E MITIGATION | -2 | 0 | -2 |
| 57 | 050 SPECIAL EVENTS | 225 | 0 | 225 |
| 58 | 051 CHRISTMAS EVENT | 56 | 0 | 56 |
| 59 | 052 EVENTS-OTHERS | 232 | 0 | 232 |
| 60 | 053 FIREWORKS-ENF | 59 | 0 | 59 |
| 62 | 105 ALL GAS TAXES | 3,171 | 0 | 3,171 |
| 63 | 110 RMRA-SB1 | 1,525 | 0 | 1,525 |
| 64 | 115 TRANS.CIP FUNDS | 10,896 | 0 | 10,896 |
| 65 | 116 SSWA-STREET REP | 484 | 0 | 484 |
| 66 | 117 TRAIN DEPOT O&M | 161 | 0 | 161 |
| 67 | 120 OSSIP/TRANSPORT | 104 | 0 | 104 |
| 68 | 125 TRAFFIC SAFETY | 80 | 0 | 80 |
| 70 | 130 REFUSE/AB939 | 245 | 0 | 245 |
| 71 | 132 RECYCLE | 15 | 0 | 15 |
| 72 | 134 USED OIL | 9 | 0 | 9 |
| 75 | 139 HHW | 20 | 0 | 20 |
| 76 | 142 BOATING SAFETY | 120 | 0 | 120 |
| 80 | 153 SLESF GRANT | 494 | 0 | 494 |
| 85 | 171 PROP 49 GRANT | 507 | 0 | 507 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 66 | 0 | 66 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Council-Fiscal | Council-Agenda | Total |
|---|---|---|---|---|
| 87 | 180 NUISANCE ABATE | 0 | 0 | 0 |
| 89 | 183 VESSEL GRANT | 56 | 0 | 56 |
| 90 | 184 PLANNING GRANT | 213 | 0 | 213 |
| 91 | 185 SEWER MAINTENAN | 2,195 | 0 | 2,195 |
| 92 | 190 DRAINAGE MAINT | 951 | 0 | 951 |
| 93 | 202 ENERGY SAVINGS DEBT | 928 | 0 | 928 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 160 | 0 | 160 |
| 95 | 210 NO BAY AQUEDUCT | 169 | 0 | 169 |
| 96 | 211 VEHICLE DEBT SVC | 43 | 0 | 43 |
| 97 | 222 V HAR DEBT SV-B | 3 | 0 | 3 |
| 99 | 231 HWY 12 DEBT SVS | 12 | 0 | 12 |
| 100 | 234 FIRE TK ACQ. | 134 | 0 | 134 |
| 101 | 300 PARK DEV FD | 513 | 0 | 513 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 435 | 0 | 435 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 659 | 0 | 659 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 85 | 0 | 85 |
| 105 | 320 CAP IMPROV FEES | 1,476 | 0 | 1,476 |
| 107 | 322 ENERGY SAVINGS PROJECT | 1,402 | 0 | 1,402 |
| 108 | 337 WALMART MITIGAT | -31 | 0 | -31 |
| 109 | 340 DREDGING FUND | -4 | 0 | -4 |
| 110 | 420 LAWLER-MAINT | 1,008 | 0 | 1,008 |
| 111 | 422 MARINA VILL MAD | 4 | 0 | 4 |
| 112 | 425 BLOSSOM MAD | 43 | 0 | 43 |
| 113 | 430 HERITAGE MAD | 589 | 0 | 589 |
| 114 | 435 MTBELLO-MAINT | 167 | 0 | 167 |
| 115 | 445 PETERSON-MAINT | 600 | 0 | 600 |
| 116 | 446 PETERSON-CFD | 378 | 0 | 378 |
| 117 | 448 RAILROAD AVE-AD | 40 | 0 | 40 |
| 118 | 449 VIC HAR-DREDGE | -0 | 0 | -0 |
| 119 | 453 VIC.HAR.ZONE-A | 3,318 | 0 | 3,318 |
| 120 | 454 VIC.HAR.ZONE-B | 84 | 0 | 84 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Council-Fiscal | Council-Agenda | Total |
|---|---|---|---|---|
| 121 | 455 VIC.HAR.ZONE-C | 1,076 | 0 | 1,076 |
| 122 | 458 VIC HAR-ZONE E | 170 | 0 | 170 |
| 123 | 459 VIC HAR-ZONE F | 509 | 0 | 509 |
| 124 | 460 HWY12 LANDSCAPE | 268 | 0 | 268 |
| 125 | 461 SUISUN CFD#2 | 2,322 | 0 | 2,322 |
| 126 | 462 MCCOY CREEK TZ2 | 21 | 0 | 21 |
| 127 | 464 MCCOY CREEK PAD | 37 | 0 | 37 |
| 128 | 465 AMBERWOOD TZ1 | 54 | 0 | 54 |
| 129 | 466 PETERSON TZ3 | 87 | 0 | 87 |
| 130 | 467 SUMMERWOOD TZ5 | 76 | 0 | 76 |
| 131 | 468 TAX ZONE 6 | 91 | 0 | 91 |
| 132 | 469 CFD 3 | 184 | 0 | 184 |
| 133 | 501 SSWA 93 TRUSTEE | 2,637 | 0 | 2,637 |
| 134 | 505 SSWA RATE STABILIZATION | -14 | 0 | -14 |
| 135 | 506 SSWA CONNECTION | 405 | 0 | 405 |
| 136 | 507 SSWA OPER FUND | 25,128 | 0 | 25,128 |
| 138 | 510 SSWA DEPRECIATN | 3,094 | 0 | 3,094 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 35 | 0 | 35 |
| 141 | 705 VEH/EQUIP-MAINT | 366 | 0 | 366 |
| 142 | 706 VEH/EQU-RPLCMT | 2,053 | 0 | 2,053 |
| 143 | 710 NETWORK MAINT. | 1,483 | 0 | 1,483 |
| 144 | 712 DISPATCH SERVICES | 4,494 | 0 | 4,494 |
| 145 | 713 PW MAINT-I.S. | 6,987 | 0 | 6,987 |
| 146 | 715 LIAB INS RESERV | 3,525 | 0 | 3,525 |
| 148 | 750 WRKERS COMP INS | 1,695 | 0 | 1,695 |
| 149 | 765 UNEMP SELF INS | 42 | 0 | 42 |
| 153 | 805 STRONG MOTION FEE | 25 | 0 | 25 |
| 154 | 807 CBSC-SB1473 | 8 | 0 | 8 |
| 155 | 808 SB1186 | 0 | 0 | 0 |
| 156 | 825 BID FEE | 33 | 0 | 33 |
| 157 | 830 SEWER DISTRICT | 17,439 | 0 | 17,439 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 2: 010 1010 CITY COUNCIL**

| Seq # | Department Name | Council-Fiscal | Council-Agenda | Total |
|---|---|---|---|---|
| 161 | 901 SA/ADMIN FUND | 664 | 0 | 664 |
| 162 | 902 RDA OBLIGATION | 5,334 | 0 | 5,334 |
| 163 | 903 SA-HOUSING | 1,249 | 0 | 1,249 |
| 164 | 907 ALMOND GARDENS | 1,189 | 0 | 1,189 |
| 165 | 908 RDA ASSET MGMT | 204 | 0 | 204 |
| 166 | 909 MARINA | 1,201 | 0 | 1,201 |
| 167 | 919 MARINA FUEL | 100 | 0 | 100 |
| 168 | 932 SECTION8 CHOICE | 9,184 | 0 | 9,184 |
| 169 | 937 2002 HOME REHAB PROG | -9 | 0 | -9 |
| 170 | 945 HSG AUTH/ADMIN | 1,442 | 0 | 1,442 |
| 172 | 974 THEATER | 26 | 0 | 26 |
| 173 | 980 BAY HOMES CORP | 1,505 | 0 | 1,505 |
| 174 | 012 MEASURE 5 | 9,267 | 0 | 9,267 |
| 175 | 069 ARPA-GF RECOVERY | 2,011 | 0 | 2,011 |
| 176 | 129 SB1383-ORGANIC | 33 | 0 | 33 |
| 178 | 167 ARP-AMER RESCUE | 3,570 | 0 | 3,570 |
| 179 | 173 LEAP GRAT-HCD | 71 | 0 | 71 |
| 180 | 174 PROP 68 | 36 | 0 | 36 |
| 182 | 187 RPM GRANTS | 66 | 0 | 66 |
| 183 | 188 Sewer Rehabilitation | 314 | 0 | 314 |
| 184 | 189 Prop 64 Grant | 973 | 0 | 973 |
| **Direct Bills** | | **$0** | **$0** | **$0** |
| **Total** | | **$206,869** | **$0** | **$206,869** |

## Nature and Extent of Services

The City Clerk is an elected official responsible for preparing meeting agendas and minutes, recording and maintaining records of all Council/Authority actions, filing public notices, and maintaining public records, documents, and files. The City Clerk also serves as the Elections Officer for the City, including responsibility for all FPPC filings. The City Clerk is a historical and State-mandated role, serving as the custodian of the City Seal and the legal records for the municipal organization.

010 1020 City Clerk costs are distributed by the following function:

- **General Government** - Costs have been allocated based on 2023/24 actual expenditures.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs**

**Seq. 4: 010 1020 CITY CLERK**

| Description | Type | Amount | General Admin | General Government |
|---|---|---|---|---|
| **Personnel Costs** | | | | |
| Salaries | S1 | $66,524 | $0 | $66,524 |
| *Salary % Split* | | | *0.00%* | *100.00%* |
| Fringe Benefits | S | 21,185 | 0 | 21,185 |
| **Subtotal - Personnel Costs** | | **$87,709** | **$0** | **$87,709** |
| **Services & Supplies Cost** | | | | |
| Info Tech Chrge | S | 2,292 | 0 | 2,292 |
| Membership/Dues | S | 500 | 0 | 500 |
| Office Supplies | S | -42 | 0 | -42 |
| Phone Svc/Intrn | S | 0 | 0 | 0 |
| Prntng/Copy Exp | S | 0 | 0 | 0 |
| Sftwre/Srv Agre | S | 0 | 0 | 0 |
| Travel & Train. | S | 1,501 | 0 | 1,501 |
| **Subtotal - Services & Supplies** | | **$4,250** | **$0** | **$4,250** |
| **Department Cost Total** | | **$91,960** | **$0** | **$91,960** |
| **Adjustments to Cost** | | | | |
| **Subtotal - Adjustments** | | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 91,960 | 0 | 91,960 |
| General Admin Distribution | | | 0 | 0 |
| **Grand Total** | | **$91,960** | **$0** | **$91,960** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)**

**Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | General Government |
|---|---|---|---|---|
| 2 | Council-Fiscal | $192 | $52 | $244 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **192** | **52** | **244** |
| 4 | General Government | 0 | 109 | 109 |
| | **Subtotal - 010 1020 CITY CLERK** | **0** | **109** | **109** |
| 7 | CM - EXPENDITURES | 0 | 308 | 308 |
| 7 | CM - FTE'S | 0 | 1,932 | 1,932 |
| 7 | CM - Direct Charges | 0 | 226 | 226 |
| | **Subtotal - 010 1710 CITY MANAGER** | **0** | **2,466** | **2,466** |
| 8 | HUMAN RESOURCES | 0 | 1,690 | 1,690 |
| | **Subtotal - 010 1750 HUMAN RESOURCES** | **0** | **1,690** | **1,690** |
| 11 | ACCOUNTING | 0 | 567 | 567 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **0** | **567** | **567** |
| 13 | FTE'S | 0 | 1,338 | 1,338 |
| 13 | EXPENDITURES | 0 | 352 | 352 |
| 13 | LEGAL EXPENSE | 0 | 709 | 709 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **0** | **2,398** | **2,398** |
| 26 | Building Maintenance | 0 | 3,198 | 3,198 |
| | **Subtotal - 010 3350 BUILDING MAINT** | **0** | **3,198** | **3,198** |
| **Total Incoming** | | **$192** | **$10,482** | **$10,674** |
| **C. Total Allocated** | | | **$102,633** | **$102,633** |
| | | | | **100.00%** |

## Allocation Details

**Cost Pool 1: General Government** **Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 159,848.35 | 0.21% | $189 | $0 | $189 | $0 | $189 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 11,099.04 | 0.01% | 13 | 0 | 13 | 1 | 15 |
| 4 | 010 1020 CITY CLERK | 91,959.74 | 0.12% | 109 | 0 | 109 | 0 | 109 |
| 5 | 010 1025 ELECTIONS | 48,084.75 | 0.06% | 57 | 0 | 57 | 6 | 63 |
| 6 | 010 1030 CITY TREASURER | 7,366.17 | 0.01% | 9 | 0 | 9 | 1 | 10 |
| 7 | 010 1710 CITY MANAGER | 519,485.02 | 0.67% | 614 | 0 | 614 | 70 | 684 |
| 8 | 010 1750 HUMAN  RESOURCES | 221,309.19 | 0.28% | 262 | 0 | 262 | 30 | 292 |
| 9 | 010 1810 FINANCE ADMIN | 167,559.37 | 0.22% | 198 | 0 | 198 | 23 | 221 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 79,107.22 | 0.10% | 94 | 0 | 94 | 11 | 104 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 443,132.81 | 0.57% | 524 | 0 | 524 | 60 | 584 |
| 12 | 010 1830 UTILITY BILLING | 1,300,879.64 | 1.67% | 1,538 | 0 | 1,538 | 176 | 1,714 |
| 13 | 010 1910 NON-DEPARTMENTAL | 1,079,683.99 | 1.39% | 1,277 | 0 | 1,277 | 146 | 1,422 |
| 15 | 010 2310 PD Chief Office | 874,853.58 | 1.12% | 1,035 | 0 | 1,035 | 118 | 1,153 |
| 16 | 010 2320 PD/Support Srvc | 1,411,543.52 | 1.81% | 1,669 | 0 | 1,669 | 190 | 1,860 |
| 17 | 010 2326 CODE ENFORCE PR | 187,996.36 | 0.24% | 222 | 0 | 222 | 25 | 248 |
| 18 | 010 2350 POLICE OPS | 6,681,268.94 | 8.57% | 7,901 | 0 | 7,901 | 902 | 8,802 |
| 19 | 010 2600 FIRE ADMIN | 725,713.27 | 0.93% | 858 | 0 | 858 | 98 | 956 |
| 20 | 010 2610 FIRE OPS DIVISION | 4,144,843.21 | 5.32% | 4,901 | 0 | 4,901 | 559 | 5,461 |
| 22 | 010 2617 FIRE STRIKE | 523.21 | 0.00% | 1 | 0 | 1 | 0 | 1 |
| 24 | 010 2620 EMERGENCY PREP | 241,157.78 | 0.31% | 285 | 0 | 285 | 33 | 318 |
| 25 | 010 3310 BLDG & SAFTY PR | 485,893.83 | 0.62% | 575 | 0 | 575 | 66 | 640 |
| 26 | 010 3350 BUILDING MAINT | 418,556.76 | 0.54% | 495 | 0 | 495 | 56 | 551 |
| 27 | 010 3363 TRASH ENCLOSURE | 54,530.04 | 0.07% | 64 | 0 | 64 | 7 | 72 |
| 29 | 010 3410 CURR/ADV PLANNG | 195,238.21 | 0.25% | 231 | 0 | 231 | 26 | 257 |
| 30 | 010 3415 Code Enforcement | 90,587.01 | 0.12% | 107 | 0 | 107 | 12 | 119 |
| 33 | 010 3505 ECON DEV/GF | 353,219.17 | 0.45% | 418 | 0 | 418 | 48 | 465 |
| 34 | 010 6005 PW ADMIN | 140,707.12 | 0.18% | 166 | 0 | 166 | 19 | 185 |
| 35 | 010 6007 PW-SSWA SUPPORT | 186,309.99 | 0.24% | 220 | 0 | 220 | 25 | 245 |
| 36 | 010 6010 ENGNEERNG SUPPT | 222,552.88 | 0.29% | 263 | 0 | 263 | 30 | 293 |
| 37 | 010 6330 LANDSCAPE MAINT | 401,891.64 | 0.52% | 475 | 0 | 475 | 54 | 529 |

## Allocation Details

**Cost Pool 1: General Government** **Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 38 | 010 8610 RECREATION PROG | 452,112.17 | 0.58% | 535 | 0 | 535 | 61 | 596 |
| 39 | 010 8613 CRYSTAL PM PROG | 76.11 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 40 | 010 8615 DAN O ROOT PROG | 83,348.26 | 0.11% | 99 | 0 | 99 | 11 | 110 |
| 41 | 010 8617 CRESCENT AFTER | 111,565.13 | 0.14% | 132 | 0 | 132 | 15 | 147 |
| 43 | 010 8618 PRESCHOOL | 137,171.89 | 0.18% | 162 | 0 | 162 | 19 | 181 |
| 45 | 010 8670 GOLF CENTER PGM | 105,940.36 | 0.14% | 125 | 0 | 125 | 14 | 140 |
| 46 | 010 8680 SOFTBALL PROGRM | 298,682.62 | 0.38% | 353 | 0 | 353 | 40 | 394 |
| 47 | 010 8732 LIBRARY LEASE | 4,222.56 | 0.01% | 5 | 0 | 5 | 1 | 6 |
| 48 | 010 8750 COMMUNITY CTR | 328,961.40 | 0.42% | 389 | 0 | 389 | 44 | 433 |
| 49 | 010 8760 SENIOR CTR OPS | 161,152.21 | 0.21% | 191 | 0 | 191 | 22 | 212 |
| 53 | 025 ASSET FORFEITUR | -7.03 | -0.00% | -0 | 0 | -0 | -0 | -0 |
| 54 | 026 DONATIONS FUND | -611.00 | -0.00% | -1 | 0 | -1 | -0 | -1 |
| 56 | 037 PG&E MITIGATION | -732.14 | -0.00% | -1 | 0 | -1 | -0 | -1 |
| 57 | 050 SPECIAL EVENTS | 84,844.69 | 0.11% | 100 | 0 | 100 | 11 | 112 |
| 58 | 051 CHRISTMAS EVENT | 21,244.34 | 0.03% | 25 | 0 | 25 | 3 | 28 |
| 59 | 052 EVENTS-OTHERS | 87,390.17 | 0.11% | 103 | 0 | 103 | 12 | 115 |
| 60 | 053 FIREWORKS-ENF | 22,367.45 | 0.03% | 26 | 0 | 26 | 3 | 29 |
| 62 | 105 ALL GAS TAXES | 1,194,108.73 | 1.53% | 1,412 | 0 | 1,412 | 161 | 1,573 |
| 63 | 110 RMRA-SB1 | 574,310.33 | 0.74% | 679 | 0 | 679 | 77 | 757 |
| 64 | 115 TRANS.CIP FUNDS | 4,102,720.70 | 5.26% | 4,852 | 0 | 4,852 | 554 | 5,405 |
| 65 | 116 SSWA-STREET REP | 182,384.74 | 0.23% | 216 | 0 | 216 | 25 | 240 |
| 66 | 117 TRAIN DEPOT O&M | 60,494.18 | 0.08% | 72 | 0 | 72 | 8 | 80 |
| 67 | 120 OSSIP/TRANSPORT | 39,146.05 | 0.05% | 46 | 0 | 46 | 5 | 52 |
| 68 | 125 TRAFFIC SAFETY | 30,000.00 | 0.04% | 35 | 0 | 35 | 4 | 40 |
| 70 | 130 REFUSE/AB939 | 92,378.17 | 0.12% | 109 | 0 | 109 | 12 | 122 |
| 71 | 132 RECYCLE | 5,545.96 | 0.01% | 7 | 0 | 7 | 1 | 7 |
| 72 | 134 USED OIL | 3,516.00 | 0.00% | 4 | 0 | 4 | 0 | 5 |
| 75 | 139 HHW | 7,500.00 | 0.01% | 9 | 0 | 9 | 1 | 10 |
| 76 | 142 BOATING SAFETY | 45,043.69 | 0.06% | 53 | 0 | 53 | 6 | 59 |
| 80 | 153 SLESF GRANT | 186,159.67 | 0.24% | 220 | 0 | 220 | 25 | 245 |

## Allocation Details

**Cost Pool 1: General Government** **Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 85 | 171 PROP 49 GRANT | 190,935.67 | 0.25% | 226 | 0 | 226 | 26 | 252 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 24,717.57 | 0.03% | 29 | 0 | 29 | 3 | 33 |
| 87 | 180 NUISANCE ABATE | 117.64 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 89 | 183 VESSEL GRANT | 20,954.44 | 0.03% | 25 | 0 | 25 | 3 | 28 |
| 90 | 184 PLANNING GRANT | 80,303.59 | 0.10% | 95 | 0 | 95 | 11 | 106 |
| 91 | 185 SEWER MAINTENAN | 826,562.57 | 1.06% | 977 | 0 | 977 | 112 | 1,089 |
| 92 | 190 DRAINAGE MAINT | 358,181.11 | 0.46% | 424 | 0 | 424 | 48 | 472 |
| 93 | 202 ENERGY SAVINGS DEBT | 349,387.00 | 0.45% | 413 | 0 | 413 | 47 | 460 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 60,342.00 | 0.08% | 71 | 0 | 71 | 8 | 79 |
| 95 | 210 NO BAY AQUEDUCT | 63,488.34 | 0.08% | 75 | 0 | 75 | 9 | 84 |
| 96 | 211 VEHICLE DEBT SVC | 16,184.44 | 0.02% | 19 | 0 | 19 | 2 | 21 |
| 97 | 222 V HAR DEBT SV-B | 942.69 | 0.00% | 1 | 0 | 1 | 0 | 1 |
| 99 | 231 HWY 12 DEBT SVS | 4,381.51 | 0.01% | 5 | 0 | 5 | 1 | 6 |
| 100 | 234 FIRE TK ACQ. | 50,416.85 | 0.06% | 60 | 0 | 60 | 7 | 66 |
| 101 | 300 PARK DEV FD | 193,258.14 | 0.25% | 229 | 0 | 229 | 26 | 255 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 163,643.15 | 0.21% | 194 | 0 | 194 | 22 | 216 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 248,238.04 | 0.32% | 294 | 0 | 294 | 33 | 327 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 31,951.92 | 0.04% | 38 | 0 | 38 | 4 | 42 |
| 105 | 320 CAP IMPROV FEES | 555,694.63 | 0.71% | 657 | 0 | 657 | 75 | 732 |
| 107 | 322 ENERGY SAVINGS PROJECT | 527,893.31 | 0.68% | 624 | 0 | 624 | 71 | 695 |
| 108 | 337 WALMART MITIGAT | -11,534.48 | -0.01% | -14 | 0 | -14 | -2 | -15 |
| 109 | 340 DREDGING FUND | -1,651.68 | -0.00% | -2 | 0 | -2 | -0 | -2 |
| 110 | 420 LAWLER-MAINT | 379,423.72 | 0.49% | 449 | 0 | 449 | 51 | 500 |
| 111 | 422 MARINA VILL MAD | 1,541.10 | 0.00% | 2 | 0 | 2 | 0 | 2 |
| 112 | 425 BLOSSOM MAD | 16,327.55 | 0.02% | 19 | 0 | 19 | 2 | 22 |
| 113 | 430 HERITAGE MAD | 221,938.35 | 0.28% | 262 | 0 | 262 | 30 | 292 |
| 114 | 435 MTBELLO-MAINT | 62,770.23 | 0.08% | 74 | 0 | 74 | 8 | 83 |
| 115 | 445 PETERSON-MAINT | 225,773.59 | 0.29% | 267 | 0 | 267 | 30 | 297 |
| 116 | 446 PETERSON-CFD | 142,439.57 | 0.18% | 168 | 0 | 168 | 19 | 188 |
| 117 | 448 RAILROAD AVE-AD | 15,192.16 | 0.02% | 18 | 0 | 18 | 2 | 20 |

## Allocation Details

**Cost Pool 1: General Government** **Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 118 | 449 VIC HAR-DREDGE | -93.60 | -0.00% | -0 | 0 | -0 | -0 | -0 |
| 119 | 453 VIC.HAR.ZONE-A | 1,249,349.23 | 1.60% | 1,477 | 0 | 1,477 | 169 | 1,646 |
| 120 | 454 VIC.HAR.ZONE-B | 31,779.98 | 0.04% | 38 | 0 | 38 | 4 | 42 |
| 121 | 455 VIC.HAR.ZONE-C | 404,998.04 | 0.52% | 479 | 0 | 479 | 55 | 534 |
| 122 | 458 VIC HAR-ZONE E | 63,868.15 | 0.08% | 76 | 0 | 76 | 9 | 84 |
| 123 | 459 VIC HAR-ZONE F | 191,607.19 | 0.25% | 227 | 0 | 227 | 26 | 252 |
| 124 | 460 HWY12 LANDSCAPE | 100,987.86 | 0.13% | 119 | 0 | 119 | 14 | 133 |
| 125 | 461 SUISUN CFD#2 | 874,182.53 | 1.12% | 1,034 | 0 | 1,034 | 118 | 1,152 |
| 126 | 462 MCCOY CREEK TZ2 | 8,031.80 | 0.01% | 9 | 0 | 9 | 1 | 11 |
| 127 | 464 MCCOY CREEK PAD | 13,891.84 | 0.02% | 16 | 0 | 16 | 2 | 18 |
| 128 | 465 AMBERWOOD TZ1 | 20,327.86 | 0.03% | 24 | 0 | 24 | 3 | 27 |
| 129 | 466 PETERSON TZ3 | 32,864.14 | 0.04% | 39 | 0 | 39 | 4 | 43 |
| 130 | 467 SUMMERWOOD TZ5 | 28,756.07 | 0.04% | 34 | 0 | 34 | 4 | 38 |
| 131 | 468 TAX ZONE 6 | 34,267.22 | 0.04% | 41 | 0 | 41 | 5 | 45 |
| 132 | 469 CFD 3 | 69,290.10 | 0.09% | 82 | 0 | 82 | 9 | 91 |
| 133 | 501 SSWA 93 TRUSTEE | 992,910.05 | 1.27% | 1,174 | 0 | 1,174 | 134 | 1,308 |
| 134 | 505 SSWA RATE STABILIZATION | -5,380.32 | -0.01% | -6 | 0 | -6 | -1 | -7 |
| 135 | 506 SSWA CONNECTION | 152,592.52 | 0.20% | 180 | 0 | 180 | 21 | 201 |
| 136 | 507 SSWA OPER FUND | 9,461,741.39 | 12.14% | 11,189 | 0 | 11,189 | 1,277 | 12,466 |
| 138 | 510 SSWA DEPRECIATN | 1,164,838.03 | 1.49% | 1,377 | 0 | 1,377 | 157 | 1,535 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 13,261.50 | 0.02% | 16 | 0 | 16 | 2 | 17 |
| 141 | 705 VEH/EQUIP-MAINT | 137,920.86 | 0.18% | 163 | 0 | 163 | 19 | 182 |
| 142 | 706 VEH/EQU-RPLCMT | 773,187.83 | 0.99% | 914 | 0 | 914 | 104 | 1,019 |
| 143 | 710 NETWORK MAINT. | 558,458.57 | 0.72% | 660 | 0 | 660 | 75 | 736 |
| 144 | 712 DISPATCH SERVICES | 1,691,992.34 | 2.17% | 2,001 | 0 | 2,001 | 228 | 2,229 |
| 145 | 713 PW MAINT-I.S. | 2,630,814.61 | 3.38% | 3,111 | 0 | 3,111 | 355 | 3,466 |
| 146 | 715 LIAB INS RESERV | 1,327,103.63 | 1.70% | 1,569 | 0 | 1,569 | 179 | 1,748 |
| 148 | 750 WRKERS COMP INS | 638,376.03 | 0.82% | 755 | 0 | 755 | 86 | 841 |
| 149 | 765 UNEMP SELF INS | 15,840.00 | 0.02% | 19 | 0 | 19 | 2 | 21 |
| 153 | 805 STRONG MOTION FEE | 9,579.01 | 0.01% | 11 | 0 | 11 | 1 | 13 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: General Government** **Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 154 | 807 CBSC-SB1473 | 3,149.00 | 0.00% | 4 | 0 | 4 | 0 | 4 |
| 155 | 808 SB1186 | 52.80 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 156 | 825 BID FEE | 12,408.75 | 0.02% | 15 | 0 | 15 | 2 | 16 |
| 157 | 830 SEWER DISTRICT | 6,566,432.10 | 8.43% | 7,765 | 0 | 7,765 | 886 | 8,651 |
| 161 | 901 SA/ADMIN FUND | 250,000.00 | 0.32% | 296 | 0 | 296 | 34 | 329 |
| 162 | 902 RDA OBLIGATION | 2,008,583.76 | 2.58% | 2,375 | 0 | 2,375 | 271 | 2,646 |
| 163 | 903 SA-HOUSING | 470,183.72 | 0.60% | 556 | 0 | 556 | 63 | 619 |
| 164 | 907 ALMOND GARDENS | 447,740.02 | 0.57% | 529 | 0 | 529 | 60 | 590 |
| 165 | 908 RDA ASSET MGMT | 76,785.05 | 0.10% | 91 | 0 | 91 | 10 | 101 |
| 166 | 909 MARINA | 452,127.78 | 0.58% | 535 | 0 | 535 | 61 | 596 |
| 167 | 919 MARINA FUEL | 37,515.15 | 0.05% | 44 | 0 | 44 | 5 | 49 |
| 168 | 932 SECTION8 CHOICE | 3,458,191.34 | 4.44% | 4,089 | 0 | 4,089 | 467 | 4,556 |
| 169 | 937 2002 HOME REHAB PROG | -3,359.72 | -0.00% | -4 | 0 | -4 | -0 | -4 |
| 170 | 945 HSG AUTH/ADMIN | 543,113.15 | 0.70% | 642 | 0 | 642 | 73 | 716 |
| 172 | 974 THEATER | 9,926.89 | 0.01% | 12 | 0 | 12 | 1 | 13 |
| 173 | 980 BAY HOMES CORP | 566,551.85 | 0.73% | 670 | 0 | 670 | 76 | 746 |
| 174 | 012 MEASURE 5 | 3,489,509.31 | 4.48% | 4,126 | 0 | 4,126 | 471 | 4,597 |
| 175 | 069 ARPA-GF RECOVERY | 757,350.14 | 0.97% | 896 | 0 | 896 | 102 | 998 |
| 176 | 129 SB1383-ORGANIC | 12,330.28 | 0.02% | 15 | 0 | 15 | 2 | 16 |
| 178 | 167 ARP-AMER RESCUE | 1,344,097.06 | 1.72% | 1,589 | 0 | 1,589 | 181 | 1,771 |
| 179 | 173 LEAP GRAT-HCD | 26,643.64 | 0.03% | 32 | 0 | 32 | 4 | 35 |
| 180 | 174 PROP 68 | 13,462.05 | 0.02% | 16 | 0 | 16 | 2 | 18 |
| 182 | 187 RPM GRANTS | 25,036.37 | 0.03% | 30 | 0 | 30 | 3 | 33 |
| 183 | 188 Sewer Rehabilitation | 118,382.43 | 0.15% | 140 | 0 | 140 | 16 | 156 |
| 184 | 189 Prop 64 Grant | 366,501.55 | 0.47% | 433 | 0 | 433 | 49 | 483 |
| **Subtotal** | | **77,927,812.87** | **100.00%** | **$92,152** | **$0** | **$92,152** | **$10,482** | **$102,633** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$92,152** | | **$102,633** |

Allocation Basis Units: $ 2023/24 Actual Expenditures by Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department Name | General Government | Total |
|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | $189 | $189 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 15 | 15 |
| 4 | 010 1020 CITY CLERK | 109 | 109 |
| 5 | 010 1025 ELECTIONS | 63 | 63 |
| 6 | 010 1030 CITY TREASURER | 10 | 10 |
| 7 | 010 1710 CITY MANAGER | 684 | 684 |
| 8 | 010 1750 HUMAN  RESOURCES | 292 | 292 |
| 9 | 010 1810 FINANCE ADMIN | 221 | 221 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 104 | 104 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 584 | 584 |
| 12 | 010 1830 UTILITY BILLING | 1,714 | 1,714 |
| 13 | 010 1910 NON-DEPARTMENTAL | 1,422 | 1,422 |
| 15 | 010 2310 PD Chief Office | 1,153 | 1,153 |
| 16 | 010 2320 PD/Support Srvc | 1,860 | 1,860 |
| 17 | 010 2326 CODE ENFORCE PR | 248 | 248 |
| 18 | 010 2350 POLICE OPS | 8,802 | 8,802 |
| 19 | 010 2600 FIRE ADMIN | 956 | 956 |
| 20 | 010 2610 FIRE OPS DIVISION | 5,461 | 5,461 |
| 22 | 010 2617 FIRE STRIKE | 1 | 1 |
| 24 | 010 2620 EMERGENCY PREP | 318 | 318 |
| 25 | 010 3310 BLDG & SAFTY PR | 640 | 640 |
| 26 | 010 3350 BUILDING MAINT | 551 | 551 |
| 27 | 010 3363 TRASH ENCLOSURE | 72 | 72 |
| 29 | 010 3410 CURR/ADV PLANNG | 257 | 257 |
| 30 | 010 3415 Code Enforcement | 119 | 119 |
| 33 | 010 3505 ECON DEV/GF | 465 | 465 |
| 34 | 010 6005 PW ADMIN | 185 | 185 |
| 35 | 010 6007 PW-SSWA SUPPORT | 245 | 245 |
| 36 | 010 6010 ENGNEERNG SUPPT | 293 | 293 |
| 37 | 010 6330 LANDSCAPE MAINT | 529 | 529 |
| 38 | 010 8610 RECREATION PROG | 596 | 596 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department Name | General Government | Total |
|---|---|---|---|
| 39 | 010 8613 CRYSTAL PM PROG | 0 | 0 |
| 40 | 010 8615 DAN O ROOT PROG | 110 | 110 |
| 41 | 010 8617 CRESCENT AFTER | 147 | 147 |
| 43 | 010 8618 PRESCHOOL | 181 | 181 |
| 45 | 010 8670 GOLF CENTER PGM | 140 | 140 |
| 46 | 010 8680 SOFTBALL PROGRM | 394 | 394 |
| 47 | 010 8732 LIBRARY LEASE | 6 | 6 |
| 48 | 010 8750 COMMUNITY CTR | 433 | 433 |
| 49 | 010 8760 SENIOR CTR OPS | 212 | 212 |
| 53 | 025 ASSET FORFEITUR | -0 | -0 |
| 54 | 026 DONATIONS FUND | -1 | -1 |
| 56 | 037 PG&E MITIGATION | -1 | -1 |
| 57 | 050 SPECIAL EVENTS | 112 | 112 |
| 58 | 051 CHRISTMAS EVENT | 28 | 28 |
| 59 | 052 EVENTS-OTHERS | 115 | 115 |
| 60 | 053 FIREWORKS-ENF | 29 | 29 |
| 62 | 105 ALL GAS TAXES | 1,573 | 1,573 |
| 63 | 110 RMRA-SB1 | 757 | 757 |
| 64 | 115 TRANS.CIP FUNDS | 5,405 | 5,405 |
| 65 | 116 SSWA-STREET REP | 240 | 240 |
| 66 | 117 TRAIN DEPOT O&M | 80 | 80 |
| 67 | 120 OSSIP/TRANSPORT | 52 | 52 |
| 68 | 125 TRAFFIC SAFETY | 40 | 40 |
| 70 | 130 REFUSE/AB939 | 122 | 122 |
| 71 | 132 RECYCLE | 7 | 7 |
| 72 | 134 USED OIL | 5 | 5 |
| 75 | 139 HHW | 10 | 10 |
| 76 | 142 BOATING SAFETY | 59 | 59 |
| 80 | 153 SLESF GRANT | 245 | 245 |
| 85 | 171 PROP 49 GRANT | 252 | 252 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 33 | 33 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department Name | General Government | Total |
|---|---|---|---|
| 87 | 180 NUISANCE ABATE | 0 | 0 |
| 89 | 183 VESSEL GRANT | 28 | 28 |
| 90 | 184 PLANNING GRANT | 106 | 106 |
| 91 | 185 SEWER MAINTENAN | 1,089 | 1,089 |
| 92 | 190 DRAINAGE MAINT | 472 | 472 |
| 93 | 202 ENERGY SAVINGS DEBT | 460 | 460 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 79 | 79 |
| 95 | 210 NO BAY AQUEDUCT | 84 | 84 |
| 96 | 211 VEHICLE DEBT SVC | 21 | 21 |
| 97 | 222 V HAR DEBT SV-B | 1 | 1 |
| 99 | 231 HWY 12 DEBT SVS | 6 | 6 |
| 100 | 234 FIRE TK ACQ. | 66 | 66 |
| 101 | 300 PARK DEV FD | 255 | 255 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 216 | 216 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 327 | 327 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 42 | 42 |
| 105 | 320 CAP IMPROV FEES | 732 | 732 |
| 107 | 322 ENERGY SAVINGS PROJECT | 695 | 695 |
| 108 | 337 WALMART MITIGAT | -15 | -15 |
| 109 | 340 DREDGING FUND | -2 | -2 |
| 110 | 420 LAWLER-MAINT | 500 | 500 |
| 111 | 422 MARINA VILL MAD | 2 | 2 |
| 112 | 425 BLOSSOM MAD | 22 | 22 |
| 113 | 430 HERITAGE MAD | 292 | 292 |
| 114 | 435 MTBELLO-MAINT | 83 | 83 |
| 115 | 445 PETERSON-MAINT | 297 | 297 |
| 116 | 446 PETERSON-CFD | 188 | 188 |
| 117 | 448 RAILROAD AVE-AD | 20 | 20 |
| 118 | 449 VIC HAR-DREDGE | -0 | -0 |
| 119 | 453 VIC.HAR.ZONE-A | 1,646 | 1,646 |
| 120 | 454 VIC.HAR.ZONE-B | 42 | 42 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department Name | General Government | Total |
|---|---|---|---|
| 121 | 455 VIC.HAR.ZONE-C | 534 | 534 |
| 122 | 458 VIC HAR-ZONE E | 84 | 84 |
| 123 | 459 VIC HAR-ZONE F | 252 | 252 |
| 124 | 460 HWY12 LANDSCAPE | 133 | 133 |
| 125 | 461 SUISUN CFD#2 | 1,152 | 1,152 |
| 126 | 462 MCCOY CREEK TZ2 | 11 | 11 |
| 127 | 464 MCCOY CREEK PAD | 18 | 18 |
| 128 | 465 AMBERWOOD TZ1 | 27 | 27 |
| 129 | 466 PETERSON TZ3 | 43 | 43 |
| 130 | 467 SUMMERWOOD TZ5 | 38 | 38 |
| 131 | 468 TAX ZONE 6 | 45 | 45 |
| 132 | 469 CFD 3 | 91 | 91 |
| 133 | 501 SSWA 93 TRUSTEE | 1,308 | 1,308 |
| 134 | 505 SSWA RATE STABILIZATION | -7 | -7 |
| 135 | 506 SSWA CONNECTION | 201 | 201 |
| 136 | 507 SSWA OPER FUND | 12,466 | 12,466 |
| 138 | 510 SSWA DEPRECIATN | 1,535 | 1,535 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 17 | 17 |
| 141 | 705 VEH/EQUIP-MAINT | 182 | 182 |
| 142 | 706 VEH/EQU-RPLCMT | 1,019 | 1,019 |
| 143 | 710 NETWORK MAINT. | 736 | 736 |
| 144 | 712 DISPATCH SERVICES | 2,229 | 2,229 |
| 145 | 713 PW MAINT-I.S. | 3,466 | 3,466 |
| 146 | 715 LIAB INS RESERV | 1,748 | 1,748 |
| 148 | 750 WRKERS COMP INS | 841 | 841 |
| 149 | 765 UNEMP SELF INS | 21 | 21 |
| 153 | 805 STRONG MOTION FEE | 13 | 13 |
| 154 | 807 CBSC-SB1473 | 4 | 4 |
| 155 | 808 SB1186 | 0 | 0 |
| 156 | 825 BID FEE | 16 | 16 |
| 157 | 830 SEWER DISTRICT | 8,651 | 8,651 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 4: 010 1020 CITY CLERK**

| Seq # | Department Name | General Government | Total |
|---|---|---|---|
| 161 | 901 SA/ADMIN FUND | 329 | 329 |
| 162 | 902 RDA OBLIGATION | 2,646 | 2,646 |
| 163 | 903 SA-HOUSING | 619 | 619 |
| 164 | 907 ALMOND GARDENS | 590 | 590 |
| 165 | 908 RDA ASSET MGMT | 101 | 101 |
| 166 | 909 MARINA | 596 | 596 |
| 167 | 919 MARINA FUEL | 49 | 49 |
| 168 | 932 SECTION8 CHOICE | 4,556 | 4,556 |
| 169 | 937 2002 HOME REHAB PROG | -4 | -4 |
| 170 | 945 HSG AUTH/ADMIN | 716 | 716 |
| 172 | 974 THEATER | 13 | 13 |
| 173 | 980 BAY HOMES CORP | 746 | 746 |
| 174 | 012 MEASURE 5 | 4,597 | 4,597 |
| 175 | 069 ARPA-GF RECOVERY | 998 | 998 |
| 176 | 129 SB1383-ORGANIC | 16 | 16 |
| 178 | 167 ARP-AMER RESCUE | 1,771 | 1,771 |
| 179 | 173 LEAP GRAT-HCD | 35 | 35 |
| 180 | 174 PROP 68 | 18 | 18 |
| 182 | 187 RPM GRANTS | 33 | 33 |
| 183 | 188 Sewer Rehabilitation | 156 | 156 |
| 184 | 189 Prop 64 Grant | 483 | 483 |
| **Direct Bills** | | **$0** | **$0** |
| **Total** | | **$102,633** | **$102,633** |

## Nature and Extent of Services

The City Treasurer is an elected official responsible for the administrative oversight of the City's cash and investments, consistent with established City policies and State law. The City Treasurer works closely with the Administrative Services Director to review all investments for compliance with the City's investment policy as adopted by the City Council.

010 1030 City Treasurer costs are distributed by the following function:

- **INVESTMENTS** - Costs have been allocated based on Cash in Bank as of June 30, 2024.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 6: 010 1030 CITY TREASURER**

| Description | Type | Amount | General Admin | INVESTMENTS |
|---|---|---|---|---|
| **Personnel Costs** | | | | |
| Salaries | S1 | $3,100 | $0 | $3,100 |
| *Salary % Split* | | | *0.00%* | *100.00%* |
| Fringe Benefits | S | 4,266 | 0 | 4,266 |
| **Subtotal - Personnel Costs** | | **$7,366** | **$0** | **$7,366** |
| **Services & Supplies Cost** | | | | |
| Other expenses | S | 0 | 0 | 0 |
| **Subtotal - Services & Supplies** | | **$0** | **$0** | **$0** |
| **Department Cost Total** | | **$7,366** | **$0** | **$7,366** |
| **Adjustments to Cost** | | | | |
| **Subtotal - Adjustments** | | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 7,366 | 0 | 7,366 |
| General Admin Distribution | | | 0 | 0 |
| **Grand Total** | | **$7,366** | **$0** | **$7,366** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)**

**Seq. 6: 010 1030 CITY TREASURER**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | INVESTMENTS |
|---|---|---|---|---|
| 2 | Council-Fiscal | $15 | $4 | $20 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **15** | **4** | **20** |
| 4 | General Government | 9 | 1 | 10 |
| | **Subtotal - 010 1020 CITY CLERK** | **9** | **1** | **10** |
| 7 | CM - EXPENDITURES | 0 | 25 | 25 |
| | **Subtotal - 010 1710 CITY MANAGER** | **0** | **25** | **25** |
| 11 | ACCOUNTING | 0 | 45 | 45 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **0** | **45** | **45** |
| 13 | EXPENDITURES | 0 | 28 | 28 |
| 13 | LEGAL EXPENSE | 0 | 57 | 57 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **0** | **85** | **85** |
| **Total Incoming** | | **$24** | **$160** | **$184** |
| **C. Total Allocated** | | | **$7,551** | **$7,551** |
| | | | | **100.00%** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: INVESTMENTS** **Seq. 6: 010 1030 CITY TREASURER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 3,491,012.35 | 7.44% | $550 | $0 | $550 | $0 | $550 |
| 53 | 025 ASSET FORFEITUR | 408.46 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 54 | 026 DONATIONS FUND | 35,541.20 | 0.08% | 6 | 0 | 6 | 0 | 6 |
| 56 | 037 PG&E MITIGATION | 42,587.35 | 0.09% | 7 | 0 | 7 | 0 | 7 |
| 57 | 050 SPECIAL EVENTS | 128,342.95 | 0.27% | 20 | 0 | 20 | 0 | 21 |
| 58 | 051 CHRISTMAS EVENT | 30,181.29 | 0.06% | 5 | 0 | 5 | 0 | 5 |
| 59 | 052 EVENTS-OTHERS | 19,685.19 | 0.04% | 3 | 0 | 3 | 0 | 3 |
| 60 | 053 FIREWORKS-ENF | 73,772.39 | 0.16% | 12 | 0 | 12 | 0 | 12 |
| 61 | 055 COMMUNITY | 0.04 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 62 | 105 ALL GAS TAXES | 1,638.00 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 63 | 110 RMRA-SB1 | 1,083,193.24 | 2.31% | 171 | 0 | 171 | 4 | 175 |
| 65 | 116 SSWA-STREET REP | 31,500.09 | 0.07% | 5 | 0 | 5 | 0 | 5 |
| 67 | 120 OSSIP/TRANSPORT | 4,673,507.04 | 9.96% | 736 | 0 | 736 | 17 | 753 |
| 68 | 125 TRAFFIC SAFETY | 23,039.67 | 0.05% | 4 | 0 | 4 | 0 | 4 |
| 71 | 132 RECYCLE | 17,978.75 | 0.04% | 3 | 0 | 3 | 0 | 3 |
| 72 | 134 USED OIL | 7,925.86 | 0.02% | 1 | 0 | 1 | 0 | 1 |
| 78 | 150 BJA VEST GRANT | 119.71 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 82 | 158 ATOD | 5,214.83 | 0.01% | 1 | 0 | 1 | 0 | 1 |
| 85 | 171 PROP 49 GRANT | 109,423.19 | 0.23% | 17 | 0 | 17 | 0 | 18 |
| 87 | 180 NUISANCE ABATE | 18,110.17 | 0.04% | 3 | 0 | 3 | 0 | 3 |
| 88 | 182 PICH GRANT | 160.01 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 91 | 185 SEWER MAINTENAN | 2,636,655.06 | 5.62% | 415 | 0 | 415 | 10 | 425 |
| 92 | 190 DRAINAGE MAINT | 31,195.38 | 0.07% | 5 | 0 | 5 | 0 | 5 |
| 95 | 210 NO BAY AQUEDUCT | 10,894.81 | 0.02% | 2 | 0 | 2 | 0 | 2 |
| 101 | 300 PARK DEV FD | 3,235,459.44 | 6.90% | 510 | 0 | 510 | 12 | 522 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 17,020.24 | 0.04% | 3 | 0 | 3 | 0 | 3 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 329,170.42 | 0.70% | 52 | 0 | 52 | 1 | 53 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 61,219.35 | 0.13% | 10 | 0 | 10 | 0 | 10 |
| 107 | 322 ENERGY SAVINGS PROJECT | 3,877.76 | 0.01% | 1 | 0 | 1 | 0 | 1 |
| 108 | 337 WALMART MITIGAT | 670,945.90 | 1.43% | 106 | 0 | 106 | 2 | 108 |

## Allocation Details

**Cost Pool 1: INVESTMENTS** **Seq. 6: 010 1030 CITY TREASURER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 109 | 340 DREDGING FUND | 96,076.25 | 0.20% | 15 | 0 | 15 | 0 | 15 |
| 110 | 420 LAWLER-MAINT | 305,118.09 | 0.65% | 48 | 0 | 48 | 1 | 49 |
| 111 | 422 MARINA VILL MAD | 198,111.66 | 0.42% | 31 | 0 | 31 | 1 | 32 |
| 112 | 425 BLOSSOM MAD | 36,884.30 | 0.08% | 6 | 0 | 6 | 0 | 6 |
| 115 | 445 PETERSON-MAINT | 154,101.31 | 0.33% | 24 | 0 | 24 | 1 | 25 |
| 116 | 446 PETERSON-CFD | 18,160.64 | 0.04% | 3 | 0 | 3 | 0 | 3 |
| 117 | 448 RAILROAD AVE-AD | 23,087.69 | 0.05% | 4 | 0 | 4 | 0 | 4 |
| 118 | 449 VIC HAR-DREDGE | 480,495.61 | 1.02% | 76 | 0 | 76 | 2 | 77 |
| 119 | 453 VIC.HAR.ZONE-A | 198,968.63 | 0.42% | 31 | 0 | 31 | 1 | 32 |
| 120 | 454 VIC.HAR.ZONE-B | 41,403.86 | 0.09% | 7 | 0 | 7 | 0 | 7 |
| 121 | 455 VIC.HAR.ZONE-C | 38,638.10 | 0.08% | 6 | 0 | 6 | 0 | 6 |
| 122 | 458 VIC HAR-ZONE E | 67,415.24 | 0.14% | 11 | 0 | 11 | 0 | 11 |
| 123 | 459 VIC HAR-ZONE F | 554,628.35 | 1.18% | 87 | 0 | 87 | 2 | 89 |
| 125 | 461 SUISUN CFD#2 | 17,048.48 | 0.04% | 3 | 0 | 3 | 0 | 3 |
| 126 | 462 MCCOY CREEK TZ2 | 30,744.13 | 0.07% | 5 | 0 | 5 | 0 | 5 |
| 127 | 464 MCCOY CREEK PAD | 28,557.69 | 0.06% | 4 | 0 | 4 | 0 | 5 |
| 128 | 465 AMBERWOOD TZ1 | 52,457.34 | 0.11% | 8 | 0 | 8 | 0 | 8 |
| 129 | 466 PETERSON TZ3 | 14,401.40 | 0.03% | 2 | 0 | 2 | 0 | 2 |
| 130 | 467 SUMMERWOOD TZ5 | 1,155.07 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 131 | 468 TAX ZONE 6 | 24,680.78 | 0.05% | 4 | 0 | 4 | 0 | 4 |
| 132 | 469 CFD 3 | 9,843.78 | 0.02% | 2 | 0 | 2 | 0 | 2 |
| 134 | 505 SSWA RATE STABILIZATION | 312,966.28 | 0.67% | 49 | 0 | 49 | 1 | 50 |
| 135 | 506 SSWA CONNECTION | 1,966,785.28 | 4.19% | 310 | 0 | 310 | 7 | 317 |
| 136 | 507 SSWA OPER FUND | 788,053.70 | 1.68% | 124 | 0 | 124 | 3 | 127 |
| 137 | 509 SSWA DEPOSIT | 137,090.59 | 0.29% | 22 | 0 | 22 | 1 | 22 |
| 138 | 510 SSWA DEPRECIATN | 5,134,432.33 | 10.94% | 809 | 0 | 809 | 19 | 828 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 1,063,329.24 | 2.27% | 168 | 0 | 168 | 4 | 171 |
| 141 | 705 VEH/EQUIP-MAINT | 243,729.50 | 0.52% | 38 | 0 | 38 | 1 | 39 |
| 142 | 706 VEH/EQU-RPLCMT | 2,285,127.99 | 4.87% | 360 | 0 | 360 | 8 | 368 |
| 143 | 710 NETWORK MAINT. | 229,149.08 | 0.49% | 36 | 0 | 36 | 1 | 37 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: INVESTMENTS** **Seq. 6: 010 1030 CITY TREASURER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 144 | 712 DISPATCH SERVICES | 368,406.05 | 0.79% | 58 | 0 | 58 | 1 | 59 |
| 145 | 713 PW MAINT-I.S. | 49,500.73 | 0.11% | 8 | 0 | 8 | 0 | 8 |
| 146 | 715 LIAB INS RESERV | 484,627.42 | 1.03% | 76 | 0 | 76 | 2 | 78 |
| 147 | 721 REC/COMMUNITY | 26,954.44 | 0.06% | 4 | 0 | 4 | 0 | 4 |
| 148 | 750 WRKERS COMP INS | 1,306,097.90 | 2.78% | 206 | 0 | 206 | 5 | 211 |
| 149 | 765 UNEMP SELF INS | 5,149.57 | 0.01% | 1 | 0 | 1 | 0 | 1 |
| 150 | 767 ASSET FORFEITURE | 5,203.12 | 0.01% | 1 | 0 | 1 | 0 | 1 |
| 151 | 768 PD PROPERTY HOLDING | 9,243.74 | 0.02% | 1 | 0 | 1 | 0 | 1 |
| 152 | 800 SCHOOL IMPACT FEE | 4.67 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 153 | 805 STRONG MOTION FEE | 8,270.28 | 0.02% | 1 | 0 | 1 | 0 | 1 |
| 154 | 807 CBSC-SB1473 | 3,047.00 | 0.01% | 0 | 0 | 0 | 0 | 0 |
| 155 | 808 SB1186 | 34,348.40 | 0.07% | 5 | 0 | 5 | 0 | 6 |
| 156 | 825 BID FEE | 1,803.75 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 157 | 830 SEWER DISTRICT | 576,072.16 | 1.23% | 91 | 0 | 91 | 2 | 93 |
| 158 | 835 GARBAGE TRUST | 241,008.04 | 0.51% | 38 | 0 | 38 | 1 | 39 |
| 160 | 856 2011 JAG GRANT | 0.02 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 161 | 901 SA/ADMIN FUND | 148,448.27 | 0.32% | 23 | 0 | 23 | 1 | 24 |
| 162 | 902 RDA OBLIGATION | 3,750,603.70 | 7.99% | 591 | 0 | 591 | 14 | 605 |
| 163 | 903 SA-HOUSING | 5,294,820.16 | 11.29% | 834 | 0 | 834 | 20 | 854 |
| 164 | 907 ALMOND GARDENS | 260,090.61 | 0.55% | 41 | 0 | 41 | 1 | 42 |
| 167 | 919 MARINA FUEL | 88,847.14 | 0.19% | 14 | 0 | 14 | 0 | 14 |
| 168 | 932 SECTION8 CHOICE | 22,315.98 | 0.05% | 4 | 0 | 4 | 0 | 4 |
| 169 | 937 2002 HOME REHAB PROG | 311,768.41 | 0.66% | 49 | 0 | 49 | 1 | 50 |
| 170 | 945 HSG AUTH/ADMIN | 136.00 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 172 | 974 THEATER | 10,751.75 | 0.02% | 2 | 0 | 2 | 0 | 2 |
| 175 | 069 ARPA-GF RECOVERY | 426,700.00 | 0.91% | 67 | 0 | 67 | 2 | 69 |
| 176 | 129 SB1383-ORGANIC | 87,312.99 | 0.19% | 14 | 0 | 14 | 0 | 14 |
| 178 | 167 ARP-AMER RESCUE | 1,985,348.77 | 4.23% | 313 | 0 | 313 | 7 | 320 |
| 181 | 186 FIRST 5 SOLANO | 533.55 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 182 | 187 RPM GRANTS | 62,265.39 | 0.13% | 10 | 0 | 10 | 0 | 10 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: INVESTMENTS** **Seq. 6: 010 1030 CITY TREASURER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| **Subtotal** | | **46,912,102.54** | **100.00%** | **$7,390** | **$0** | **$7,390** | **$160** | **$7,551** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$7,390** | | **$7,551** |

Allocation Basis Units: $Cash in bank, June 2024 per Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 6: 010 1030 CITY TREASURER**

| Seq # | Department Name | INVESTMENTS | Total |
|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | $550 | $550 |
| 53 | 025 ASSET FORFEITUR | 0 | 0 |
| 54 | 026 DONATIONS FUND | 6 | 6 |
| 56 | 037 PG&E MITIGATION | 7 | 7 |
| 57 | 050 SPECIAL EVENTS | 21 | 21 |
| 58 | 051 CHRISTMAS EVENT | 5 | 5 |
| 59 | 052 EVENTS-OTHERS | 3 | 3 |
| 60 | 053 FIREWORKS-ENF | 12 | 12 |
| 61 | 055 COMMUNITY | 0 | 0 |
| 62 | 105 ALL GAS TAXES | 0 | 0 |
| 63 | 110 RMRA-SB1 | 175 | 175 |
| 65 | 116 SSWA-STREET REP | 5 | 5 |
| 67 | 120 OSSIP/TRANSPORT | 753 | 753 |
| 68 | 125 TRAFFIC SAFETY | 4 | 4 |
| 71 | 132 RECYCLE | 3 | 3 |
| 72 | 134 USED OIL | 1 | 1 |
| 78 | 150 BJA VEST GRANT | 0 | 0 |
| 82 | 158 ATOD | 1 | 1 |
| 85 | 171 PROP 49 GRANT | 18 | 18 |
| 87 | 180 NUISANCE ABATE | 3 | 3 |
| 88 | 182 PICH GRANT | 0 | 0 |
| 91 | 185 SEWER MAINTENAN | 425 | 425 |
| 92 | 190 DRAINAGE MAINT | 5 | 5 |
| 95 | 210 NO BAY AQUEDUCT | 2 | 2 |
| 101 | 300 PARK DEV FD | 522 | 522 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 3 | 3 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 53 | 53 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 10 | 10 |
| 107 | 322 ENERGY SAVINGS PROJECT | 1 | 1 |
| 108 | 337 WALMART MITIGAT | 108 | 108 |
| 109 | 340 DREDGING FUND | 15 | 15 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 6: 010 1030 CITY TREASURER**

| Seq # | Department Name | INVESTMENTS | Total |
|---|---|---|---|
| 110 | 420 LAWLER-MAINT | 49 | 49 |
| 111 | 422 MARINA VILL MAD | 32 | 32 |
| 112 | 425 BLOSSOM MAD | 6 | 6 |
| 115 | 445 PETERSON-MAINT | 25 | 25 |
| 116 | 446 PETERSON-CFD | 3 | 3 |
| 117 | 448 RAILROAD AVE-AD | 4 | 4 |
| 118 | 449 VIC HAR-DREDGE | 77 | 77 |
| 119 | 453 VIC.HAR.ZONE-A | 32 | 32 |
| 120 | 454 VIC.HAR.ZONE-B | 7 | 7 |
| 121 | 455 VIC.HAR.ZONE-C | 6 | 6 |
| 122 | 458 VIC HAR-ZONE E | 11 | 11 |
| 123 | 459 VIC HAR-ZONE F | 89 | 89 |
| 125 | 461 SUISUN CFD#2 | 3 | 3 |
| 126 | 462 MCCOY CREEK TZ2 | 5 | 5 |
| 127 | 464 MCCOY CREEK PAD | 5 | 5 |
| 128 | 465 AMBERWOOD TZ1 | 8 | 8 |
| 129 | 466 PETERSON TZ3 | 2 | 2 |
| 130 | 467 SUMMERWOOD TZ5 | 0 | 0 |
| 131 | 468 TAX ZONE 6 | 4 | 4 |
| 132 | 469 CFD 3 | 2 | 2 |
| 134 | 505 SSWA RATE STABILIZATION | 50 | 50 |
| 135 | 506 SSWA CONNECTION | 317 | 317 |
| 136 | 507 SSWA OPER FUND | 127 | 127 |
| 137 | 509 SSWA DEPOSIT | 22 | 22 |
| 138 | 510 SSWA DEPRECIATN | 828 | 828 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 171 | 171 |
| 141 | 705 VEH/EQUIP-MAINT | 39 | 39 |
| 142 | 706 VEH/EQU-RPLCMT | 368 | 368 |
| 143 | 710 NETWORK MAINT. | 37 | 37 |
| 144 | 712 DISPATCH SERVICES | 59 | 59 |
| 145 | 713 PW MAINT-I.S. | 8 | 8 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 6: 010 1030 CITY TREASURER**

| Seq # | Department Name | INVESTMENTS | Total |
|---|---|---|---|
| 146 | 715 LIAB INS RESERV | 78 | 78 |
| 147 | 721 REC/COMMUNITY | 4 | 4 |
| 148 | 750 WRKERS COMP INS | 211 | 211 |
| 149 | 765 UNEMP SELF INS | 1 | 1 |
| 150 | 767 ASSET FORFEITURE | 1 | 1 |
| 151 | 768 PD PROPERTY HOLDING | 1 | 1 |
| 152 | 800 SCHOOL IMPACT FEE | 0 | 0 |
| 153 | 805 STRONG MOTION FEE | 1 | 1 |
| 154 | 807 CBSC-SB1473 | 0 | 0 |
| 155 | 808 SB1186 | 6 | 6 |
| 156 | 825 BID FEE | 0 | 0 |
| 157 | 830 SEWER DISTRICT | 93 | 93 |
| 158 | 835 GARBAGE TRUST | 39 | 39 |
| 160 | 856 2011 JAG GRANT | 0 | 0 |
| 161 | 901 SA/ADMIN FUND | 24 | 24 |
| 162 | 902 RDA OBLIGATION | 605 | 605 |
| 163 | 903 SA-HOUSING | 854 | 854 |
| 164 | 907 ALMOND GARDENS | 42 | 42 |
| 167 | 919 MARINA FUEL | 14 | 14 |
| 168 | 932 SECTION8 CHOICE | 4 | 4 |
| 169 | 937 2002 HOME REHAB PROG | 50 | 50 |
| 170 | 945 HSG AUTH/ADMIN | 0 | 0 |
| 172 | 974 THEATER | 2 | 2 |
| 175 | 069 ARPA-GF RECOVERY | 69 | 69 |
| 176 | 129 SB1383-ORGANIC | 14 | 14 |
| 178 | 167 ARP-AMER RESCUE | 320 | 320 |
| 181 | 186 FIRST 5 SOLANO | 0 | 0 |
| 182 | 187 RPM GRANTS | 10 | 10 |
| **Direct Bills** | | **$0** | **$0** |
| **Total** | | **$7,551** | **$7,551** |

## Nature and Extent of Services

The City Manager is the Chief Executive Officer of the City. Appointed by the City Council, the City Manager is responsible for the efficient and effective delivery of day-to-day operations of all City departments, programs and services. Responsibilities include elected official support, departmental oversight, budget development, fiscal management, policy implementation, intergovernmental relations, and a variety of special projects and assignments supporting the implementation of the City Council's policies and directives.

010 1710 City Manager costs are distributed by the following functions:

- **CM - EXPENDITURES** - Costs have been allocated based on 2023/24 actual expenditures.
- **CM - FTE'S** - Costs have been allocated based on the number of FTE's.
- **CM - Direct Charges** - Costs have been allocated based on direct charges to Departments/funds.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 7: 010 1710 CITY MANAGER**

| Description | Type | Amount | General Admin | CM - EXPENDITURES | CM - FTE'S | CM - Direct Charges |
|---|---|---|---|---|---|---|
| **Personnel Costs** | | | | | | |
| Salaries | S1 | $367,085 | $0 | $183,542 | $183,542 | $0 |
| *Salary % Split* | | | *0.00%* | *50.00%* | *50.00%* | *0.00%* |
| Fringe Benefits | S | 49,621 | 0 | 24,811 | 24,811 | 0 |
| **Subtotal - Personnel Costs** | | **$416,706** | **$0** | **$208,353** | **$208,353** | **$0** |
| **Services & Supplies Cost** | | | | | | |
| Admin Fee | S | 0 | 0 | 0 | 0 | 0 |
| CM E-Gadgets/Tablets/Phone/Camera | S | 251 | 0 | 126 | 126 | 0 |
| City Manager - Computer | S | 2,473 | 0 | 1,236 | 1,236 | 0 |
| Expenditure Interest | S | 1,037 | 0 | 518 | 518 | 0 |
| Field Supplies | S | 174 | 0 | 87 | 87 | 0 |
| Info Tech Chrge | S | 3,456 | 0 | 1,728 | 1,728 | 0 |
| Lease Financing | S | 15,223 | 0 | 7,611 | 7,611 | 0 |
| Marketing & Promos | S | 24,000 | 0 | 12,000 | 12,000 | 0 |
| Membership/Dues | S | 221 | 0 | 110 | 110 | 0 |
| Office Supplies | S | 2,374 | 0 | 1,187 | 1,187 | 0 |
| Other Prof Services | S | 28,500 | 0 | 14,250 | 14,250 | 0 |
| Other Non-Recurring | S | 2,500 | 0 | 1,250 | 1,250 | 0 |
| Phone Svc/Intrn | S | 2,929 | 0 | 1,465 | 1,465 | 0 |
| Phys/Backgrounds | S | 149 | 0 | 74 | 74 | 0 |
| Postage | S | 973 | 0 | 487 | 487 | 0 |
| Prntng/Copy Exp | S | 5,916 | 0 | 2,958 | 2,958 | 0 |
| Risk Mgt ID Chg | S | 10,275 | 0 | 5,138 | 5,138 | 0 |
| SALARY TRANSFER TO HOME DEPARTMENT | P | 228,418 | 0 | 0 | 0 | 228,418 |
| Travel & Train. | S | 2,328 | 0 | 1,164 | 1,164 | 0 |
| **Subtotal - Services & Supplies** | | **$331,198** | **$0** | **$51,390** | **$51,390** | **$228,418** |
| **Department Cost Total** | | **$747,903** | **$0** | **$259,743** | **$259,743** | **$228,418** |
| **Adjustments to Cost** | | | | | | |
| **Subtotal - Adjustments** | | **$0** | **$0** | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 747,903 | 0 | 259,743 | 259,743 | 228,418 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 7: 010 1710 CITY MANAGER**

| Description | Type | Amount | General Admin | CM - EXPENDITURES | CM - FTE'S | CM - Direct Charges |
|---|---|---|---|---|---|---|
| General Admin Distribution | | | 0 | 0 | 0 | 0 |
| **Grand Total** | | **$747,903** | **$0** | **$259,743** | **$259,743** | **$228,418** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)** **Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | CM - EXPENDITURES | CM - FTE'S | CM - Direct Charges |
|---|---|---|---|---|---|---|
| 1 | CIVIC CENTER LEASE | $2,441 | $0 | $848 | $848 | $745 |
| | **Subtotal - CIVIC CENTER DEPRECIATION** | **2,441** | **0** | **848** | **848** | **745** |
| 2 | Council-Fiscal | 1,084 | 295 | 479 | 479 | 421 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **1,084** | **295** | **479** | **479** | **421** |
| 4 | General Government | 614 | 70 | 238 | 238 | 209 |
| | **Subtotal - 010 1020 CITY CLERK** | **614** | **70** | **238** | **238** | **209** |
| 7 | CM - EXPENDITURES | 0 | 1,741 | 605 | 605 | 532 |
| 7 | CM - FTE'S | 0 | 4,397 | 1,527 | 1,527 | 1,343 |
| | **Subtotal - 010 1710 CITY MANAGER** | **0** | **6,139** | **2,132** | **2,132** | **1,875** |
| 8 | HUMAN RESOURCES | 0 | 3,847 | 1,336 | 1,336 | 1,175 |
| | **Subtotal - 010 1750 HUMAN RESOURCES** | **0** | **3,847** | **1,336** | **1,336** | **1,175** |
| 11 | ACCOUNTING | 0 | 3,204 | 1,113 | 1,113 | 978 |
| 11 | DIRECT CHARGES | 0 | 783 | 272 | 272 | 239 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **0** | **3,987** | **1,385** | **1,385** | **1,218** |
| 13 | FTE'S | 0 | 3,045 | 1,057 | 1,057 | 930 |
| 13 | EXPENDITURES | 0 | 1,987 | 690 | 690 | 607 |
| 13 | LEGAL EXPENSE | 0 | 4,005 | 1,391 | 1,391 | 1,223 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **0** | **9,036** | **3,138** | **3,138** | **2,760** |
| 26 | Building Maintenance | 0 | 7,279 | 2,528 | 2,528 | 2,223 |
| | **Subtotal - 010 3350 BUILDING MAINT** | **0** | **7,279** | **2,528** | **2,528** | **2,223** |
| **Total Incoming** | | **$4,139** | **$30,653** | **$12,083** | **$12,083** | **$10,626** |
| **C. Total Allocated** | | | **$782,695** | **$271,826** | **$271,826** | **$239,044** |
| | | | | **34.73%** | **34.73%** | **30.54%** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: CM - EXPENDITURES** **Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 159,848.35 | 0.21% | $536 | $0 | $536 | $0 | $536 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 11,099.04 | 0.01% | 37 | 0 | 37 | 2 | 39 |
| 4 | 010 1020 CITY CLERK | 91,959.74 | 0.12% | 308 | 0 | 308 | 0 | 308 |
| 5 | 010 1025 ELECTIONS | 48,084.75 | 0.06% | 161 | 0 | 161 | 7 | 168 |
| 6 | 010 1030 CITY TREASURER | 7,366.17 | 0.01% | 25 | 0 | 25 | 0 | 25 |
| 7 | 010 1710 CITY MANAGER | 519,485.02 | 0.67% | 1,741 | 0 | 1,741 | 0 | 1,741 |
| 8 | 010 1750 HUMAN  RESOURCES | 221,309.19 | 0.28% | 742 | 0 | 742 | 31 | 772 |
| 9 | 010 1810 FINANCE ADMIN | 167,559.37 | 0.22% | 562 | 0 | 562 | 23 | 585 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 79,107.22 | 0.10% | 265 | 0 | 265 | 11 | 276 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 443,132.81 | 0.57% | 1,485 | 0 | 1,485 | 61 | 1,546 |
| 12 | 010 1830 UTILITY BILLING | 1,300,879.64 | 1.67% | 4,360 | 0 | 4,360 | 180 | 4,539 |
| 13 | 010 1910 NON-DEPARTMENTAL | 1,079,683.99 | 1.39% | 3,619 | 0 | 3,619 | 149 | 3,768 |
| 15 | 010 2310 PD Chief Office | 874,853.58 | 1.12% | 2,932 | 0 | 2,932 | 121 | 3,053 |
| 16 | 010 2320 PD/Support Srvc | 1,411,543.52 | 1.81% | 4,731 | 0 | 4,731 | 195 | 4,926 |
| 17 | 010 2326 CODE ENFORCE PR | 187,996.36 | 0.24% | 630 | 0 | 630 | 26 | 656 |
| 18 | 010 2350 POLICE OPS | 6,681,268.94 | 8.57% | 22,393 | 0 | 22,393 | 922 | 23,315 |
| 19 | 010 2600 FIRE ADMIN | 725,713.27 | 0.93% | 2,432 | 0 | 2,432 | 100 | 2,532 |
| 20 | 010 2610 FIRE OPS DIVISION | 4,144,843.21 | 5.32% | 13,892 | 0 | 13,892 | 572 | 14,464 |
| 22 | 010 2617 FIRE STRIKE | 523.21 | 0.00% | 2 | 0 | 2 | 0 | 2 |
| 24 | 010 2620 EMERGENCY PREP | 241,157.78 | 0.31% | 808 | 0 | 808 | 33 | 842 |
| 25 | 010 3310 BLDG & SAFTY PR | 485,893.83 | 0.62% | 1,629 | 0 | 1,629 | 67 | 1,696 |
| 26 | 010 3350 BUILDING MAINT | 418,556.76 | 0.54% | 1,403 | 0 | 1,403 | 58 | 1,461 |
| 27 | 010 3363 TRASH ENCLOSURE | 54,530.04 | 0.07% | 183 | 0 | 183 | 8 | 190 |
| 29 | 010 3410 CURR/ADV PLANNG | 195,238.21 | 0.25% | 654 | 0 | 654 | 27 | 681 |
| 30 | 010 3415 Code Enforcement | 90,587.01 | 0.12% | 304 | 0 | 304 | 12 | 316 |
| 33 | 010 3505 ECON DEV/GF | 353,219.17 | 0.45% | 1,184 | 0 | 1,184 | 49 | 1,233 |
| 34 | 010 6005 PW ADMIN | 140,707.12 | 0.18% | 472 | 0 | 472 | 19 | 491 |
| 35 | 010 6007 PW-SSWA SUPPORT | 186,309.99 | 0.24% | 624 | 0 | 624 | 26 | 650 |
| 36 | 010 6010 ENGNEERNG SUPPT | 222,552.88 | 0.29% | 746 | 0 | 746 | 31 | 777 |
| 37 | 010 6330 LANDSCAPE MAINT | 401,891.64 | 0.52% | 1,347 | 0 | 1,347 | 55 | 1,402 |

## Allocation Details

**Cost Pool 1: CM - EXPENDITURES** **Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 38 | 010 8610 RECREATION PROG | 452,112.17 | 0.58% | 1,515 | 0 | 1,515 | 62 | 1,578 |
| 39 | 010 8613 CRYSTAL PM PROG | 76.11 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 40 | 010 8615 DAN O ROOT PROG | 83,348.26 | 0.11% | 279 | 0 | 279 | 12 | 291 |
| 41 | 010 8617 CRESCENT AFTER | 111,565.13 | 0.14% | 374 | 0 | 374 | 15 | 389 |
| 43 | 010 8618 PRESCHOOL | 137,171.89 | 0.18% | 460 | 0 | 460 | 19 | 479 |
| 45 | 010 8670 GOLF CENTER PGM | 105,940.36 | 0.14% | 355 | 0 | 355 | 15 | 370 |
| 46 | 010 8680 SOFTBALL PROGRM | 298,682.62 | 0.38% | 1,001 | 0 | 1,001 | 41 | 1,042 |
| 47 | 010 8732 LIBRARY LEASE | 4,222.56 | 0.01% | 14 | 0 | 14 | 1 | 15 |
| 48 | 010 8750 COMMUNITY CTR | 328,961.40 | 0.42% | 1,103 | 0 | 1,103 | 45 | 1,148 |
| 49 | 010 8760 SENIOR CTR OPS | 161,152.21 | 0.21% | 540 | 0 | 540 | 22 | 562 |
| 53 | 025 ASSET FORFEITUR | -7.03 | -0.00% | -0 | 0 | -0 | -0 | -0 |
| 54 | 026 DONATIONS FUND | -611.00 | -0.00% | -2 | 0 | -2 | -0 | -2 |
| 56 | 037 PG&E MITIGATION | -732.14 | -0.00% | -2 | 0 | -2 | -0 | -3 |
| 57 | 050 SPECIAL EVENTS | 84,844.69 | 0.11% | 284 | 0 | 284 | 12 | 296 |
| 58 | 051 CHRISTMAS EVENT | 21,244.34 | 0.03% | 71 | 0 | 71 | 3 | 74 |
| 59 | 052 EVENTS-OTHERS | 87,390.17 | 0.11% | 293 | 0 | 293 | 12 | 305 |
| 60 | 053 FIREWORKS-ENF | 22,367.45 | 0.03% | 75 | 0 | 75 | 3 | 78 |
| 62 | 105 ALL GAS TAXES | 1,194,108.73 | 1.53% | 4,002 | 0 | 4,002 | 165 | 4,167 |
| 63 | 110 RMRA-SB1 | 574,310.33 | 0.74% | 1,925 | 0 | 1,925 | 79 | 2,004 |
| 64 | 115 TRANS.CIP FUNDS | 4,102,720.70 | 5.26% | 13,751 | 0 | 13,751 | 566 | 14,317 |
| 65 | 116 SSWA-STREET REP | 182,384.74 | 0.23% | 611 | 0 | 611 | 25 | 636 |
| 66 | 117 TRAIN DEPOT O&M | 60,494.18 | 0.08% | 203 | 0 | 203 | 8 | 211 |
| 67 | 120 OSSIP/TRANSPORT | 39,146.05 | 0.05% | 131 | 0 | 131 | 5 | 137 |
| 68 | 125 TRAFFIC SAFETY | 30,000.00 | 0.04% | 101 | 0 | 101 | 4 | 105 |
| 70 | 130 REFUSE/AB939 | 92,378.17 | 0.12% | 310 | 0 | 310 | 13 | 322 |
| 71 | 132 RECYCLE | 5,545.96 | 0.01% | 19 | 0 | 19 | 1 | 19 |
| 72 | 134 USED OIL | 3,516.00 | 0.00% | 12 | 0 | 12 | 0 | 12 |
| 75 | 139 HHW | 7,500.00 | 0.01% | 25 | 0 | 25 | 1 | 26 |
| 76 | 142 BOATING SAFETY | 45,043.69 | 0.06% | 151 | 0 | 151 | 6 | 157 |
| 80 | 153 SLESF GRANT | 186,159.67 | 0.24% | 624 | 0 | 624 | 26 | 650 |

## Allocation Details

**Cost Pool 1: CM - EXPENDITURES** **Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 85 | 171 PROP 49 GRANT | 190,935.67 | 0.25% | 640 | 0 | 640 | 26 | 666 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 24,717.57 | 0.03% | 83 | 0 | 83 | 3 | 86 |
| 87 | 180 NUISANCE ABATE | 117.64 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 89 | 183 VESSEL GRANT | 20,954.44 | 0.03% | 70 | 0 | 70 | 3 | 73 |
| 90 | 184 PLANNING GRANT | 80,303.59 | 0.10% | 269 | 0 | 269 | 11 | 280 |
| 91 | 185 SEWER MAINTENAN | 826,562.57 | 1.06% | 2,770 | 0 | 2,770 | 114 | 2,884 |
| 92 | 190 DRAINAGE MAINT | 358,181.11 | 0.46% | 1,200 | 0 | 1,200 | 49 | 1,250 |
| 93 | 202 ENERGY SAVINGS DEBT | 349,387.00 | 0.45% | 1,171 | 0 | 1,171 | 48 | 1,219 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 60,342.00 | 0.08% | 202 | 0 | 202 | 8 | 211 |
| 95 | 210 NO BAY AQUEDUCT | 63,488.34 | 0.08% | 213 | 0 | 213 | 9 | 222 |
| 96 | 211 VEHICLE DEBT SVC | 16,184.44 | 0.02% | 54 | 0 | 54 | 2 | 56 |
| 97 | 222 V HAR DEBT SV-B | 942.69 | 0.00% | 3 | 0 | 3 | 0 | 3 |
| 99 | 231 HWY 12 DEBT SVS | 4,381.51 | 0.01% | 15 | 0 | 15 | 1 | 15 |
| 100 | 234 FIRE TK ACQ. | 50,416.85 | 0.06% | 169 | 0 | 169 | 7 | 176 |
| 101 | 300 PARK DEV FD | 193,258.14 | 0.25% | 648 | 0 | 648 | 27 | 674 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 163,643.15 | 0.21% | 548 | 0 | 548 | 23 | 571 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 248,238.04 | 0.32% | 832 | 0 | 832 | 34 | 866 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 31,951.92 | 0.04% | 107 | 0 | 107 | 4 | 111 |
| 105 | 320 CAP IMPROV FEES | 555,694.63 | 0.71% | 1,862 | 0 | 1,862 | 77 | 1,939 |
| 107 | 322 ENERGY SAVINGS PROJECT | 527,893.31 | 0.68% | 1,769 | 0 | 1,769 | 73 | 1,842 |
| 108 | 337 WALMART MITIGAT | -11,534.48 | -0.01% | -39 | 0 | -39 | -2 | -40 |
| 109 | 340 DREDGING FUND | -1,651.68 | -0.00% | -6 | 0 | -6 | -0 | -6 |
| 110 | 420 LAWLER-MAINT | 379,423.72 | 0.49% | 1,272 | 0 | 1,272 | 52 | 1,324 |
| 111 | 422 MARINA VILL MAD | 1,541.10 | 0.00% | 5 | 0 | 5 | 0 | 5 |
| 112 | 425 BLOSSOM MAD | 16,327.55 | 0.02% | 55 | 0 | 55 | 2 | 57 |
| 113 | 430 HERITAGE MAD | 221,938.35 | 0.28% | 744 | 0 | 744 | 31 | 774 |
| 114 | 435 MTBELLO-MAINT | 62,770.23 | 0.08% | 210 | 0 | 210 | 9 | 219 |
| 115 | 445 PETERSON-MAINT | 225,773.59 | 0.29% | 757 | 0 | 757 | 31 | 788 |
| 116 | 446 PETERSON-CFD | 142,439.57 | 0.18% | 477 | 0 | 477 | 20 | 497 |
| 117 | 448 RAILROAD AVE-AD | 15,192.16 | 0.02% | 51 | 0 | 51 | 2 | 53 |

## Allocation Details

**Cost Pool 1: CM - EXPENDITURES** **Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 118 | 449 VIC HAR-DREDGE | -93.60 | -0.00% | -0 | 0 | -0 | -0 | -0 |
| 119 | 453 VIC.HAR.ZONE-A | 1,249,349.23 | 1.60% | 4,187 | 0 | 4,187 | 172 | 4,360 |
| 120 | 454 VIC.HAR.ZONE-B | 31,779.98 | 0.04% | 107 | 0 | 107 | 4 | 111 |
| 121 | 455 VIC.HAR.ZONE-C | 404,998.04 | 0.52% | 1,357 | 0 | 1,357 | 56 | 1,413 |
| 122 | 458 VIC HAR-ZONE E | 63,868.15 | 0.08% | 214 | 0 | 214 | 9 | 223 |
| 123 | 459 VIC HAR-ZONE F | 191,607.19 | 0.25% | 642 | 0 | 642 | 26 | 669 |
| 124 | 460 HWY12 LANDSCAPE | 100,987.86 | 0.13% | 338 | 0 | 338 | 14 | 352 |
| 125 | 461 SUISUN CFD#2 | 874,182.53 | 1.12% | 2,930 | 0 | 2,930 | 121 | 3,051 |
| 126 | 462 MCCOY CREEK TZ2 | 8,031.80 | 0.01% | 27 | 0 | 27 | 1 | 28 |
| 127 | 464 MCCOY CREEK PAD | 13,891.84 | 0.02% | 47 | 0 | 47 | 2 | 48 |
| 128 | 465 AMBERWOOD TZ1 | 20,327.86 | 0.03% | 68 | 0 | 68 | 3 | 71 |
| 129 | 466 PETERSON TZ3 | 32,864.14 | 0.04% | 110 | 0 | 110 | 5 | 115 |
| 130 | 467 SUMMERWOOD TZ5 | 28,756.07 | 0.04% | 96 | 0 | 96 | 4 | 100 |
| 131 | 468 TAX ZONE 6 | 34,267.22 | 0.04% | 115 | 0 | 115 | 5 | 120 |
| 132 | 469 CFD 3 | 69,290.10 | 0.09% | 232 | 0 | 232 | 10 | 242 |
| 133 | 501 SSWA 93 TRUSTEE | 992,910.05 | 1.27% | 3,328 | 0 | 3,328 | 137 | 3,465 |
| 134 | 505 SSWA RATE STABILIZATION | -5,380.32 | -0.01% | -18 | 0 | -18 | -1 | -19 |
| 135 | 506 SSWA CONNECTION | 152,592.52 | 0.20% | 511 | 0 | 511 | 21 | 532 |
| 136 | 507 SSWA OPER FUND | 9,461,741.39 | 12.14% | 31,712 | 0 | 31,712 | 1,306 | 33,017 |
| 138 | 510 SSWA DEPRECIATN | 1,164,838.03 | 1.49% | 3,904 | 0 | 3,904 | 161 | 4,065 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 13,261.50 | 0.02% | 44 | 0 | 44 | 2 | 46 |
| 141 | 705 VEH/EQUIP-MAINT | 137,920.86 | 0.18% | 462 | 0 | 462 | 19 | 481 |
| 142 | 706 VEH/EQU-RPLCMT | 773,187.83 | 0.99% | 2,591 | 0 | 2,591 | 107 | 2,698 |
| 143 | 710 NETWORK MAINT. | 558,458.57 | 0.72% | 1,872 | 0 | 1,872 | 77 | 1,949 |
| 144 | 712 DISPATCH SERVICES | 1,691,992.34 | 2.17% | 5,671 | 0 | 5,671 | 233 | 5,904 |
| 145 | 713 PW MAINT-I.S. | 2,630,814.61 | 3.38% | 8,817 | 0 | 8,817 | 363 | 9,180 |
| 146 | 715 LIAB INS RESERV | 1,327,103.63 | 1.70% | 4,448 | 0 | 4,448 | 183 | 4,631 |
| 148 | 750 WRKERS COMP INS | 638,376.03 | 0.82% | 2,140 | 0 | 2,140 | 88 | 2,228 |
| 149 | 765 UNEMP SELF INS | 15,840.00 | 0.02% | 53 | 0 | 53 | 2 | 55 |
| 153 | 805 STRONG MOTION FEE | 9,579.01 | 0.01% | 32 | 0 | 32 | 1 | 33 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: CM - EXPENDITURES** **Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 154 | 807 CBSC-SB1473 | 3,149.00 | 0.00% | 11 | 0 | 11 | 0 | 11 |
| 155 | 808 SB1186 | 52.80 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 156 | 825 BID FEE | 12,408.75 | 0.02% | 42 | 0 | 42 | 2 | 43 |
| 157 | 830 SEWER DISTRICT | 6,566,432.10 | 8.43% | 22,008 | 0 | 22,008 | 906 | 22,914 |
| 161 | 901 SA/ADMIN FUND | 250,000.00 | 0.32% | 838 | 0 | 838 | 34 | 872 |
| 162 | 902 RDA OBLIGATION | 2,008,583.76 | 2.58% | 6,732 | 0 | 6,732 | 277 | 7,009 |
| 163 | 903 SA-HOUSING | 470,183.72 | 0.60% | 1,576 | 0 | 1,576 | 65 | 1,641 |
| 164 | 907 ALMOND GARDENS | 447,740.02 | 0.57% | 1,501 | 0 | 1,501 | 62 | 1,562 |
| 165 | 908 RDA ASSET MGMT | 76,785.05 | 0.10% | 257 | 0 | 257 | 11 | 268 |
| 166 | 909 MARINA | 452,127.78 | 0.58% | 1,515 | 0 | 1,515 | 62 | 1,578 |
| 167 | 919 MARINA FUEL | 37,515.15 | 0.05% | 126 | 0 | 126 | 5 | 131 |
| 168 | 932 SECTION8 CHOICE | 3,458,191.34 | 4.44% | 11,590 | 0 | 11,590 | 477 | 12,068 |
| 169 | 937 2002 HOME REHAB PROG | -3,359.72 | -0.00% | -11 | 0 | -11 | -0 | -12 |
| 170 | 945 HSG AUTH/ADMIN | 543,113.15 | 0.70% | 1,820 | 0 | 1,820 | 75 | 1,895 |
| 172 | 974 THEATER | 9,926.89 | 0.01% | 33 | 0 | 33 | 1 | 35 |
| 173 | 980 BAY HOMES CORP | 566,551.85 | 0.73% | 1,899 | 0 | 1,899 | 78 | 1,977 |
| 174 | 012 MEASURE 5 | 3,489,509.31 | 4.48% | 11,695 | 0 | 11,695 | 482 | 12,177 |
| 175 | 069 ARPA-GF RECOVERY | 757,350.14 | 0.97% | 2,538 | 0 | 2,538 | 105 | 2,643 |
| 176 | 129 SB1383-ORGANIC | 12,330.28 | 0.02% | 41 | 0 | 41 | 2 | 43 |
| 178 | 167 ARP-AMER RESCUE | 1,344,097.06 | 1.72% | 4,505 | 0 | 4,505 | 185 | 4,690 |
| 179 | 173 LEAP GRAT-HCD | 26,643.64 | 0.03% | 89 | 0 | 89 | 4 | 93 |
| 180 | 174 PROP 68 | 13,462.05 | 0.02% | 45 | 0 | 45 | 2 | 47 |
| 182 | 187 RPM GRANTS | 25,036.37 | 0.03% | 84 | 0 | 84 | 3 | 87 |
| 183 | 188 Sewer Rehabilitation | 118,382.43 | 0.15% | 397 | 0 | 397 | 16 | 413 |
| 184 | 189 Prop 64 Grant | 366,501.55 | 0.47% | 1,228 | 0 | 1,228 | 51 | 1,279 |
| **Subtotal** | | **77,927,812.87** | **100.00%** | **$261,180** | **$0** | **$261,180** | **$10,646** | **$271,826** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$261,180** | | **$271,826** |

Allocation Basis Units: $ 2023/24 Actual Expenditures by Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 2: CM - FTE'S** **Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 6.00 | 3.06% | $7,995 | $0 | $7,995 | $0 | $7,995 |
| 4 | 010 1020 CITY CLERK | 1.45 | 0.74% | 1,932 | 0 | 1,932 | 0 | 1,932 |
| 7 | 010 1710 CITY MANAGER | 3.30 | 1.68% | 4,397 | 0 | 4,397 | 0 | 4,397 |
| 8 | 010 1750 HUMAN RESOURCES | 2.34 | 1.19% | 3,118 | 0 | 3,118 | 134 | 3,253 |
| 9 | 010 1810 FINANCE ADMIN | 0.15 | 0.08% | 200 | 0 | 200 | 9 | 209 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0.05 | 0.03% | 67 | 0 | 67 | 3 | 70 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 2.68 | 1.37% | 3,571 | 0 | 3,571 | 154 | 3,725 |
| 12 | 010 1830 UTILITY BILLING | 5.28 | 2.69% | 7,036 | 0 | 7,036 | 303 | 7,339 |
| 15 | 010 2310 PD Chief Office | 1.00 | 0.51% | 1,333 | 0 | 1,333 | 57 | 1,390 |
| 17 | 010 2326 CODE ENFORCE PR | 3.00 | 1.53% | 3,998 | 0 | 3,998 | 172 | 4,170 |
| 18 | 010 2350 POLICE OPS | 24.50 | 12.50% | 32,648 | 0 | 32,648 | 1,408 | 34,055 |
| 19 | 010 2600 FIRE ADMIN | 3.00 | 1.53% | 3,998 | 0 | 3,998 | 172 | 4,170 |
| 20 | 010 2610 FIRE OPS DIVISION | 22.00 | 11.22% | 29,316 | 0 | 29,316 | 1,264 | 30,580 |
| 24 | 010 2620 EMERGENCY PREP | 1.00 | 0.51% | 1,333 | 0 | 1,333 | 57 | 1,390 |
| 25 | 010 3310 BLDG & SAFTY PR | 2.10 | 1.07% | 2,798 | 0 | 2,798 | 121 | 2,919 |
| 26 | 010 3350 BUILDING MAINT | 1.05 | 0.54% | 1,399 | 0 | 1,399 | 60 | 1,460 |
| 29 | 010 3410 CURR/ADV PLANNG | 1.70 | 0.87% | 2,265 | 0 | 2,265 | 98 | 2,363 |
| 30 | 010 3415 Code Enforcement | 1.00 | 0.51% | 1,333 | 0 | 1,333 | 57 | 1,390 |
| 33 | 010 3505 ECON DEV/GF | 1.65 | 0.84% | 2,199 | 0 | 2,199 | 95 | 2,294 |
| 34 | 010 6005 PW ADMIN | 0.68 | 0.35% | 906 | 0 | 906 | 39 | 945 |
| 35 | 010 6007 PW-SSWA SUPPORT | 0.70 | 0.36% | 933 | 0 | 933 | 40 | 973 |
| 36 | 010 6010 ENGNEERNG SUPPT | 1.05 | 0.54% | 1,399 | 0 | 1,399 | 60 | 1,460 |
| 38 | 010 8610 RECREATION PROG | 4.00 | 2.04% | 5,330 | 0 | 5,330 | 230 | 5,560 |
| 40 | 010 8615 DAN O ROOT PROG | 12.00 | 6.12% | 15,991 | 0 | 15,991 | 690 | 16,680 |
| 41 | 010 8617 CRESCENT AFTER | 10.00 | 5.10% | 13,326 | 0 | 13,326 | 575 | 13,900 |
| 43 | 010 8618 PRESCHOOL | 8.00 | 4.08% | 10,660 | 0 | 10,660 | 460 | 11,120 |
| 45 | 010 8670 GOLF CENTER PGM | 0.40 | 0.20% | 533 | 0 | 533 | 23 | 556 |
| 46 | 010 8680 SOFTBALL PROGRM | 14.20 | 7.24% | 18,922 | 0 | 18,922 | 816 | 19,738 |
| 48 | 010 8750 COMMUNITY CTR | 9.70 | 4.95% | 12,926 | 0 | 12,926 | 557 | 13,483 |
| 49 | 010 8760 SENIOR CTR OPS | 3.11 | 1.59% | 4,144 | 0 | 4,144 | 179 | 4,323 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 2: CM - FTE'S** **Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 57 | 050 SPECIAL EVENTS | 0.10 | 0.05% | 133 | 0 | 133 | 6 | 139 |
| 59 | 052 EVENTS-OTHERS | 1.00 | 0.51% | 1,333 | 0 | 1,333 | 57 | 1,390 |
| 62 | 105 ALL GAS TAXES | 0.67 | 0.34% | 893 | 0 | 893 | 39 | 931 |
| 66 | 117 TRAIN DEPOT O&M | 0.10 | 0.05% | 133 | 0 | 133 | 6 | 139 |
| 70 | 130 REFUSE/AB939 | 0.15 | 0.08% | 200 | 0 | 200 | 9 | 209 |
| 85 | 171 PROP 49 GRANT | 5.29 | 2.70% | 7,049 | 0 | 7,049 | 304 | 7,353 |
| 91 | 185 SEWER MAINTENAN | 0.73 | 0.37% | 973 | 0 | 973 | 42 | 1,015 |
| 92 | 190 DRAINAGE MAINT | 0.17 | 0.09% | 227 | 0 | 227 | 10 | 236 |
| 141 | 705 VEH/EQUIP-MAINT | 0.20 | 0.10% | 267 | 0 | 267 | 11 | 278 |
| 143 | 710 NETWORK MAINT. | 2.15 | 1.10% | 2,865 | 0 | 2,865 | 124 | 2,989 |
| 144 | 712 DISPATCH SERVICES | 7.00 | 3.57% | 9,328 | 0 | 9,328 | 402 | 9,730 |
| 145 | 713 PW MAINT-I.S. | 18.50 | 9.44% | 24,652 | 0 | 24,652 | 1,063 | 25,715 |
| 146 | 715 LIAB INS RESERV | 0.63 | 0.32% | 840 | 0 | 840 | 36 | 876 |
| 148 | 750 WRKERS COMP INS | 0.53 | 0.27% | 706 | 0 | 706 | 30 | 737 |
| 161 | 901 SA/ADMIN FUND | 0.74 | 0.38% | 986 | 0 | 986 | 43 | 1,029 |
| 163 | 903 SA-HOUSING | 1.05 | 0.54% | 1,399 | 0 | 1,399 | 60 | 1,460 |
| 166 | 909 MARINA | 3.00 | 1.53% | 3,998 | 0 | 3,998 | 172 | 4,170 |
| 167 | 919 MARINA FUEL | 0.15 | 0.08% | 200 | 0 | 200 | 9 | 209 |
| 170 | 945 HSG AUTH/ADMIN | 1.65 | 0.84% | 2,199 | 0 | 2,199 | 95 | 2,294 |
| 183 | 188 Sewer Rehabilitation | 1.00 | 0.51% | 1,333 | 0 | 1,333 | 57 | 1,390 |
| 184 | 189 Prop 64 Grant | 4.10 | 2.09% | 5,463 | 0 | 5,463 | 236 | 5,699 |
| **Subtotal** | | **196.00** | **100.00%** | **$261,180** | **$0** | **$261,180** | **$10,646** | **$271,826** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$261,180** | | **$271,826** |

Allocation Basis Units: # of FTE's per Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 3: CM - Direct Charges** **Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 4 | 010 1020 CITY CLERK | 40,837.68 | 17.88% | $41,064 | -$40,838 | $226 | $0 | $226 |
| 12 | 010 1830 UTILITY BILLING | 38,251.20 | 16.75% | 38,463 | -38,251 | 212 | 1,909 | 2,121 |
| 33 | 010 3505 ECON DEV/GF | 38,251.20 | 16.75% | 38,463 | -38,251 | 212 | 1,909 | 2,121 |
| 161 | 901 SA/ADMIN FUND | 60,076.64 | 26.30% | 60,409 | -60,077 | 332 | 2,998 | 3,331 |
| 163 | 903 SA-HOUSING | 38,251.20 | 16.75% | 38,463 | -38,251 | 212 | 1,909 | 2,121 |
| 170 | 945 HSG AUTH/ADMIN | 12,750.40 | 5.58% | 12,821 | -12,750 | 71 | 636 | 707 |
| **Subtotal** | | **228,418.32** | **100.00%** | **$229,682** | **-$228,418** | **$1,264** | **$9,362** | **$10,626** |
| Direct Bills | | | | | | 228,418 | | 228,418 |
| **Total** | | | | | | **$229,682** | | **$239,044** |

Allocation Basis Units: $ CM Direct Charges per Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | CM - EXPENDITURES | CM - FTE'S | CM - Direct Charges | Total |
|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | $536 | $7,995 | $0 | $8,531 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 39 | 0 | 0 | 39 |
| 4 | 010 1020 CITY CLERK | 308 | 1,932 | 226 | 2,466 |
| 5 | 010 1025 ELECTIONS | 168 | 0 | 0 | 168 |
| 6 | 010 1030 CITY TREASURER | 25 | 0 | 0 | 25 |
| 7 | 010 1710 CITY MANAGER | 1,741 | 4,397 | 0 | 6,139 |
| 8 | 010 1750 HUMAN  RESOURCES | 772 | 3,253 | 0 | 4,025 |
| 9 | 010 1810 FINANCE ADMIN | 585 | 209 | 0 | 793 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 276 | 70 | 0 | 346 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 1,546 | 3,725 | 0 | 5,272 |
| 12 | 010 1830 UTILITY BILLING | 4,539 | 7,339 | 2,121 | 14,000 |
| 13 | 010 1910 NON-DEPARTMENTAL | 3,768 | 0 | 0 | 3,768 |
| 15 | 010 2310 PD Chief Office | 3,053 | 1,390 | 0 | 4,443 |
| 16 | 010 2320 PD/Support Srvc | 4,926 | 0 | 0 | 4,926 |
| 17 | 010 2326 CODE ENFORCE PR | 656 | 4,170 | 0 | 4,826 |
| 18 | 010 2350 POLICE OPS | 23,315 | 34,055 | 0 | 57,370 |
| 19 | 010 2600 FIRE ADMIN | 2,532 | 4,170 | 0 | 6,702 |
| 20 | 010 2610 FIRE OPS DIVISION | 14,464 | 30,580 | 0 | 45,044 |
| 22 | 010 2617 FIRE STRIKE | 2 | 0 | 0 | 2 |
| 24 | 010 2620 EMERGENCY PREP | 842 | 1,390 | 0 | 2,232 |
| 25 | 010 3310 BLDG & SAFTY PR | 1,696 | 2,919 | 0 | 4,615 |
| 26 | 010 3350 BUILDING MAINT | 1,461 | 1,460 | 0 | 2,920 |
| 27 | 010 3363 TRASH ENCLOSURE | 190 | 0 | 0 | 190 |
| 29 | 010 3410 CURR/ADV PLANNG | 681 | 2,363 | 0 | 3,044 |
| 30 | 010 3415 Code Enforcement | 316 | 1,390 | 0 | 1,706 |
| 33 | 010 3505 ECON DEV/GF | 1,233 | 2,294 | 2,121 | 5,647 |
| 34 | 010 6005 PW ADMIN | 491 | 945 | 0 | 1,436 |
| 35 | 010 6007 PW-SSWA SUPPORT | 650 | 973 | 0 | 1,623 |
| 36 | 010 6010 ENGNEERNG SUPPT | 777 | 1,460 | 0 | 2,236 |
| 37 | 010 6330 LANDSCAPE MAINT | 1,402 | 0 | 0 | 1,402 |
| 38 | 010 8610 RECREATION PROG | 1,578 | 5,560 | 0 | 7,138 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | CM - EXPENDITURES | CM - FTE'S | CM - Direct Charges | Total |
|---|---|---|---|---|---|
| 39 | 010 8613 CRYSTAL PM PROG | 0 | 0 | 0 | 0 |
| 40 | 010 8615 DAN O ROOT PROG | 291 | 16,680 | 0 | 16,971 |
| 41 | 010 8617 CRESCENT AFTER | 389 | 13,900 | 0 | 14,289 |
| 43 | 010 8618 PRESCHOOL | 479 | 11,120 | 0 | 11,599 |
| 45 | 010 8670 GOLF CENTER PGM | 370 | 556 | 0 | 926 |
| 46 | 010 8680 SOFTBALL PROGRM | 1,042 | 19,738 | 0 | 20,781 |
| 47 | 010 8732 LIBRARY LEASE | 15 | 0 | 0 | 15 |
| 48 | 010 8750 COMMUNITY CTR | 1,148 | 13,483 | 0 | 14,631 |
| 49 | 010 8760 SENIOR CTR OPS | 562 | 4,323 | 0 | 4,885 |
| 53 | 025 ASSET FORFEITUR | -0 | 0 | 0 | -0 |
| 54 | 026 DONATIONS FUND | -2 | 0 | 0 | -2 |
| 56 | 037 PG&E MITIGATION | -3 | 0 | 0 | -3 |
| 57 | 050 SPECIAL EVENTS | 296 | 139 | 0 | 435 |
| 58 | 051 CHRISTMAS EVENT | 74 | 0 | 0 | 74 |
| 59 | 052 EVENTS-OTHERS | 305 | 1,390 | 0 | 1,695 |
| 60 | 053 FIREWORKS-ENF | 78 | 0 | 0 | 78 |
| 62 | 105 ALL GAS TAXES | 4,167 | 931 | 0 | 5,098 |
| 63 | 110 RMRA-SB1 | 2,004 | 0 | 0 | 2,004 |
| 64 | 115 TRANS.CIP FUNDS | 14,317 | 0 | 0 | 14,317 |
| 65 | 116 SSWA-STREET REP | 636 | 0 | 0 | 636 |
| 66 | 117 TRAIN DEPOT O&M | 211 | 139 | 0 | 350 |
| 67 | 120 OSSIP/TRANSPORT | 137 | 0 | 0 | 137 |
| 68 | 125 TRAFFIC SAFETY | 105 | 0 | 0 | 105 |
| 70 | 130 REFUSE/AB939 | 322 | 209 | 0 | 531 |
| 71 | 132 RECYCLE | 19 | 0 | 0 | 19 |
| 72 | 134 USED OIL | 12 | 0 | 0 | 12 |
| 75 | 139 HHW | 26 | 0 | 0 | 26 |
| 76 | 142 BOATING SAFETY | 157 | 0 | 0 | 157 |
| 80 | 153 SLESF GRANT | 650 | 0 | 0 | 650 |
| 85 | 171 PROP 49 GRANT | 666 | 7,353 | 0 | 8,019 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 86 | 0 | 0 | 86 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | CM - EXPENDITURES | CM - FTE'S | CM - Direct Charges | Total |
|---|---|---|---|---|---|
| 87 | 180 NUISANCE ABATE | 0 | 0 | 0 | 0 |
| 89 | 183 VESSEL GRANT | 73 | 0 | 0 | 73 |
| 90 | 184 PLANNING GRANT | 280 | 0 | 0 | 280 |
| 91 | 185 SEWER MAINTENAN | 2,884 | 1,015 | 0 | 3,899 |
| 92 | 190 DRAINAGE MAINT | 1,250 | 236 | 0 | 1,486 |
| 93 | 202 ENERGY SAVINGS DEBT | 1,219 | 0 | 0 | 1,219 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 211 | 0 | 0 | 211 |
| 95 | 210 NO BAY AQUEDUCT | 222 | 0 | 0 | 222 |
| 96 | 211 VEHICLE DEBT SVC | 56 | 0 | 0 | 56 |
| 97 | 222 V HAR DEBT SV-B | 3 | 0 | 0 | 3 |
| 99 | 231 HWY 12 DEBT SVS | 15 | 0 | 0 | 15 |
| 100 | 234 FIRE TK ACQ. | 176 | 0 | 0 | 176 |
| 101 | 300 PARK DEV FD | 674 | 0 | 0 | 674 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 571 | 0 | 0 | 571 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 866 | 0 | 0 | 866 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 111 | 0 | 0 | 111 |
| 105 | 320 CAP IMPROV FEES | 1,939 | 0 | 0 | 1,939 |
| 107 | 322 ENERGY SAVINGS PROJECT | 1,842 | 0 | 0 | 1,842 |
| 108 | 337 WALMART MITIGAT | -40 | 0 | 0 | -40 |
| 109 | 340 DREDGING FUND | -6 | 0 | 0 | -6 |
| 110 | 420 LAWLER-MAINT | 1,324 | 0 | 0 | 1,324 |
| 111 | 422 MARINA VILL MAD | 5 | 0 | 0 | 5 |
| 112 | 425 BLOSSOM MAD | 57 | 0 | 0 | 57 |
| 113 | 430 HERITAGE MAD | 774 | 0 | 0 | 774 |
| 114 | 435 MTBELLO-MAINT | 219 | 0 | 0 | 219 |
| 115 | 445 PETERSON-MAINT | 788 | 0 | 0 | 788 |
| 116 | 446 PETERSON-CFD | 497 | 0 | 0 | 497 |
| 117 | 448 RAILROAD AVE-AD | 53 | 0 | 0 | 53 |
| 118 | 449 VIC HAR-DREDGE | -0 | 0 | 0 | -0 |
| 119 | 453 VIC.HAR.ZONE-A | 4,360 | 0 | 0 | 4,360 |
| 120 | 454 VIC.HAR.ZONE-B | 111 | 0 | 0 | 111 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | CM - EXPENDITURES | CM - FTE'S | CM - Direct Charges | Total |
|---|---|---|---|---|---|
| 121 | 455 VIC.HAR.ZONE-C | 1,413 | 0 | 0 | 1,413 |
| 122 | 458 VIC HAR-ZONE E | 223 | 0 | 0 | 223 |
| 123 | 459 VIC HAR-ZONE F | 669 | 0 | 0 | 669 |
| 124 | 460 HWY12 LANDSCAPE | 352 | 0 | 0 | 352 |
| 125 | 461 SUISUN CFD#2 | 3,051 | 0 | 0 | 3,051 |
| 126 | 462 MCCOY CREEK TZ2 | 28 | 0 | 0 | 28 |
| 127 | 464 MCCOY CREEK PAD | 48 | 0 | 0 | 48 |
| 128 | 465 AMBERWOOD TZ1 | 71 | 0 | 0 | 71 |
| 129 | 466 PETERSON TZ3 | 115 | 0 | 0 | 115 |
| 130 | 467 SUMMERWOOD TZ5 | 100 | 0 | 0 | 100 |
| 131 | 468 TAX ZONE 6 | 120 | 0 | 0 | 120 |
| 132 | 469 CFD 3 | 242 | 0 | 0 | 242 |
| 133 | 501 SSWA 93 TRUSTEE | 3,465 | 0 | 0 | 3,465 |
| 134 | 505 SSWA RATE STABILIZATION | -19 | 0 | 0 | -19 |
| 135 | 506 SSWA CONNECTION | 532 | 0 | 0 | 532 |
| 136 | 507 SSWA OPER FUND | 33,017 | 0 | 0 | 33,017 |
| 138 | 510 SSWA DEPRECIATN | 4,065 | 0 | 0 | 4,065 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 46 | 0 | 0 | 46 |
| 141 | 705 VEH/EQUIP-MAINT | 481 | 278 | 0 | 759 |
| 142 | 706 VEH/EQU-RPLCMT | 2,698 | 0 | 0 | 2,698 |
| 143 | 710 NETWORK MAINT. | 1,949 | 2,989 | 0 | 4,937 |
| 144 | 712 DISPATCH SERVICES | 5,904 | 9,730 | 0 | 15,634 |
| 145 | 713 PW MAINT-I.S. | 9,180 | 25,715 | 0 | 34,896 |
| 146 | 715 LIAB INS RESERV | 4,631 | 876 | 0 | 5,507 |
| 148 | 750 WRKERS COMP INS | 2,228 | 737 | 0 | 2,964 |
| 149 | 765 UNEMP SELF INS | 55 | 0 | 0 | 55 |
| 153 | 805 STRONG MOTION FEE | 33 | 0 | 0 | 33 |
| 154 | 807 CBSC-SB1473 | 11 | 0 | 0 | 11 |
| 155 | 808 SB1186 | 0 | 0 | 0 | 0 |
| 156 | 825 BID FEE | 43 | 0 | 0 | 43 |
| 157 | 830 SEWER DISTRICT | 22,914 | 0 | 0 | 22,914 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 7: 010 1710 CITY MANAGER**

| Seq # | Department Name | CM - EXPENDITURES | CM - FTE'S | CM - Direct Charges | Total |
|---|---|---|---|---|---|
| 161 | 901 SA/ADMIN FUND | 872 | 1,029 | 3,331 | 5,232 |
| 162 | 902 RDA OBLIGATION | 7,009 | 0 | 0 | 7,009 |
| 163 | 903 SA-HOUSING | 1,641 | 1,460 | 2,121 | 5,221 |
| 164 | 907 ALMOND GARDENS | 1,562 | 0 | 0 | 1,562 |
| 165 | 908 RDA ASSET MGMT | 268 | 0 | 0 | 268 |
| 166 | 909 MARINA | 1,578 | 4,170 | 0 | 5,748 |
| 167 | 919 MARINA FUEL | 131 | 209 | 0 | 339 |
| 168 | 932 SECTION8 CHOICE | 12,068 | 0 | 0 | 12,068 |
| 169 | 937 2002 HOME REHAB PROG | -12 | 0 | 0 | -12 |
| 170 | 945 HSG AUTH/ADMIN | 1,895 | 2,294 | 707 | 4,896 |
| 172 | 974 THEATER | 35 | 0 | 0 | 35 |
| 173 | 980 BAY HOMES CORP | 1,977 | 0 | 0 | 1,977 |
| 174 | 012 MEASURE 5 | 12,177 | 0 | 0 | 12,177 |
| 175 | 069 ARPA-GF RECOVERY | 2,643 | 0 | 0 | 2,643 |
| 176 | 129 SB1383-ORGANIC | 43 | 0 | 0 | 43 |
| 178 | 167 ARP-AMER RESCUE | 4,690 | 0 | 0 | 4,690 |
| 179 | 173 LEAP GRAT-HCD | 93 | 0 | 0 | 93 |
| 180 | 174 PROP 68 | 47 | 0 | 0 | 47 |
| 182 | 187 RPM GRANTS | 87 | 0 | 0 | 87 |
| 183 | 188 Sewer Rehabilitation | 413 | 1,390 | 0 | 1,803 |
| 184 | 189 Prop 64 Grant | 1,279 | 5,699 | 0 | 6,978 |
| **Direct Bills** | | **$0** | **$0** | **$228,418** | **$228,418** |
| **Total** | | **$271,826** | **$271,826** | **$239,044** | **$782,695** |

## Nature and Extent of Services

The Human Resources Division provides services that include employee recruitment, personnel administration, labor relations, liability and property risk management, Workers' Compensation and Unemployment Insurance administration, public information, and special fiscal and management studies. This division also serves on and coordinates activities with the ABAG Pooled Liability Assurance Network Board of Directors and the Local Agency Workers' Compensation Excess JPA Board of Directors.

010 1750 Human Resources costs are distributed by the following function:

- **HUMAN RESOURCES** - Costs have been allocated based on the number of FTE's.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 8: 010 1750 HUMAN RESOURCES**

| Description | Type | Amount | General Admin | HUMAN RESOURCES |
|---|---|---|---|---|
| **Personnel Costs** | | | | |
| Salaries | S1 | $126,962 | $0 | $126,962 |
| *Salary % Split* | | | *0.00%* | *100.00%* |
| Fringe Benefits | S | 10,242 | 0 | 10,242 |
| **Subtotal - Personnel Costs** | | **$137,204** | **$0** | **$137,204** |
| **Services & Supplies Cost** | | | | |
| Admin Fee | S | 0 | 0 | 0 |
| E-Gadgets Other | S | 1,961 | 0 | 1,961 |
| Field Supplies | S | 1,404 | 0 | 1,404 |
| HR-Computer Equip | S | 184 | 0 | 184 |
| Info Tech Chg | S | 3,528 | 0 | 3,528 |
| Memberships/Dues | S | 544 | 0 | 544 |
| Office Supplies | S | 278 | 0 | 278 |
| Office Furnishings | S | 6,784 | 0 | 6,784 |
| Phone Svcs | S | 167 | 0 | 167 |
| Phys/Backgrounds | S | 119 | 0 | 119 |
| Printing/Copy Exp | S | 43 | 0 | 43 |
| Prof Services | S | 22,005 | 0 | 22,005 |
| Risk Mgt ID Chg | S | 3,610 | 0 | 3,610 |
| Sftwre/Svc/Intrn | S | 38,293 | 0 | 38,293 |
| Travel Training | S | 5,184 | 0 | 5,184 |
| **Subtotal - Services & Supplies** | | **$84,105** | **$0** | **$84,105** |
| **Department Cost Total** | | **$221,309** | **$0** | **$221,309** |
| **Adjustments to Cost** | | | | |
| **Subtotal - Adjustments** | | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 221,309 | 0 | 221,309 |
| General Admin Distribution | | | 0 | 0 |
| **Grand Total** | | **$221,309** | **$0** | **$221,309** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)**

**Seq. 8: 010 1750 HUMAN RESOURCES**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | HUMAN RESOURCES |
|---|---|---|---|---|
| 1 | CIVIC CENTER LEASE | $2,586 | $0 | $2,586 |
| | **Subtotal - CIVIC CENTER DEPRECIATION** | **2,586** | **0** | **2,586** |
| 2 | Council-Fiscal | 462 | 126 | 588 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **462** | **126** | **588** |
| 4 | General Government | 262 | 30 | 292 |
| | **Subtotal - 010 1020 CITY CLERK** | **262** | **30** | **292** |
| 7 | CM - EXPENDITURES | 742 | 31 | 772 |
| 7 | CM - FTE'S | 3,118 | 134 | 3,253 |
| | **Subtotal - 010 1710 CITY MANAGER** | **3,860** | **165** | **4,025** |
| 8 | HUMAN RESOURCES | 0 | 2,728 | 2,728 |
| | **Subtotal - 010 1750 HUMAN RESOURCES** | **0** | **2,728** | **2,728** |
| 11 | ACCOUNTING | 0 | 1,365 | 1,365 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **0** | **1,365** | **1,365** |
| 13 | FTE'S | 0 | 2,159 | 2,159 |
| 13 | EXPENDITURES | 0 | 846 | 846 |
| 13 | LEGAL EXPENSE | 0 | 1,706 | 1,706 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **0** | **4,711** | **4,711** |
| 26 | Building Maintenance | 0 | 5,161 | 5,161 |
| | **Subtotal - 010 3350 BUILDING MAINT** | **0** | **5,161** | **5,161** |
| **Total Incoming** | | **$7,169** | **$14,286** | **$21,455** |
| **C. Total Allocated** | | | **$242,764** | **$242,764** |
| | | | | **100.00%** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: HUMAN RESOURCES** **Seq. 8: 010 1750 HUMAN RESOURCES**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 6.00 | 3.06% | $6,994 | $0 | $6,994 | $0 | $6,994 |
| 4 | 010 1020 CITY CLERK | 1.45 | 0.74% | 1,690 | 0 | 1,690 | 0 | 1,690 |
| 7 | 010 1710 CITY MANAGER | 3.30 | 1.68% | 3,847 | 0 | 3,847 | 0 | 3,847 |
| 8 | 010 1750 HUMAN RESOURCES | 2.34 | 1.19% | 2,728 | 0 | 2,728 | 0 | 2,728 |
| 9 | 010 1810 FINANCE ADMIN | 0.15 | 0.08% | 175 | 0 | 175 | 12 | 187 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0.05 | 0.03% | 58 | 0 | 58 | 4 | 62 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 2.68 | 1.37% | 3,124 | 0 | 3,124 | 209 | 3,333 |
| 12 | 010 1830 UTILITY BILLING | 5.28 | 2.69% | 6,155 | 0 | 6,155 | 412 | 6,567 |
| 15 | 010 2310 PD Chief Office | 1.00 | 0.51% | 1,166 | 0 | 1,166 | 78 | 1,244 |
| 17 | 010 2326 CODE ENFORCE PR | 3.00 | 1.53% | 3,497 | 0 | 3,497 | 234 | 3,731 |
| 18 | 010 2350 POLICE OPS | 24.50 | 12.50% | 28,560 | 0 | 28,560 | 1,914 | 30,473 |
| 19 | 010 2600 FIRE ADMIN | 3.00 | 1.53% | 3,497 | 0 | 3,497 | 234 | 3,731 |
| 20 | 010 2610 FIRE OPS DIVISION | 22.00 | 11.22% | 25,646 | 0 | 25,646 | 1,718 | 27,364 |
| 24 | 010 2620 EMERGENCY PREP | 1.00 | 0.51% | 1,166 | 0 | 1,166 | 78 | 1,244 |
| 25 | 010 3310 BLDG & SAFTY PR | 2.10 | 1.07% | 2,448 | 0 | 2,448 | 164 | 2,612 |
| 26 | 010 3350 BUILDING MAINT | 1.05 | 0.54% | 1,224 | 0 | 1,224 | 82 | 1,306 |
| 29 | 010 3410 CURR/ADV PLANNG | 1.70 | 0.87% | 1,982 | 0 | 1,982 | 133 | 2,114 |
| 30 | 010 3415 Code Enforcement | 1.00 | 0.51% | 1,166 | 0 | 1,166 | 78 | 1,244 |
| 33 | 010 3505 ECON DEV/GF | 1.65 | 0.84% | 1,923 | 0 | 1,923 | 129 | 2,052 |
| 34 | 010 6005 PW ADMIN | 0.68 | 0.35% | 793 | 0 | 793 | 53 | 846 |
| 35 | 010 6007 PW-SSWA SUPPORT | 0.70 | 0.36% | 816 | 0 | 816 | 55 | 871 |
| 36 | 010 6010 ENGNEERNG SUPPT | 1.05 | 0.54% | 1,224 | 0 | 1,224 | 82 | 1,306 |
| 38 | 010 8610 RECREATION PROG | 4.00 | 2.04% | 4,663 | 0 | 4,663 | 312 | 4,975 |
| 40 | 010 8615 DAN O ROOT PROG | 12.00 | 6.12% | 13,988 | 0 | 13,988 | 937 | 14,926 |
| 41 | 010 8617 CRESCENT AFTER | 10.00 | 5.10% | 11,657 | 0 | 11,657 | 781 | 12,438 |
| 43 | 010 8618 PRESCHOOL | 8.00 | 4.08% | 9,326 | 0 | 9,326 | 625 | 9,950 |
| 45 | 010 8670 GOLF CENTER PGM | 0.40 | 0.20% | 466 | 0 | 466 | 31 | 498 |
| 46 | 010 8680 SOFTBALL PROGRM | 14.20 | 7.24% | 16,553 | 0 | 16,553 | 1,109 | 17,662 |
| 48 | 010 8750 COMMUNITY CTR | 9.70 | 4.95% | 11,307 | 0 | 11,307 | 758 | 12,065 |
| 49 | 010 8760 SENIOR CTR OPS | 3.11 | 1.59% | 3,625 | 0 | 3,625 | 243 | 3,868 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: HUMAN RESOURCES** **Seq. 8: 010 1750 HUMAN RESOURCES**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 57 | 050 SPECIAL EVENTS | 0.10 | 0.05% | 117 | 0 | 117 | 8 | 124 |
| 59 | 052 EVENTS-OTHERS | 1.00 | 0.51% | 1,166 | 0 | 1,166 | 78 | 1,244 |
| 62 | 105 ALL GAS TAXES | 0.67 | 0.34% | 781 | 0 | 781 | 52 | 833 |
| 66 | 117 TRAIN DEPOT O&M | 0.10 | 0.05% | 117 | 0 | 117 | 8 | 124 |
| 70 | 130 REFUSE/AB939 | 0.15 | 0.08% | 175 | 0 | 175 | 12 | 187 |
| 85 | 171 PROP 49 GRANT | 5.29 | 2.70% | 6,167 | 0 | 6,167 | 413 | 6,580 |
| 91 | 185 SEWER MAINTENAN | 0.73 | 0.37% | 851 | 0 | 851 | 57 | 908 |
| 92 | 190 DRAINAGE MAINT | 0.17 | 0.09% | 198 | 0 | 198 | 13 | 211 |
| 141 | 705 VEH/EQUIP-MAINT | 0.20 | 0.10% | 233 | 0 | 233 | 16 | 249 |
| 143 | 710 NETWORK MAINT. | 2.15 | 1.10% | 2,506 | 0 | 2,506 | 168 | 2,674 |
| 144 | 712 DISPATCH SERVICES | 7.00 | 3.57% | 8,160 | 0 | 8,160 | 547 | 8,707 |
| 145 | 713 PW MAINT-I.S. | 18.50 | 9.44% | 21,566 | 0 | 21,566 | 1,445 | 23,010 |
| 146 | 715 LIAB INS RESERV | 0.63 | 0.32% | 734 | 0 | 734 | 49 | 784 |
| 148 | 750 WRKERS COMP INS | 0.53 | 0.27% | 618 | 0 | 618 | 41 | 659 |
| 161 | 901 SA/ADMIN FUND | 0.74 | 0.38% | 863 | 0 | 863 | 58 | 920 |
| 163 | 903 SA-HOUSING | 1.05 | 0.54% | 1,224 | 0 | 1,224 | 82 | 1,306 |
| 166 | 909 MARINA | 3.00 | 1.53% | 3,497 | 0 | 3,497 | 234 | 3,731 |
| 167 | 919 MARINA FUEL | 0.15 | 0.08% | 175 | 0 | 175 | 12 | 187 |
| 170 | 945 HSG AUTH/ADMIN | 1.65 | 0.84% | 1,923 | 0 | 1,923 | 129 | 2,052 |
| 183 | 188 Sewer Rehabilitation | 1.00 | 0.51% | 1,166 | 0 | 1,166 | 78 | 1,244 |
| 184 | 189 Prop 64 Grant | 4.10 | 2.09% | 4,779 | 0 | 4,779 | 320 | 5,100 |
| **Subtotal** | | **196.00** | **100.00%** | **$228,478** | **$0** | **$228,478** | **$14,286** | **$242,764** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$228,478** | | **$242,764** |

Allocation Basis Units: # of FTE's per Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 8: 010 1750 HUMAN RESOURCES**

| Seq # | Department Name | HUMAN RESOURCES | Total |
|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | $6,994 | $6,994 |
| 4 | 010 1020 CITY CLERK | 1,690 | 1,690 |
| 7 | 010 1710 CITY MANAGER | 3,847 | 3,847 |
| 8 | 010 1750 HUMAN RESOURCES | 2,728 | 2,728 |
| 9 | 010 1810 FINANCE ADMIN | 187 | 187 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 62 | 62 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 3,333 | 3,333 |
| 12 | 010 1830 UTILITY BILLING | 6,567 | 6,567 |
| 15 | 010 2310 PD Chief Office | 1,244 | 1,244 |
| 17 | 010 2326 CODE ENFORCE PR | 3,731 | 3,731 |
| 18 | 010 2350 POLICE OPS | 30,473 | 30,473 |
| 19 | 010 2600 FIRE ADMIN | 3,731 | 3,731 |
| 20 | 010 2610 FIRE OPS DIVISION | 27,364 | 27,364 |
| 24 | 010 2620 EMERGENCY PREP | 1,244 | 1,244 |
| 25 | 010 3310 BLDG & SAFTY PR | 2,612 | 2,612 |
| 26 | 010 3350 BUILDING MAINT | 1,306 | 1,306 |
| 29 | 010 3410 CURR/ADV PLANNG | 2,114 | 2,114 |
| 30 | 010 3415 Code Enforcement | 1,244 | 1,244 |
| 33 | 010 3505 ECON DEV/GF | 2,052 | 2,052 |
| 34 | 010 6005 PW ADMIN | 846 | 846 |
| 35 | 010 6007 PW-SSWA SUPPORT | 871 | 871 |
| 36 | 010 6010 ENGNEERNG SUPPT | 1,306 | 1,306 |
| 38 | 010 8610 RECREATION PROG | 4,975 | 4,975 |
| 40 | 010 8615 DAN O ROOT PROG | 14,926 | 14,926 |
| 41 | 010 8617 CRESCENT AFTER | 12,438 | 12,438 |
| 43 | 010 8618 PRESCHOOL | 9,950 | 9,950 |
| 45 | 010 8670 GOLF CENTER PGM | 498 | 498 |
| 46 | 010 8680 SOFTBALL PROGRM | 17,662 | 17,662 |
| 48 | 010 8750 COMMUNITY CTR | 12,065 | 12,065 |
| 49 | 010 8760 SENIOR CTR OPS | 3,868 | 3,868 |
| 57 | 050 SPECIAL EVENTS | 124 | 124 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 8: 010 1750 HUMAN RESOURCES**

| Seq # | Department Name | HUMAN RESOURCES | Total |
|---|---|---|---|
| 59 | 052 EVENTS-OTHERS | 1,244 | 1,244 |
| 62 | 105 ALL GAS TAXES | 833 | 833 |
| 66 | 117 TRAIN DEPOT O&M | 124 | 124 |
| 70 | 130 REFUSE/AB939 | 187 | 187 |
| 85 | 171 PROP 49 GRANT | 6,580 | 6,580 |
| 91 | 185 SEWER MAINTENAN | 908 | 908 |
| 92 | 190 DRAINAGE MAINT | 211 | 211 |
| 141 | 705 VEH/EQUIP-MAINT | 249 | 249 |
| 143 | 710 NETWORK MAINT. | 2,674 | 2,674 |
| 144 | 712 DISPATCH SERVICES | 8,707 | 8,707 |
| 145 | 713 PW MAINT-I.S. | 23,010 | 23,010 |
| 146 | 715 LIAB INS RESERV | 784 | 784 |
| 148 | 750 WRKERS COMP INS | 659 | 659 |
| 161 | 901 SA/ADMIN FUND | 920 | 920 |
| 163 | 903 SA-HOUSING | 1,306 | 1,306 |
| 166 | 909 MARINA | 3,731 | 3,731 |
| 167 | 919 MARINA FUEL | 187 | 187 |
| 170 | 945 HSG AUTH/ADMIN | 2,052 | 2,052 |
| 183 | 188 Sewer Rehabilitation | 1,244 | 1,244 |
| 184 | 189 Prop 64 Grant | 5,100 | 5,100 |
| **Direct Bills** | | **$0** | **$0** |
| **Total** | | **$242,764** | **$242,764** |

## Nature and Extent of Services

The Finance Admin Division is responsible for managing the financial operations of the City in accordance with generally accepted accounting principles, as well as applicable laws, regulations and City policies.

010 1810 Finance Admin costs are distributed by the following function:

- **FINANCE ADMIN** - Costs have been allocated based on the number of FTE's supervised.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 9: 010 1810 FINANCE ADMIN**

| Description | Type | Amount | General Admin | FINANCE ADMIN |
|---|---|---|---|---|
| **Personnel Costs** | | | | |
| Salaries | S1 | $40,413 | $0 | $40,413 |
| *Salary % Split* | | | *0.00%* | *100.00%* |
| Fringe Benefits | S | 9,491 | 0 | 9,491 |
| **Subtotal - Personnel Costs** | | **$49,905** | **$0** | **$49,905** |
| **Services & Supplies Cost** | | | | |
| Admin Fee | S | 0 | 0 | 0 |
| Advertising | S | 0 | 0 | 0 |
| Computer Equip/Software | S | -11,000 | 0 | -11,000 |
| E-Gadgets Other | S | 2,088 | 0 | 2,088 |
| Expenditure Interest | S | 578 | 0 | 578 |
| Fin Source - SBIT | D | 0 | 0 | 0 |
| Info Tech Charge | S | 4,092 | 0 | 4,092 |
| Membership/Dues | S | 510 | 0 | 510 |
| Misc Office Exp | S | 639 | 0 | 639 |
| Office Supplies | S | 59 | 0 | 59 |
| Other Professional Svcs | S | 84,667 | 0 | 84,667 |
| Phone Svc/Intrn | S | 100 | 0 | 100 |
| Postage | S | 4,669 | 0 | 4,669 |
| Principal Payment | S | 10,422 | 0 | 10,422 |
| Prntng/Copy Exp | S | 1,352 | 0 | 1,352 |
| Rate & Fee Study | S | 12,400 | 0 | 12,400 |
| Risk Mgt ID Chg | S | 2,870 | 0 | 2,870 |
| Travel | S | 4,210 | 0 | 4,210 |
| **Subtotal - Services & Supplies** | | **$117,655** | **$0** | **$117,655** |
| **Department Cost Total** | | **$167,559** | **$0** | **$167,559** |
| **Adjustments to Cost** | | | | |
| Fin Source - SBIT | D | -0 | 0 | 0 |
| **Subtotal - Adjustments** | | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 167,559 | 0 | 167,559 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs**

**Seq. 9: 010 1810 FINANCE ADMIN**

| Description | Type | Amount | General Admin | FINANCE ADMIN |
|---|---|---|---|---|
| General Admin Distribution | | | 0 | 0 |
| **Grand Total** | | **$167,559** | **$0** | **$167,559** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)**

**Seq. 9: 010 1810 FINANCE ADMIN**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | FINANCE ADMIN |
|---|---|---|---|---|
| 1 | CIVIC CENTER LEASE | $3,547 | $0 | $3,547 |
| | **Subtotal - CIVIC CENTER DEPRECIATION** | **3,547** | **0** | **3,547** |
| 2 | Council-Fiscal | 350 | 95 | 445 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **350** | **95** | **445** |
| 4 | General Government | 198 | 23 | 221 |
| | **Subtotal - 010 1020 CITY CLERK** | **198** | **23** | **221** |
| 7 | CM - EXPENDITURES | 562 | 23 | 585 |
| 7 | CM - FTE'S | 200 | 9 | 209 |
| | **Subtotal - 010 1710 CITY MANAGER** | **761** | **32** | **793** |
| 8 | HUMAN RESOURCES | 175 | 12 | 187 |
| | **Subtotal - 010 1750 HUMAN RESOURCES** | **175** | **12** | **187** |
| 11 | ACCOUNTING | 0 | 1,033 | 1,033 |
| 11 | DIRECT CHARGES | 0 | 2,350 | 2,350 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **0** | **3,384** | **3,384** |
| 13 | FTE'S | 0 | 138 | 138 |
| 13 | EXPENDITURES | 0 | 641 | 641 |
| 13 | LEGAL EXPENSE | 0 | 1,292 | 1,292 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **0** | **2,071** | **2,071** |
| 26 | Building Maintenance | 0 | 331 | 331 |
| | **Subtotal - 010 3350 BUILDING MAINT** | **0** | **331** | **331** |
| **Total Incoming** | | **$5,032** | **$5,947** | **$10,978** |
| **C. Total Allocated** | | | **$178,538** | **$178,538** |
| | | | | **100.00%** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: FINANCE ADMIN** **Seq. 9: 010 1810 FINANCE ADMIN**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 10 | 010 1815 INVESTMENTS PROGRAM | 0.05 | 0.63% | $1,081 | $0 | $1,081 | $37 | $1,119 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 2.68 | 33.58% | 57,963 | 0 | 57,963 | 1,997 | 59,960 |
| 12 | 010 1830 UTILITY BILLING | 5.25 | 65.79% | 113,547 | 0 | 113,547 | 3,912 | 117,459 |
| **Subtotal** | | **7.98** | **100.00%** | **$172,591** | **$0** | **$172,591** | **$5,947** | **$178,538** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$172,591** | | **$178,538** |

Allocation Basis Units: Finance Admin # of FTE's per Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 9: 010 1810 FINANCE ADMIN**

| Seq # | Department Name | FINANCE ADMIN | Total |
|---|---|---|---|
| 10 | 010 1815 INVESTMENTS PROGRAM | $1,119 | $1,119 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 59,960 | 59,960 |
| 12 | 010 1830 UTILITY BILLING | 117,459 | 117,459 |
| **Direct Bills** | | **$0** | **$0** |
| **Total** | | **$178,538** | **$178,538** |

## Nature and Extent of Service

The Investments Program serves to overlook and provide administration to the City's investments to ensure they are aligned with the City's goals.

010 1815 Investments Program costs are distributed by the following function:

- **INVESTMENTS** - Costs have been allocated based on the Cash in Bank as of June 30, 2024.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs**

**Seq. 10: 010 1815 INVESTMENTS PROGRAM**

| Description | Type | Amount | General Admin | INVESTMENTS |
|---|---|---|---|---|
| **Personnel Costs** | | | | |
| Salaries | S1 | $23,257 | $0 | $23,257 |
| *Salary % Split* | | | *0.00%* | *100.00%* |
| Fringe Benefits | S | 4,979 | 0 | 4,979 |
| **Subtotal - Personnel Costs** | | **$28,235** | **$0** | **$28,235** |
| **Services & Supplies Cost** | | | | |
| Bank Fees/Chgs. | S | 14,879 | 0 | 14,879 |
| E-Gadgets Other | S | 32 | 0 | 32 |
| Othr Prof. Srvc | S | 35,288 | 0 | 35,288 |
| Phone Svc/Intrn | S | 25 | 0 | 25 |
| Risk Mgt ID Chg | S | 648 | 0 | 648 |
| **Subtotal - Services & Supplies** | | **$50,872** | **$0** | **$50,872** |
| **Department Cost Total** | | **$79,107** | **$0** | **$79,107** |
| **Adjustments to Cost** | | | | |
| **Subtotal - Adjustments** | | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 79,107 | 0 | 79,107 |
| General Admin Distribution | | | 0 | 0 |
| **Grand Total** | | **$79,107** | **$0** | **$79,107** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)**

**Seq. 10: 010 1815 INVESTMENTS PROGRAM**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | INVESTMENTS |
|---|---|---|---|---|
| 1 | CIVIC CENTER LEASE | $207 | $0 | $207 |
| | **Subtotal - CIVIC CENTER DEPRECIATION** | **207** | **0** | **207** |
| 2 | Council-Fiscal | 165 | 45 | 210 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **165** | **45** | **210** |
| 4 | General Government | 94 | 11 | 104 |
| | **Subtotal - 010 1020 CITY CLERK** | **94** | **11** | **104** |
| 7 | CM - EXPENDITURES | 265 | 11 | 276 |
| 7 | CM - FTE'S | 67 | 3 | 70 |
| | **Subtotal - 010 1710 CITY MANAGER** | **332** | **14** | **346** |
| 8 | HUMAN RESOURCES | 58 | 4 | 62 |
| | **Subtotal - 010 1750 HUMAN RESOURCES** | **58** | **4** | **62** |
| 9 | FINANCE ADMIN | 1,081 | 37 | 1,119 |
| | **Subtotal - 010 1810 FINANCE ADMIN** | **1,081** | **37** | **1,119** |
| 11 | ACCOUNTING | 0 | 488 | 488 |
| 11 | DIRECT CHARGES | 0 | 558 | 558 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **0** | **1,046** | **1,046** |
| 13 | FTE'S | 0 | 46 | 46 |
| 13 | EXPENDITURES | 0 | 303 | 303 |
| 13 | LEGAL EXPENSE | 0 | 610 | 610 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **0** | **958** | **958** |
| 26 | Building Maintenance | 0 | 110 | 110 |
| | **Subtotal - 010 3350 BUILDING MAINT** | **0** | **110** | **110** |
| **Total Incoming** | | **$1,937** | **$2,225** | **$4,162** |
| **C. Total Allocated** | | | **$83,270** | **$83,270** |
| | | | | **100.00%** |

## Allocation Details

**Cost Pool 1: INVESTMENTS** **Seq. 10: 010 1815 INVESTMENTS PROGRAM**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 3,491,012.35 | 7.44% | $6,031 | $0 | $6,031 | $0 | $6,031 |
| 53 | 025 ASSET FORFEITUR | 408.46 | 0.00% | 1 | 0 | 1 | 0 | 1 |
| 54 | 026 DONATIONS FUND | 35,541.20 | 0.08% | 61 | 0 | 61 | 2 | 63 |
| 56 | 037 PG&E MITIGATION | 42,587.35 | 0.09% | 74 | 0 | 74 | 2 | 76 |
| 57 | 050 SPECIAL EVENTS | 128,342.95 | 0.27% | 222 | 0 | 222 | 7 | 228 |
| 58 | 051 CHRISTMAS EVENT | 30,181.29 | 0.06% | 52 | 0 | 52 | 2 | 54 |
| 59 | 052 EVENTS-OTHERS | 19,685.19 | 0.04% | 34 | 0 | 34 | 1 | 35 |
| 60 | 053 FIREWORKS-ENF | 73,772.39 | 0.16% | 127 | 0 | 127 | 4 | 131 |
| 61 | 055 COMMUNITY | 0.04 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 62 | 105 ALL GAS TAXES | 1,638.00 | 0.00% | 3 | 0 | 3 | 0 | 3 |
| 63 | 110 RMRA-SB1 | 1,083,193.24 | 2.31% | 1,871 | 0 | 1,871 | 56 | 1,927 |
| 65 | 116 SSWA-STREET REP | 31,500.09 | 0.07% | 54 | 0 | 54 | 2 | 56 |
| 67 | 120 OSSIP/TRANSPORT | 4,673,507.04 | 9.96% | 8,074 | 0 | 8,074 | 240 | 8,313 |
| 68 | 125 TRAFFIC SAFETY | 23,039.67 | 0.05% | 40 | 0 | 40 | 1 | 41 |
| 71 | 132 RECYCLE | 17,978.75 | 0.04% | 31 | 0 | 31 | 1 | 32 |
| 72 | 134 USED OIL | 7,925.86 | 0.02% | 14 | 0 | 14 | 0 | 14 |
| 78 | 150 BJA VEST GRANT | 119.71 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 82 | 158 ATOD | 5,214.83 | 0.01% | 9 | 0 | 9 | 0 | 9 |
| 85 | 171 PROP 49 GRANT | 109,423.19 | 0.23% | 189 | 0 | 189 | 6 | 195 |
| 87 | 180 NUISANCE ABATE | 18,110.17 | 0.04% | 31 | 0 | 31 | 1 | 32 |
| 88 | 182 PICH GRANT | 160.01 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 91 | 185 SEWER MAINTENAN | 2,636,655.06 | 5.62% | 4,555 | 0 | 4,555 | 135 | 4,690 |
| 92 | 190 DRAINAGE MAINT | 31,195.38 | 0.07% | 54 | 0 | 54 | 2 | 55 |
| 95 | 210 NO BAY AQUEDUCT | 10,894.81 | 0.02% | 19 | 0 | 19 | 1 | 19 |
| 101 | 300 PARK DEV FD | 3,235,459.44 | 6.90% | 5,589 | 0 | 5,589 | 166 | 5,755 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 17,020.24 | 0.04% | 29 | 0 | 29 | 1 | 30 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 329,170.42 | 0.70% | 569 | 0 | 569 | 17 | 586 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 61,219.35 | 0.13% | 106 | 0 | 106 | 3 | 109 |
| 107 | 322 ENERGY SAVINGS PROJECT | 3,877.76 | 0.01% | 7 | 0 | 7 | 0 | 7 |
| 108 | 337 WALMART MITIGAT | 670,945.90 | 1.43% | 1,159 | 0 | 1,159 | 34 | 1,193 |

## Allocation Details

**Cost Pool 1: INVESTMENTS** **Seq. 10: 010 1815 INVESTMENTS PROGRAM**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 109 | 340 DREDGING FUND | 96,076.25 | 0.20% | 166 | 0 | 166 | 5 | 171 |
| 110 | 420 LAWLER-MAINT | 305,118.09 | 0.65% | 527 | 0 | 527 | 16 | 543 |
| 111 | 422 MARINA VILL MAD | 198,111.66 | 0.42% | 342 | 0 | 342 | 10 | 352 |
| 112 | 425 BLOSSOM MAD | 36,884.30 | 0.08% | 64 | 0 | 64 | 2 | 66 |
| 115 | 445 PETERSON-MAINT | 154,101.31 | 0.33% | 266 | 0 | 266 | 8 | 274 |
| 116 | 446 PETERSON-CFD | 18,160.64 | 0.04% | 31 | 0 | 31 | 1 | 32 |
| 117 | 448 RAILROAD AVE-AD | 23,087.69 | 0.05% | 40 | 0 | 40 | 1 | 41 |
| 118 | 449 VIC HAR-DREDGE | 480,495.61 | 1.02% | 830 | 0 | 830 | 25 | 855 |
| 119 | 453 VIC.HAR.ZONE-A | 198,968.63 | 0.42% | 344 | 0 | 344 | 10 | 354 |
| 120 | 454 VIC.HAR.ZONE-B | 41,403.86 | 0.09% | 72 | 0 | 72 | 2 | 74 |
| 121 | 455 VIC.HAR.ZONE-C | 38,638.10 | 0.08% | 67 | 0 | 67 | 2 | 69 |
| 122 | 458 VIC HAR-ZONE E | 67,415.24 | 0.14% | 116 | 0 | 116 | 3 | 120 |
| 123 | 459 VIC HAR-ZONE F | 554,628.35 | 1.18% | 958 | 0 | 958 | 28 | 987 |
| 125 | 461 SUISUN CFD#2 | 17,048.48 | 0.04% | 29 | 0 | 29 | 1 | 30 |
| 126 | 462 MCCOY CREEK TZ2 | 30,744.13 | 0.07% | 53 | 0 | 53 | 2 | 55 |
| 127 | 464 MCCOY CREEK PAD | 28,557.69 | 0.06% | 49 | 0 | 49 | 1 | 51 |
| 128 | 465 AMBERWOOD TZ1 | 52,457.34 | 0.11% | 91 | 0 | 91 | 3 | 93 |
| 129 | 466 PETERSON TZ3 | 14,401.40 | 0.03% | 25 | 0 | 25 | 1 | 26 |
| 130 | 467 SUMMERWOOD TZ5 | 1,155.07 | 0.00% | 2 | 0 | 2 | 0 | 2 |
| 131 | 468 TAX ZONE 6 | 24,680.78 | 0.05% | 43 | 0 | 43 | 1 | 44 |
| 132 | 469 CFD 3 | 9,843.78 | 0.02% | 17 | 0 | 17 | 1 | 18 |
| 134 | 505 SSWA RATE STABILIZATION | 312,966.28 | 0.67% | 541 | 0 | 541 | 16 | 557 |
| 135 | 506 SSWA CONNECTION | 1,966,785.28 | 4.19% | 3,398 | 0 | 3,398 | 101 | 3,499 |
| 136 | 507 SSWA OPER FUND | 788,053.70 | 1.68% | 1,361 | 0 | 1,361 | 40 | 1,402 |
| 137 | 509 SSWA DEPOSIT | 137,090.59 | 0.29% | 237 | 0 | 237 | 7 | 244 |
| 138 | 510 SSWA DEPRECIATN | 5,134,432.33 | 10.94% | 8,870 | 0 | 8,870 | 263 | 9,133 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 1,063,329.24 | 2.27% | 1,837 | 0 | 1,837 | 54 | 1,891 |
| 141 | 705 VEH/EQUIP-MAINT | 243,729.50 | 0.52% | 421 | 0 | 421 | 12 | 434 |
| 142 | 706 VEH/EQU-RPLCMT | 2,285,127.99 | 4.87% | 3,948 | 0 | 3,948 | 117 | 4,065 |
| 143 | 710 NETWORK MAINT. | 229,149.08 | 0.49% | 396 | 0 | 396 | 12 | 408 |

## Allocation Details

**Cost Pool 1: INVESTMENTS** **Seq. 10: 010 1815 INVESTMENTS PROGRAM**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 144 | 712 DISPATCH SERVICES | 368,406.05 | 0.79% | 636 | 0 | 636 | 19 | 655 |
| 145 | 713 PW MAINT-I.S. | 49,500.73 | 0.11% | 86 | 0 | 86 | 3 | 88 |
| 146 | 715 LIAB INS RESERV | 484,627.42 | 1.03% | 837 | 0 | 837 | 25 | 862 |
| 147 | 721 REC/COMMUNITY | 26,954.44 | 0.06% | 47 | 0 | 47 | 1 | 48 |
| 148 | 750 WRKERS COMP INS | 1,306,097.90 | 2.78% | 2,256 | 0 | 2,256 | 67 | 2,323 |
| 149 | 765 UNEMP SELF INS | 5,149.57 | 0.01% | 9 | 0 | 9 | 0 | 9 |
| 150 | 767 ASSET FORFEITURE | 5,203.12 | 0.01% | 9 | 0 | 9 | 0 | 9 |
| 151 | 768 PD PROPERTY HOLDING | 9,243.74 | 0.02% | 16 | 0 | 16 | 0 | 16 |
| 152 | 800 SCHOOL IMPACT FEE | 4.67 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 153 | 805 STRONG MOTION FEE | 8,270.28 | 0.02% | 14 | 0 | 14 | 0 | 15 |
| 154 | 807 CBSC-SB1473 | 3,047.00 | 0.01% | 5 | 0 | 5 | 0 | 5 |
| 155 | 808 SB1186 | 34,348.40 | 0.07% | 59 | 0 | 59 | 2 | 61 |
| 156 | 825 BID FEE | 1,803.75 | 0.00% | 3 | 0 | 3 | 0 | 3 |
| 157 | 830 SEWER DISTRICT | 576,072.16 | 1.23% | 995 | 0 | 995 | 30 | 1,025 |
| 158 | 835 GARBAGE TRUST | 241,008.04 | 0.51% | 416 | 0 | 416 | 12 | 429 |
| 160 | 856 2011 JAG GRANT | 0.02 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 161 | 901 SA/ADMIN FUND | 148,448.27 | 0.32% | 256 | 0 | 256 | 8 | 264 |
| 162 | 902 RDA OBLIGATION | 3,750,603.70 | 7.99% | 6,479 | 0 | 6,479 | 192 | 6,672 |
| 163 | 903 SA-HOUSING | 5,294,820.16 | 11.29% | 9,147 | 0 | 9,147 | 271 | 9,419 |
| 164 | 907 ALMOND GARDENS | 260,090.61 | 0.55% | 449 | 0 | 449 | 13 | 463 |
| 167 | 919 MARINA FUEL | 88,847.14 | 0.19% | 153 | 0 | 153 | 5 | 158 |
| 168 | 932 SECTION8 CHOICE | 22,315.98 | 0.05% | 39 | 0 | 39 | 1 | 40 |
| 169 | 937 2002 HOME REHAB PROG | 311,768.41 | 0.66% | 539 | 0 | 539 | 16 | 555 |
| 170 | 945 HSG AUTH/ADMIN | 136.00 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 172 | 974 THEATER | 10,751.75 | 0.02% | 19 | 0 | 19 | 1 | 19 |
| 175 | 069 ARPA-GF RECOVERY | 426,700.00 | 0.91% | 737 | 0 | 737 | 22 | 759 |
| 176 | 129 SB1383-ORGANIC | 87,312.99 | 0.19% | 151 | 0 | 151 | 4 | 155 |
| 178 | 167 ARP-AMER RESCUE | 1,985,348.77 | 4.23% | 3,430 | 0 | 3,430 | 102 | 3,532 |
| 181 | 186 FIRST 5 SOLANO | 533.55 | 0.00% | 1 | 0 | 1 | 0 | 1 |
| 182 | 187 RPM GRANTS | 62,265.39 | 0.13% | 108 | 0 | 108 | 3 | 111 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: INVESTMENTS** **Seq. 10: 010 1815 INVESTMENTS PROGRAM**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| **Subtotal** | | **46,912,102.54** | **100.00%** | **$81,044** | **$0** | **$81,044** | **$2,225** | **$83,270** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$81,044** | | **$83,270** |

Allocation Basis Units: $Cash in bank, June 2024 per Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 10: 010 1815 INVESTMENTS PROGRAM**

| Seq # | Department Name | INVESTMENTS | Total |
|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | $6,031 | $6,031 |
| 53 | 025 ASSET FORFEITUR | 1 | 1 |
| 54 | 026 DONATIONS FUND | 63 | 63 |
| 56 | 037 PG&E MITIGATION | 76 | 76 |
| 57 | 050 SPECIAL EVENTS | 228 | 228 |
| 58 | 051 CHRISTMAS EVENT | 54 | 54 |
| 59 | 052 EVENTS-OTHERS | 35 | 35 |
| 60 | 053 FIREWORKS-ENF | 131 | 131 |
| 61 | 055 COMMUNITY | 0 | 0 |
| 62 | 105 ALL GAS TAXES | 3 | 3 |
| 63 | 110 RMRA-SB1 | 1,927 | 1,927 |
| 65 | 116 SSWA-STREET REP | 56 | 56 |
| 67 | 120 OSSIP/TRANSPORT | 8,313 | 8,313 |
| 68 | 125 TRAFFIC SAFETY | 41 | 41 |
| 71 | 132 RECYCLE | 32 | 32 |
| 72 | 134 USED OIL | 14 | 14 |
| 78 | 150 BJA VEST GRANT | 0 | 0 |
| 82 | 158 ATOD | 9 | 9 |
| 85 | 171 PROP 49 GRANT | 195 | 195 |
| 87 | 180 NUISANCE ABATE | 32 | 32 |
| 88 | 182 PICH GRANT | 0 | 0 |
| 91 | 185 SEWER MAINTENAN | 4,690 | 4,690 |
| 92 | 190 DRAINAGE MAINT | 55 | 55 |
| 95 | 210 NO BAY AQUEDUCT | 19 | 19 |
| 101 | 300 PARK DEV FD | 5,755 | 5,755 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 30 | 30 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 586 | 586 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 109 | 109 |
| 107 | 322 ENERGY SAVINGS PROJECT | 7 | 7 |
| 108 | 337 WALMART MITIGAT | 1,193 | 1,193 |
| 109 | 340 DREDGING FUND | 171 | 171 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 10: 010 1815 INVESTMENTS PROGRAM**

| Seq # | Department Name | INVESTMENTS | Total |
|---|---|---|---|
| 110 | 420 LAWLER-MAINT | 543 | 543 |
| 111 | 422 MARINA VILL MAD | 352 | 352 |
| 112 | 425 BLOSSOM MAD | 66 | 66 |
| 115 | 445 PETERSON-MAINT | 274 | 274 |
| 116 | 446 PETERSON-CFD | 32 | 32 |
| 117 | 448 RAILROAD AVE-AD | 41 | 41 |
| 118 | 449 VIC HAR-DREDGE | 855 | 855 |
| 119 | 453 VIC.HAR.ZONE-A | 354 | 354 |
| 120 | 454 VIC.HAR.ZONE-B | 74 | 74 |
| 121 | 455 VIC.HAR.ZONE-C | 69 | 69 |
| 122 | 458 VIC HAR-ZONE E | 120 | 120 |
| 123 | 459 VIC HAR-ZONE F | 987 | 987 |
| 125 | 461 SUISUN CFD#2 | 30 | 30 |
| 126 | 462 MCCOY CREEK TZ2 | 55 | 55 |
| 127 | 464 MCCOY CREEK PAD | 51 | 51 |
| 128 | 465 AMBERWOOD TZ1 | 93 | 93 |
| 129 | 466 PETERSON TZ3 | 26 | 26 |
| 130 | 467 SUMMERWOOD TZ5 | 2 | 2 |
| 131 | 468 TAX ZONE 6 | 44 | 44 |
| 132 | 469 CFD 3 | 18 | 18 |
| 134 | 505 SSWA RATE STABILIZATION | 557 | 557 |
| 135 | 506 SSWA CONNECTION | 3,499 | 3,499 |
| 136 | 507 SSWA OPER FUND | 1,402 | 1,402 |
| 137 | 509 SSWA DEPOSIT | 244 | 244 |
| 138 | 510 SSWA DEPRECIATN | 9,133 | 9,133 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 1,891 | 1,891 |
| 141 | 705 VEH/EQUIP-MAINT | 434 | 434 |
| 142 | 706 VEH/EQU-RPLCMT | 4,065 | 4,065 |
| 143 | 710 NETWORK MAINT. | 408 | 408 |
| 144 | 712 DISPATCH SERVICES | 655 | 655 |
| 145 | 713 PW MAINT-I.S. | 88 | 88 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 10: 010 1815 INVESTMENTS PROGRAM**

| Seq # | Department Name | INVESTMENTS | Total |
|---|---|---|---|
| 146 | 715 LIAB INS RESERV | 862 | 862 |
| 147 | 721 REC/COMMUNITY | 48 | 48 |
| 148 | 750 WRKERS COMP INS | 2,323 | 2,323 |
| 149 | 765 UNEMP SELF INS | 9 | 9 |
| 150 | 767 ASSET FORFEITURE | 9 | 9 |
| 151 | 768 PD PROPERTY HOLDING | 16 | 16 |
| 152 | 800 SCHOOL IMPACT FEE | 0 | 0 |
| 153 | 805 STRONG MOTION FEE | 15 | 15 |
| 154 | 807 CBSC-SB1473 | 5 | 5 |
| 155 | 808 SB1186 | 61 | 61 |
| 156 | 825 BID FEE | 3 | 3 |
| 157 | 830 SEWER DISTRICT | 1,025 | 1,025 |
| 158 | 835 GARBAGE TRUST | 429 | 429 |
| 160 | 856 2011 JAG GRANT | 0 | 0 |
| 161 | 901 SA/ADMIN FUND | 264 | 264 |
| 162 | 902 RDA OBLIGATION | 6,672 | 6,672 |
| 163 | 903 SA-HOUSING | 9,419 | 9,419 |
| 164 | 907 ALMOND GARDENS | 463 | 463 |
| 167 | 919 MARINA FUEL | 158 | 158 |
| 168 | 932 SECTION8 CHOICE | 40 | 40 |
| 169 | 937 2002 HOME REHAB PROG | 555 | 555 |
| 170 | 945 HSG AUTH/ADMIN | 0 | 0 |
| 172 | 974 THEATER | 19 | 19 |
| 175 | 069 ARPA-GF RECOVERY | 759 | 759 |
| 176 | 129 SB1383-ORGANIC | 155 | 155 |
| 178 | 167 ARP-AMER RESCUE | 3,532 | 3,532 |
| 181 | 186 FIRST 5 SOLANO | 1 | 1 |
| 182 | 187 RPM GRANTS | 111 | 111 |
| **Direct Bills** | | **$0** | **$0** |
| **Total** | | **$83,270** | **$83,270** |

## Nature and Extent of Services

The Accounting Program is responsible for all aspects of the Accounting, Payroll, Audit, and Collections functions, including posting entries to the accounting system, preparing accounting reports for the governing bodies and staff members of the City Council, Successor Agency, Housing Authority, SSWA, FSSD, etc., administration of the business tax license program, payroll services. The Division also is responsible for the preparation of the CAFR for the City and Housing Authority. The division's work continues to evolve with added financial reporting requirements, such as GASB Pronouncements, providing sick time hours to part-time personnel, the Cost Allocation Plan, the addition of several internal service funds, and actual time reporting, which began a few years ago.

010 1820 Accounting Program costs are distributed by the following functions:

- **ACCOUNTING** - Costs have been allocated based on 2023/24 actual expenditures.
- **DIRECT CHARGES** - Costs have been allocated based on direct charges.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Description | Type | Amount | General Admin | ACCOUNTING | DIRECT CHARGES |
|---|---|---|---|---|---|
| **Personnel Costs** | | | | | |
| Salaries | S1 | $218,375 | $0 | $218,375 | $0 |
| *Salary % Split* | | | *0.00%* | *100.00%* | *0.00%* |
| Fringe Benefits | S | 49,039 | 0 | 49,039 | 0 |
| **Subtotal - Personnel Costs** | | **$267,414** | **$0** | **$267,414** | **$0** |
| **Services & Supplies Cost** | | | | | |
| Admin Fee | S | 0 | 0 | 0 | 0 |
| Advertising | S | 225 | 0 | 225 | 0 |
| Bank Fees/Chgs | S | 6,296 | 0 | 6,296 | 0 |
| E-Gadgets Other | S | 127 | 0 | 127 | 0 |
| Field Supplies | S | 321 | 0 | 321 | 0 |
| Financial Audit | S | 118,559 | 0 | 118,559 | 0 |
| Info Tech Charge | S | 17,028 | 0 | 17,028 | 0 |
| Memberships/Dues | S | 75 | 0 | 75 | 0 |
| Misc. Office Expenses - Accounting Program | S | 89 | 0 | 89 | 0 |
| Ofc Furnishings | S | 0 | 0 | 0 | 0 |
| Office Supplies | S | 3,240 | 0 | 3,240 | 0 |
| Other Contract Svc | S | 371 | 0 | 371 | 0 |
| Othr Prof. Srvc | S | 4,717 | 0 | 4,717 | 0 |
| Phone Svc/Intrn | S | 394 | 0 | 394 | 0 |
| Phys/Backgrounds | S | 32 | 0 | 32 | 0 |
| Postage | S | 1,093 | 0 | 1,093 | 0 |
| Prntng/Copy Exp | S | 411 | 0 | 411 | 0 |
| Risk Mgt ID Chg | S | 9,072 | 0 | 9,072 | 0 |
| SALARY TRANSFER TO HOME DEPARTMENT | P | 356,755 | 0 | 0 | 356,755 |
| Sftwre/Srv Agre | S | 13,670 | 0 | 13,670 | 0 |
| Travel & Training | S | 0 | 0 | 0 | 0 |
| **Subtotal - Services & Supplies** | | **$532,474** | **$0** | **$175,718** | **$356,755** |
| **Department Cost Total** | | **$799,888** | **$0** | **$443,133** | **$356,755** |

**Adjustments to Cost**

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Description | Type | Amount | General Admin | ACCOUNTING | DIRECT CHARGES |
|---|---|---|---|---|---|
| **Subtotal - Adjustments** | | **$0** | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 799,888 | 0 | 443,133 | 356,755 |
| General Admin Distribution | | | 0 | 0 | 0 |
| **Grand Total** | | **$799,888** | **$0** | **$443,133** | **$356,755** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)** **Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | ACCOUNTING | DIRECT CHARGES |
|---|---|---|---|---|---|
| 2 | Council-Fiscal | $925 | $252 | $652 | $525 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **925** | **252** | **652** | **525** |
| 4 | General Government | 524 | 60 | 323 | 260 |
| | **Subtotal - 010 1020 CITY CLERK** | **524** | **60** | **323** | **260** |
| 7 | CM - EXPENDITURES | 1,485 | 61 | 857 | 690 |
| 7 | CM - FTE'S | 3,571 | 154 | 2,064 | 1,661 |
| | **Subtotal - 010 1710 CITY MANAGER** | **5,056** | **215** | **2,920** | **2,351** |
| 8 | HUMAN RESOURCES | 3,124 | 209 | 1,847 | 1,487 |
| | **Subtotal - 010 1750 HUMAN RESOURCES** | **3,124** | **209** | **1,847** | **1,487** |
| 9 | FINANCE ADMIN | 57,963 | 1,997 | 33,217 | 26,743 |
| | **Subtotal - 010 1810 FINANCE ADMIN** | **57,963** | **1,997** | **33,217** | **26,743** |
| 11 | ACCOUNTING | 0 | 2,733 | 1,514 | 1,219 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **0** | **2,733** | **1,514** | **1,219** |
| 13 | FTE'S | 0 | 2,473 | 1,370 | 1,103 |
| 13 | EXPENDITURES | 0 | 1,695 | 939 | 756 |
| 13 | LEGAL EXPENSE | 0 | 3,416 | 1,892 | 1,524 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **0** | **7,583** | **4,201** | **3,382** |
| 26 | Building Maintenance | 0 | 5,911 | 3,275 | 2,637 |
| | **Subtotal - 010 3350 BUILDING MAINT** | **0** | **5,911** | **3,275** | **2,637** |
| **Total Incoming** | | **$67,592** | **$18,961** | **$47,950** | **$38,603** |
| **C. Total Allocated** | | | **$886,441** | **$491,083** | **$395,358** |
| | | | | **55.40%** | **44.60%** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: ACCOUNTING** **Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 159,848.35 | 0.21% | $986 | $0 | $986 | $0 | $986 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 11,099.04 | 0.01% | 68 | 0 | 68 | 2 | 70 |
| 4 | 010 1020 CITY CLERK | 91,959.74 | 0.12% | 567 | 0 | 567 | 0 | 567 |
| 5 | 010 1025 ELECTIONS | 48,084.75 | 0.06% | 297 | 0 | 297 | 7 | 303 |
| 6 | 010 1030 CITY TREASURER | 7,366.17 | 0.01% | 45 | 0 | 45 | 0 | 45 |
| 7 | 010 1710 CITY MANAGER | 519,485.02 | 0.67% | 3,204 | 0 | 3,204 | 0 | 3,204 |
| 8 | 010 1750 HUMAN  RESOURCES | 221,309.19 | 0.28% | 1,365 | 0 | 1,365 | 0 | 1,365 |
| 9 | 010 1810 FINANCE ADMIN | 167,559.37 | 0.22% | 1,033 | 0 | 1,033 | 0 | 1,033 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 79,107.22 | 0.10% | 488 | 0 | 488 | 0 | 488 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 443,132.81 | 0.57% | 2,733 | 0 | 2,733 | 0 | 2,733 |
| 12 | 010 1830 UTILITY BILLING | 1,300,879.64 | 1.67% | 8,022 | 0 | 8,022 | 179 | 8,202 |
| 13 | 010 1910 NON-DEPARTMENTAL | 1,079,683.99 | 1.39% | 6,658 | 0 | 6,658 | 149 | 6,807 |
| 15 | 010 2310 PD Chief Office | 874,853.58 | 1.12% | 5,395 | 0 | 5,395 | 121 | 5,516 |
| 16 | 010 2320 PD/Support Srvc | 1,411,543.52 | 1.81% | 8,705 | 0 | 8,705 | 194 | 8,899 |
| 17 | 010 2326 CODE ENFORCE PR | 187,996.36 | 0.24% | 1,159 | 0 | 1,159 | 26 | 1,185 |
| 18 | 010 2350 POLICE OPS | 6,681,268.94 | 8.57% | 41,203 | 0 | 41,203 | 921 | 42,124 |
| 19 | 010 2600 FIRE ADMIN | 725,713.27 | 0.93% | 4,475 | 0 | 4,475 | 100 | 4,575 |
| 20 | 010 2610 FIRE OPS DIVISION | 4,144,843.21 | 5.32% | 25,561 | 0 | 25,561 | 571 | 26,132 |
| 22 | 010 2617 FIRE STRIKE | 523.21 | 0.00% | 3 | 0 | 3 | 0 | 3 |
| 24 | 010 2620 EMERGENCY PREP | 241,157.78 | 0.31% | 1,487 | 0 | 1,487 | 33 | 1,520 |
| 25 | 010 3310 BLDG & SAFTY PR | 485,893.83 | 0.62% | 2,996 | 0 | 2,996 | 67 | 3,063 |
| 26 | 010 3350 BUILDING MAINT | 418,556.76 | 0.54% | 2,581 | 0 | 2,581 | 58 | 2,639 |
| 27 | 010 3363 TRASH ENCLOSURE | 54,530.04 | 0.07% | 336 | 0 | 336 | 8 | 344 |
| 29 | 010 3410 CURR/ADV PLANNG | 195,238.21 | 0.25% | 1,204 | 0 | 1,204 | 27 | 1,231 |
| 30 | 010 3415 Code Enforcement | 90,587.01 | 0.12% | 559 | 0 | 559 | 12 | 571 |
| 33 | 010 3505 ECON DEV/GF | 353,219.17 | 0.45% | 2,178 | 0 | 2,178 | 49 | 2,227 |
| 34 | 010 6005 PW ADMIN | 140,707.12 | 0.18% | 868 | 0 | 868 | 19 | 887 |
| 35 | 010 6007 PW-SSWA SUPPORT | 186,309.99 | 0.24% | 1,149 | 0 | 1,149 | 26 | 1,175 |
| 36 | 010 6010 ENGNEERNG SUPPT | 222,552.88 | 0.29% | 1,372 | 0 | 1,372 | 31 | 1,403 |
| 37 | 010 6330 LANDSCAPE MAINT | 401,891.64 | 0.52% | 2,478 | 0 | 2,478 | 55 | 2,534 |

## Allocation Details

**Cost Pool 1: ACCOUNTING** **Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 38 | 010 8610 RECREATION PROG | 452,112.17 | 0.58% | 2,788 | 0 | 2,788 | 62 | 2,850 |
| 39 | 010 8613 CRYSTAL PM PROG | 76.11 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 40 | 010 8615 DAN O ROOT PROG | 83,348.26 | 0.11% | 514 | 0 | 514 | 11 | 525 |
| 41 | 010 8617 CRESCENT AFTER | 111,565.13 | 0.14% | 688 | 0 | 688 | 15 | 703 |
| 43 | 010 8618 PRESCHOOL | 137,171.89 | 0.18% | 846 | 0 | 846 | 19 | 865 |
| 45 | 010 8670 GOLF CENTER PGM | 105,940.36 | 0.14% | 653 | 0 | 653 | 15 | 668 |
| 46 | 010 8680 SOFTBALL PROGRM | 298,682.62 | 0.38% | 1,842 | 0 | 1,842 | 41 | 1,883 |
| 47 | 010 8732 LIBRARY LEASE | 4,222.56 | 0.01% | 26 | 0 | 26 | 1 | 27 |
| 48 | 010 8750 COMMUNITY CTR | 328,961.40 | 0.42% | 2,029 | 0 | 2,029 | 45 | 2,074 |
| 49 | 010 8760 SENIOR CTR OPS | 161,152.21 | 0.21% | 994 | 0 | 994 | 22 | 1,016 |
| 53 | 025 ASSET FORFEITUR | -7.03 | -0.00% | -0 | 0 | -0 | -0 | -0 |
| 54 | 026 DONATIONS FUND | -611.00 | -0.00% | -4 | 0 | -4 | -0 | -4 |
| 56 | 037 PG&E MITIGATION | -732.14 | -0.00% | -5 | 0 | -5 | -0 | -5 |
| 57 | 050 SPECIAL EVENTS | 84,844.69 | 0.11% | 523 | 0 | 523 | 12 | 535 |
| 58 | 051 CHRISTMAS EVENT | 21,244.34 | 0.03% | 131 | 0 | 131 | 3 | 134 |
| 59 | 052 EVENTS-OTHERS | 87,390.17 | 0.11% | 539 | 0 | 539 | 12 | 551 |
| 60 | 053 FIREWORKS-ENF | 22,367.45 | 0.03% | 138 | 0 | 138 | 3 | 141 |
| 62 | 105 ALL GAS TAXES | 1,194,108.73 | 1.53% | 7,364 | 0 | 7,364 | 165 | 7,529 |
| 63 | 110 RMRA-SB1 | 574,310.33 | 0.74% | 3,542 | 0 | 3,542 | 79 | 3,621 |
| 64 | 115 TRANS.CIP FUNDS | 4,102,720.70 | 5.26% | 25,301 | 0 | 25,301 | 565 | 25,867 |
| 65 | 116 SSWA-STREET REP | 182,384.74 | 0.23% | 1,125 | 0 | 1,125 | 25 | 1,150 |
| 66 | 117 TRAIN DEPOT O&M | 60,494.18 | 0.08% | 373 | 0 | 373 | 8 | 381 |
| 67 | 120 OSSIP/TRANSPORT | 39,146.05 | 0.05% | 241 | 0 | 241 | 5 | 247 |
| 68 | 125 TRAFFIC SAFETY | 30,000.00 | 0.04% | 185 | 0 | 185 | 4 | 189 |
| 70 | 130 REFUSE/AB939 | 92,378.17 | 0.12% | 570 | 0 | 570 | 13 | 582 |
| 71 | 132 RECYCLE | 5,545.96 | 0.01% | 34 | 0 | 34 | 1 | 35 |
| 72 | 134 USED OIL | 3,516.00 | 0.00% | 22 | 0 | 22 | 0 | 22 |
| 75 | 139 HHW | 7,500.00 | 0.01% | 46 | 0 | 46 | 1 | 47 |
| 76 | 142 BOATING SAFETY | 45,043.69 | 0.06% | 278 | 0 | 278 | 6 | 284 |
| 80 | 153 SLESF GRANT | 186,159.67 | 0.24% | 1,148 | 0 | 1,148 | 26 | 1,174 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details
**Cost Pool 1: ACCOUNTING** **Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 85 | 171 PROP 49 GRANT | 190,935.67 | 0.25% | 1,177 | 0 | 1,177 | 26 | 1,204 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 24,717.57 | 0.03% | 152 | 0 | 152 | 3 | 156 |
| 87 | 180 NUISANCE ABATE | 117.64 | 0.00% | 1 | 0 | 1 | 0 | 1 |
| 89 | 183 VESSEL GRANT | 20,954.44 | 0.03% | 129 | 0 | 129 | 3 | 132 |
| 90 | 184 PLANNING GRANT | 80,303.59 | 0.10% | 495 | 0 | 495 | 11 | 506 |
| 91 | 185 SEWER MAINTENAN | 826,562.57 | 1.06% | 5,097 | 0 | 5,097 | 114 | 5,211 |
| 92 | 190 DRAINAGE MAINT | 358,181.11 | 0.46% | 2,209 | 0 | 2,209 | 49 | 2,258 |
| 93 | 202 ENERGY SAVINGS DEBT | 349,387.00 | 0.45% | 2,155 | 0 | 2,155 | 48 | 2,203 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 60,342.00 | 0.08% | 372 | 0 | 372 | 8 | 380 |
| 95 | 210 NO BAY AQUEDUCT | 63,488.34 | 0.08% | 392 | 0 | 392 | 9 | 400 |
| 96 | 211 VEHICLE DEBT SVC | 16,184.44 | 0.02% | 100 | 0 | 100 | 2 | 102 |
| 97 | 222 V HAR DEBT SV-B | 942.69 | 0.00% | 6 | 0 | 6 | 0 | 6 |
| 99 | 231 HWY 12 DEBT SVS | 4,381.51 | 0.01% | 27 | 0 | 27 | 1 | 28 |
| 100 | 234 FIRE TK ACQ. | 50,416.85 | 0.06% | 311 | 0 | 311 | 7 | 318 |
| 101 | 300 PARK DEV FD | 193,258.14 | 0.25% | 1,192 | 0 | 1,192 | 27 | 1,218 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 163,643.15 | 0.21% | 1,009 | 0 | 1,009 | 23 | 1,032 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 248,238.04 | 0.32% | 1,531 | 0 | 1,531 | 34 | 1,565 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 31,951.92 | 0.04% | 197 | 0 | 197 | 4 | 201 |
| 105 | 320 CAP IMPROV FEES | 555,694.63 | 0.71% | 3,427 | 0 | 3,427 | 77 | 3,504 |
| 107 | 322 ENERGY SAVINGS PROJECT | 527,893.31 | 0.68% | 3,256 | 0 | 3,256 | 73 | 3,328 |
| 108 | 337 WALMART MITIGAT | -11,534.48 | -0.01% | -71 | 0 | -71 | -2 | -73 |
| 109 | 340 DREDGING FUND | -1,651.68 | -0.00% | -10 | 0 | -10 | -0 | -10 |
| 110 | 420 LAWLER-MAINT | 379,423.72 | 0.49% | 2,340 | 0 | 2,340 | 52 | 2,392 |
| 111 | 422 MARINA VILL MAD | 1,541.10 | 0.00% | 10 | 0 | 10 | 0 | 10 |
| 112 | 425 BLOSSOM MAD | 16,327.55 | 0.02% | 101 | 0 | 101 | 2 | 103 |
| 113 | 430 HERITAGE MAD | 221,938.35 | 0.28% | 1,369 | 0 | 1,369 | 31 | 1,399 |
| 114 | 435 MTBELLO-MAINT | 62,770.23 | 0.08% | 387 | 0 | 387 | 9 | 396 |
| 115 | 445 PETERSON-MAINT | 225,773.59 | 0.29% | 1,392 | 0 | 1,392 | 31 | 1,423 |
| 116 | 446 PETERSON-CFD | 142,439.57 | 0.18% | 878 | 0 | 878 | 20 | 898 |
| 117 | 448 RAILROAD AVE-AD | 15,192.16 | 0.02% | 94 | 0 | 94 | 2 | 96 |

## Allocation Details

**Cost Pool 1: ACCOUNTING** **Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 118 | 449 VIC HAR-DREDGE | -93.60 | -0.00% | -1 | 0 | -1 | -0 | -1 |
| 119 | 453 VIC.HAR.ZONE-A | 1,249,349.23 | 1.60% | 7,705 | 0 | 7,705 | 172 | 7,877 |
| 120 | 454 VIC.HAR.ZONE-B | 31,779.98 | 0.04% | 196 | 0 | 196 | 4 | 200 |
| 121 | 455 VIC.HAR.ZONE-C | 404,998.04 | 0.52% | 2,498 | 0 | 2,498 | 56 | 2,553 |
| 122 | 458 VIC HAR-ZONE E | 63,868.15 | 0.08% | 394 | 0 | 394 | 9 | 403 |
| 123 | 459 VIC HAR-ZONE F | 191,607.19 | 0.25% | 1,182 | 0 | 1,182 | 26 | 1,208 |
| 124 | 460 HWY12 LANDSCAPE | 100,987.86 | 0.13% | 623 | 0 | 623 | 14 | 637 |
| 125 | 461 SUISUN CFD#2 | 874,182.53 | 1.12% | 5,391 | 0 | 5,391 | 120 | 5,512 |
| 126 | 462 MCCOY CREEK TZ2 | 8,031.80 | 0.01% | 50 | 0 | 50 | 1 | 51 |
| 127 | 464 MCCOY CREEK PAD | 13,891.84 | 0.02% | 86 | 0 | 86 | 2 | 88 |
| 128 | 465 AMBERWOOD TZ1 | 20,327.86 | 0.03% | 125 | 0 | 125 | 3 | 128 |
| 129 | 466 PETERSON TZ3 | 32,864.14 | 0.04% | 203 | 0 | 203 | 5 | 207 |
| 130 | 467 SUMMERWOOD TZ5 | 28,756.07 | 0.04% | 177 | 0 | 177 | 4 | 181 |
| 131 | 468 TAX ZONE 6 | 34,267.22 | 0.04% | 211 | 0 | 211 | 5 | 216 |
| 132 | 469 CFD 3 | 69,290.10 | 0.09% | 427 | 0 | 427 | 10 | 437 |
| 133 | 501 SSWA 93 TRUSTEE | 992,910.05 | 1.27% | 6,123 | 0 | 6,123 | 137 | 6,260 |
| 134 | 505 SSWA RATE STABILIZATION | -5,380.32 | -0.01% | -33 | 0 | -33 | -1 | -34 |
| 135 | 506 SSWA CONNECTION | 152,592.52 | 0.20% | 941 | 0 | 941 | 21 | 962 |
| 136 | 507 SSWA OPER FUND | 9,461,741.39 | 12.14% | 58,350 | 0 | 58,350 | 1,304 | 59,654 |
| 138 | 510 SSWA DEPRECIATN | 1,164,838.03 | 1.49% | 7,184 | 0 | 7,184 | 160 | 7,344 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 13,261.50 | 0.02% | 82 | 0 | 82 | 2 | 84 |
| 141 | 705 VEH/EQUIP-MAINT | 137,920.86 | 0.18% | 851 | 0 | 851 | 19 | 870 |
| 142 | 706 VEH/EQU-RPLCMT | 773,187.83 | 0.99% | 4,768 | 0 | 4,768 | 107 | 4,875 |
| 143 | 710 NETWORK MAINT. | 558,458.57 | 0.72% | 3,444 | 0 | 3,444 | 77 | 3,521 |
| 144 | 712 DISPATCH SERVICES | 1,691,992.34 | 2.17% | 10,434 | 0 | 10,434 | 233 | 10,668 |
| 145 | 713 PW MAINT-I.S. | 2,630,814.61 | 3.38% | 16,224 | 0 | 16,224 | 362 | 16,587 |
| 146 | 715 LIAB INS RESERV | 1,327,103.63 | 1.70% | 8,184 | 0 | 8,184 | 183 | 8,367 |
| 148 | 750 WRKERS COMP INS | 638,376.03 | 0.82% | 3,937 | 0 | 3,937 | 88 | 4,025 |
| 149 | 765 UNEMP SELF INS | 15,840.00 | 0.02% | 98 | 0 | 98 | 2 | 100 |
| 153 | 805 STRONG MOTION FEE | 9,579.01 | 0.01% | 59 | 0 | 59 | 1 | 60 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: ACCOUNTING** **Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 154 | 807 CBSC-SB1473 | 3,149.00 | 0.00% | 19 | 0 | 19 | 0 | 20 |
| 155 | 808 SB1186 | 52.80 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 156 | 825 BID FEE | 12,408.75 | 0.02% | 77 | 0 | 77 | 2 | 78 |
| 157 | 830 SEWER DISTRICT | 6,566,432.10 | 8.43% | 40,495 | 0 | 40,495 | 905 | 41,400 |
| 161 | 901 SA/ADMIN FUND | 250,000.00 | 0.32% | 1,542 | 0 | 1,542 | 34 | 1,576 |
| 162 | 902 RDA OBLIGATION | 2,008,583.76 | 2.58% | 12,387 | 0 | 12,387 | 277 | 12,664 |
| 163 | 903 SA-HOUSING | 470,183.72 | 0.60% | 2,900 | 0 | 2,900 | 65 | 2,964 |
| 164 | 907 ALMOND GARDENS | 447,740.02 | 0.57% | 2,761 | 0 | 2,761 | 62 | 2,823 |
| 165 | 908 RDA ASSET MGMT | 76,785.05 | 0.10% | 474 | 0 | 474 | 11 | 484 |
| 166 | 909 MARINA | 452,127.78 | 0.58% | 2,788 | 0 | 2,788 | 62 | 2,851 |
| 167 | 919 MARINA FUEL | 37,515.15 | 0.05% | 231 | 0 | 231 | 5 | 237 |
| 168 | 932 SECTION8 CHOICE | 3,458,191.34 | 4.44% | 21,327 | 0 | 21,327 | 476 | 21,803 |
| 169 | 937 2002 HOME REHAB PROG | -3,359.72 | -0.00% | -21 | 0 | -21 | -0 | -21 |
| 170 | 945 HSG AUTH/ADMIN | 543,113.15 | 0.70% | 3,349 | 0 | 3,349 | 75 | 3,424 |
| 172 | 974 THEATER | 9,926.89 | 0.01% | 61 | 0 | 61 | 1 | 63 |
| 173 | 980 BAY HOMES CORP | 566,551.85 | 0.73% | 3,494 | 0 | 3,494 | 78 | 3,572 |
| 174 | 012 MEASURE 5 | 3,489,509.31 | 4.48% | 21,520 | 0 | 21,520 | 481 | 22,000 |
| 175 | 069 ARPA-GF RECOVERY | 757,350.14 | 0.97% | 4,671 | 0 | 4,671 | 104 | 4,775 |
| 176 | 129 SB1383-ORGANIC | 12,330.28 | 0.02% | 76 | 0 | 76 | 2 | 78 |
| 178 | 167 ARP-AMER RESCUE | 1,344,097.06 | 1.72% | 8,289 | 0 | 8,289 | 185 | 8,474 |
| 179 | 173 LEAP GRAT-HCD | 26,643.64 | 0.03% | 164 | 0 | 164 | 4 | 168 |
| 180 | 174 PROP 68 | 13,462.05 | 0.02% | 83 | 0 | 83 | 2 | 85 |
| 182 | 187 RPM GRANTS | 25,036.37 | 0.03% | 154 | 0 | 154 | 3 | 158 |
| 183 | 188 Sewer Rehabilitation | 118,382.43 | 0.15% | 730 | 0 | 730 | 16 | 746 |
| 184 | 189 Prop 64 Grant | 366,501.55 | 0.47% | 2,260 | 0 | 2,260 | 50 | 2,311 |
| **Subtotal** | | **77,927,812.87** | **100.00%** | **$480,578** | **$0** | **$480,578** | **$10,504** | **$491,083** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$480,578** | | **$491,083** |

Allocation Basis Units: $ 2023/24 Actual Expenditures by Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 2: DIRECT CHARGES** **Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 7 | 010 1710 CITY MANAGER | 9,271.60 | 2.60% | $10,055 | -$9,272 | $783 | $0 | $783 |
| 9 | 010 1810 FINANCE ADMIN | 27,814.80 | 7.80% | 30,165 | -27,815 | 2,350 | 0 | 2,350 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 6,606.08 | 1.85% | 7,164 | -6,606 | 558 | 0 | 558 |
| 12 | 010 1830 UTILITY BILLING | 197,823.81 | 55.45% | 214,540 | -197,824 | 16,717 | 5,344 | 22,060 |
| 143 | 710 NETWORK MAINT. | 27,814.80 | 7.80% | 30,165 | -27,815 | 2,350 | 751 | 3,102 |
| 161 | 901 SA/ADMIN FUND | 42,456.54 | 11.90% | 46,044 | -42,457 | 3,588 | 1,147 | 4,735 |
| 163 | 903 SA-HOUSING | 29,089.84 | 8.15% | 31,548 | -29,090 | 2,458 | 786 | 3,244 |
| 170 | 945 HSG AUTH/ADMIN | 15,877.68 | 4.45% | 17,219 | -15,878 | 1,342 | 429 | 1,771 |
| **Subtotal** | | **356,755.15** | **100.00%** | **$386,902** | **-$356,755** | **$30,147** | **$8,457** | **$38,603** |
| Direct Bills | | | | | | 356,755 | | 356,755 |
| **Total** | | | | | | **$386,902** | | **$395,358** |

Allocation Basis Units: $ Accounting Direct Charges per Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | ACCOUNTING | DIRECT CHARGES | Total |
|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | $986 | $0 | $986 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 70 | 0 | 70 |
| 4 | 010 1020 CITY CLERK | 567 | 0 | 567 |
| 5 | 010 1025 ELECTIONS | 303 | 0 | 303 |
| 6 | 010 1030 CITY TREASURER | 45 | 0 | 45 |
| 7 | 010 1710 CITY MANAGER | 3,204 | 783 | 3,987 |
| 8 | 010 1750 HUMAN  RESOURCES | 1,365 | 0 | 1,365 |
| 9 | 010 1810 FINANCE ADMIN | 1,033 | 2,350 | 3,384 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 488 | 558 | 1,046 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 2,733 | 0 | 2,733 |
| 12 | 010 1830 UTILITY BILLING | 8,202 | 22,060 | 30,262 |
| 13 | 010 1910 NON-DEPARTMENTAL | 6,807 | 0 | 6,807 |
| 15 | 010 2310 PD Chief Office | 5,516 | 0 | 5,516 |
| 16 | 010 2320 PD/Support Srvc | 8,899 | 0 | 8,899 |
| 17 | 010 2326 CODE ENFORCE PR | 1,185 | 0 | 1,185 |
| 18 | 010 2350 POLICE OPS | 42,124 | 0 | 42,124 |
| 19 | 010 2600 FIRE ADMIN | 4,575 | 0 | 4,575 |
| 20 | 010 2610 FIRE OPS DIVISION | 26,132 | 0 | 26,132 |
| 22 | 010 2617 FIRE STRIKE | 3 | 0 | 3 |
| 24 | 010 2620 EMERGENCY PREP | 1,520 | 0 | 1,520 |
| 25 | 010 3310 BLDG & SAFTY PR | 3,063 | 0 | 3,063 |
| 26 | 010 3350 BUILDING MAINT | 2,639 | 0 | 2,639 |
| 27 | 010 3363 TRASH ENCLOSURE | 344 | 0 | 344 |
| 29 | 010 3410 CURR/ADV PLANNG | 1,231 | 0 | 1,231 |
| 30 | 010 3415 Code Enforcement | 571 | 0 | 571 |
| 33 | 010 3505 ECON DEV/GF | 2,227 | 0 | 2,227 |
| 34 | 010 6005 PW ADMIN | 887 | 0 | 887 |
| 35 | 010 6007 PW-SSWA SUPPORT | 1,175 | 0 | 1,175 |
| 36 | 010 6010 ENGNEERNG SUPPT | 1,403 | 0 | 1,403 |
| 37 | 010 6330 LANDSCAPE MAINT | 2,534 | 0 | 2,534 |
| 38 | 010 8610 RECREATION PROG | 2,850 | 0 | 2,850 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | ACCOUNTING | DIRECT CHARGES | Total |
|---|---|---|---|---|
| 39 | 010 8613 CRYSTAL PM PROG | 0 | 0 | 0 |
| 40 | 010 8615 DAN O ROOT PROG | 525 | 0 | 525 |
| 41 | 010 8617 CRESCENT AFTER | 703 | 0 | 703 |
| 43 | 010 8618 PRESCHOOL | 865 | 0 | 865 |
| 45 | 010 8670 GOLF CENTER PGM | 668 | 0 | 668 |
| 46 | 010 8680 SOFTBALL PROGRM | 1,883 | 0 | 1,883 |
| 47 | 010 8732 LIBRARY LEASE | 27 | 0 | 27 |
| 48 | 010 8750 COMMUNITY CTR | 2,074 | 0 | 2,074 |
| 49 | 010 8760 SENIOR CTR OPS | 1,016 | 0 | 1,016 |
| 53 | 025 ASSET FORFEITUR | -0 | 0 | -0 |
| 54 | 026 DONATIONS FUND | -4 | 0 | -4 |
| 56 | 037 PG&E MITIGATION | -5 | 0 | -5 |
| 57 | 050 SPECIAL EVENTS | 535 | 0 | 535 |
| 58 | 051 CHRISTMAS EVENT | 134 | 0 | 134 |
| 59 | 052 EVENTS-OTHERS | 551 | 0 | 551 |
| 60 | 053 FIREWORKS-ENF | 141 | 0 | 141 |
| 62 | 105 ALL GAS TAXES | 7,529 | 0 | 7,529 |
| 63 | 110 RMRA-SB1 | 3,621 | 0 | 3,621 |
| 64 | 115 TRANS.CIP FUNDS | 25,867 | 0 | 25,867 |
| 65 | 116 SSWA-STREET REP | 1,150 | 0 | 1,150 |
| 66 | 117 TRAIN DEPOT O&M | 381 | 0 | 381 |
| 67 | 120 OSSIP/TRANSPORT | 247 | 0 | 247 |
| 68 | 125 TRAFFIC SAFETY | 189 | 0 | 189 |
| 70 | 130 REFUSE/AB939 | 582 | 0 | 582 |
| 71 | 132 RECYCLE | 35 | 0 | 35 |
| 72 | 134 USED OIL | 22 | 0 | 22 |
| 75 | 139 HHW | 47 | 0 | 47 |
| 76 | 142 BOATING SAFETY | 284 | 0 | 284 |
| 80 | 153 SLESF GRANT | 1,174 | 0 | 1,174 |
| 85 | 171 PROP 49 GRANT | 1,204 | 0 | 1,204 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 156 | 0 | 156 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | ACCOUNTING | DIRECT CHARGES | Total |
|---|---|---|---|---|
| 87 | 180 NUISANCE ABATE | 1 | 0 | 1 |
| 89 | 183 VESSEL GRANT | 132 | 0 | 132 |
| 90 | 184 PLANNING GRANT | 506 | 0 | 506 |
| 91 | 185 SEWER MAINTENAN | 5,211 | 0 | 5,211 |
| 92 | 190 DRAINAGE MAINT | 2,258 | 0 | 2,258 |
| 93 | 202 ENERGY SAVINGS DEBT | 2,203 | 0 | 2,203 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 380 | 0 | 380 |
| 95 | 210 NO BAY AQUEDUCT | 400 | 0 | 400 |
| 96 | 211 VEHICLE DEBT SVC | 102 | 0 | 102 |
| 97 | 222 V HAR DEBT SV-B | 6 | 0 | 6 |
| 99 | 231 HWY 12 DEBT SVS | 28 | 0 | 28 |
| 100 | 234 FIRE TK ACQ. | 318 | 0 | 318 |
| 101 | 300 PARK DEV FD | 1,218 | 0 | 1,218 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 1,032 | 0 | 1,032 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 1,565 | 0 | 1,565 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 201 | 0 | 201 |
| 105 | 320 CAP IMPROV FEES | 3,504 | 0 | 3,504 |
| 107 | 322 ENERGY SAVINGS PROJECT | 3,328 | 0 | 3,328 |
| 108 | 337 WALMART MITIGAT | -73 | 0 | -73 |
| 109 | 340 DREDGING FUND | -10 | 0 | -10 |
| 110 | 420 LAWLER-MAINT | 2,392 | 0 | 2,392 |
| 111 | 422 MARINA VILL MAD | 10 | 0 | 10 |
| 112 | 425 BLOSSOM MAD | 103 | 0 | 103 |
| 113 | 430 HERITAGE MAD | 1,399 | 0 | 1,399 |
| 114 | 435 MTBELLO-MAINT | 396 | 0 | 396 |
| 115 | 445 PETERSON-MAINT | 1,423 | 0 | 1,423 |
| 116 | 446 PETERSON-CFD | 898 | 0 | 898 |
| 117 | 448 RAILROAD AVE-AD | 96 | 0 | 96 |
| 118 | 449 VIC HAR-DREDGE | -1 | 0 | -1 |
| 119 | 453 VIC.HAR.ZONE-A | 7,877 | 0 | 7,877 |
| 120 | 454 VIC.HAR.ZONE-B | 200 | 0 | 200 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | ACCOUNTING | DIRECT CHARGES | Total |
|---|---|---|---|---|
| 121 | 455 VIC.HAR.ZONE-C | 2,553 | 0 | 2,553 |
| 122 | 458 VIC HAR-ZONE E | 403 | 0 | 403 |
| 123 | 459 VIC HAR-ZONE F | 1,208 | 0 | 1,208 |
| 124 | 460 HWY12 LANDSCAPE | 637 | 0 | 637 |
| 125 | 461 SUISUN CFD#2 | 5,512 | 0 | 5,512 |
| 126 | 462 MCCOY CREEK TZ2 | 51 | 0 | 51 |
| 127 | 464 MCCOY CREEK PAD | 88 | 0 | 88 |
| 128 | 465 AMBERWOOD TZ1 | 128 | 0 | 128 |
| 129 | 466 PETERSON TZ3 | 207 | 0 | 207 |
| 130 | 467 SUMMERWOOD TZ5 | 181 | 0 | 181 |
| 131 | 468 TAX ZONE 6 | 216 | 0 | 216 |
| 132 | 469 CFD 3 | 437 | 0 | 437 |
| 133 | 501 SSWA 93 TRUSTEE | 6,260 | 0 | 6,260 |
| 134 | 505 SSWA RATE STABILIZATION | -34 | 0 | -34 |
| 135 | 506 SSWA CONNECTION | 962 | 0 | 962 |
| 136 | 507 SSWA OPER FUND | 59,654 | 0 | 59,654 |
| 138 | 510 SSWA DEPRECIATN | 7,344 | 0 | 7,344 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 84 | 0 | 84 |
| 141 | 705 VEH/EQUIP-MAINT | 870 | 0 | 870 |
| 142 | 706 VEH/EQU-RPLCMT | 4,875 | 0 | 4,875 |
| 143 | 710 NETWORK MAINT. | 3,521 | 3,102 | 6,623 |
| 144 | 712 DISPATCH SERVICES | 10,668 | 0 | 10,668 |
| 145 | 713 PW MAINT-I.S. | 16,587 | 0 | 16,587 |
| 146 | 715 LIAB INS RESERV | 8,367 | 0 | 8,367 |
| 148 | 750 WRKERS COMP INS | 4,025 | 0 | 4,025 |
| 149 | 765 UNEMP SELF INS | 100 | 0 | 100 |
| 153 | 805 STRONG MOTION FEE | 60 | 0 | 60 |
| 154 | 807 CBSC-SB1473 | 20 | 0 | 20 |
| 155 | 808 SB1186 | 0 | 0 | 0 |
| 156 | 825 BID FEE | 78 | 0 | 78 |
| 157 | 830 SEWER DISTRICT | 41,400 | 0 | 41,400 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 11: 010 1820 ACCOUNTING PROGRAM**

| Seq # | Department Name | ACCOUNTING | DIRECT CHARGES | Total |
|---|---|---|---|---|
| 161 | 901 SA/ADMIN FUND | 1,576 | 4,735 | 6,311 |
| 162 | 902 RDA OBLIGATION | 12,664 | 0 | 12,664 |
| 163 | 903 SA-HOUSING | 2,964 | 3,244 | 6,208 |
| 164 | 907 ALMOND GARDENS | 2,823 | 0 | 2,823 |
| 165 | 908 RDA ASSET MGMT | 484 | 0 | 484 |
| 166 | 909 MARINA | 2,851 | 0 | 2,851 |
| 167 | 919 MARINA FUEL | 237 | 0 | 237 |
| 168 | 932 SECTION8 CHOICE | 21,803 | 0 | 21,803 |
| 169 | 937 2002 HOME REHAB PROG | -21 | 0 | -21 |
| 170 | 945 HSG AUTH/ADMIN | 3,424 | 1,771 | 5,195 |
| 172 | 974 THEATER | 63 | 0 | 63 |
| 173 | 980 BAY HOMES CORP | 3,572 | 0 | 3,572 |
| 174 | 012 MEASURE 5 | 22,000 | 0 | 22,000 |
| 175 | 069 ARPA-GF RECOVERY | 4,775 | 0 | 4,775 |
| 176 | 129 SB1383-ORGANIC | 78 | 0 | 78 |
| 178 | 167 ARP-AMER RESCUE | 8,474 | 0 | 8,474 |
| 179 | 173 LEAP GRAT-HCD | 168 | 0 | 168 |
| 180 | 174 PROP 68 | 85 | 0 | 85 |
| 182 | 187 RPM GRANTS | 158 | 0 | 158 |
| 183 | 188 Sewer Rehabilitation | 746 | 0 | 746 |
| 184 | 189 Prop 64 Grant | 2,311 | 0 | 2,311 |
| **Direct Bills** | | **$0** | **$356,755** | **$356,755** |
| **Total** | | **$491,083** | **$395,358** | **$886,441** |

## Nature and Extent of Services

The Utility Billing Program is responsible for the billing and collection of water and sewer accounts. Total expenditures in this division are offset by payments from the Fairfield-Suisun Sewer District (FSSD) and the Suisun-Solano Water Authority (SSWA).

010 1830 Utility Billing Program costs are distributed by the following function:

- **UTILITY BILLING** - Costs have been allocated directly to the Water Fund (507 SSWA Oper).

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 12: 010 1830 UTILITY BILLING**

| Description | Type | Amount | General Admin | UTILITY BILLING |
|---|---|---|---|---|
| **Personnel Costs** | | | | |
| Salaries | S1 | $576,202 | $0 | $576,202 |
| *Salary % Split* | | | *0.00%* | *100.00%* |
| Fringe Benefits | S | 147,851 | 0 | 147,851 |
| **Subtotal - Personnel Costs** | | **$724,053** | **$0** | **$724,053** |
| **Services & Supplies Cost** | | | | |
| Admin Fee | S | 0 | 0 | 0 |
| Advertising | S | 0 | 0 | 0 |
| Bank Fees/Chgs. | S | 159,640 | 0 | 159,640 |
| Cost Allocation Charge | D | 262,762 | 0 | 0 |
| E-Gadgets Other | S | 469 | 0 | 469 |
| Field Supplies | S | 214 | 0 | 214 |
| Financial Audit | S | 13,346 | 0 | 13,346 |
| Govt Permit/Tax | S | 259 | 0 | 259 |
| Info Tech Chrge | S | 30,204 | 0 | 30,204 |
| Leases/Rentals | S | 0 | 0 | 0 |
| Membership/Dues | S | 216 | 0 | 216 |
| Misc Offc Exp | S | 5 | 0 | 5 |
| Ofc Equip Maint | S | 0 | 0 | 0 |
| Ofc Equip <$5K | S | 1,848 | 0 | 1,848 |
| Office Furnishings | S | 0 | 0 | 0 |
| Office Supplies | S | 15,084 | 0 | 15,084 |
| Other Contract Svcs | S | 15,461 | 0 | 15,461 |
| Other Prof Svc | S | 0 | 0 | 0 |
| Phone Svc/Intrn | S | 4,324 | 0 | 4,324 |
| Postage | S | 38,853 | 0 | 38,853 |
| Prntng/Copy Exp | S | 2,649 | 0 | 2,649 |
| Risk Mgt ID Chg | S | 21,847 | 0 | 21,847 |
| Sftwre/Srv Agre | S | 9,507 | 0 | 9,507 |
| Travel & Training | S | 138 | 0 | 138 |
| Vehicle Maint Charge | S | 0 | 0 | 0 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs**

**Seq. 12: 010 1830 UTILITY BILLING**

| Description | Type | Amount | General Admin | UTILITY BILLING |
|---|---|---|---|---|
| **Subtotal - Services & Supplies** | | **$576,826** | **$0** | **$314,064** |
| **Department Cost Total** | | **$1,300,880** | **$0** | **$1,038,118** |
| **Adjustments to Cost** | | | | |
| Cost Allocation Charge | D | -262,762 | 0 | 0 |
| **Subtotal - Adjustments** | | **-$262,762** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 1,038,118 | 0 | 1,038,118 |
| General Admin Distribution | | | 0 | 0 |
| **Grand Total** | | **$1,038,118** | **$0** | **$1,038,118** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)**

**Seq. 12: 010 1830 UTILITY BILLING**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | UTILITY BILLING |
|---|---|---|---|---|
| 1 | CIVIC CENTER LEASE | $4,333 | $0 | $4,333 |
| | **Subtotal - CIVIC CENTER DEPRECIATION** | **4,333** | **0** | **4,333** |
| 2 | Council-Fiscal | 2,715 | 740 | 3,455 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **2,715** | **740** | **3,455** |
| 4 | General Government | 1,538 | 176 | 1,714 |
| | **Subtotal - 010 1020 CITY CLERK** | **1,538** | **176** | **1,714** |
| 7 | CM - EXPENDITURES | 4,360 | 180 | 4,539 |
| 7 | CM - FTE'S | 7,036 | 303 | 7,339 |
| 7 | CM - Direct Charges | 212 | 1,909 | 2,121 |
| | **Subtotal - 010 1710 CITY MANAGER** | **11,608** | **2,392** | **14,000** |
| 8 | HUMAN RESOURCES | 6,155 | 412 | 6,567 |
| | **Subtotal - 010 1750 HUMAN RESOURCES** | **6,155** | **412** | **6,567** |
| 9 | FINANCE ADMIN | 113,547 | 3,912 | 117,459 |
| | **Subtotal - 010 1810 FINANCE ADMIN** | **113,547** | **3,912** | **117,459** |
| 11 | ACCOUNTING | 8,022 | 179 | 8,202 |
| 11 | DIRECT CHARGES | 16,717 | 5,344 | 22,060 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **24,739** | **5,523** | **30,262** |
| 13 | FTE'S | 0 | 4,872 | 4,872 |
| 13 | EXPENDITURES | 0 | 4,975 | 4,975 |
| 13 | LEGAL EXPENSE | 0 | 10,028 | 10,028 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **0** | **19,874** | **19,874** |
| 26 | Building Maintenance | 0 | 11,646 | 11,646 |
| | **Subtotal - 010 3350 BUILDING MAINT** | **0** | **11,646** | **11,646** |
| **Total Incoming** | | **$164,635** | **$44,676** | **$209,311** |
| **C. Total Allocated** | | | **$1,247,428** | **$1,247,428** |
| | | | | **100.00%** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: UTILITY BILLING** **Seq. 12: 010 1830 UTILITY BILLING**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 136 | 507 SSWA OPER FUND | 100 | 100.00% | $1,202,753 | -$1,300,880 | -$98,127 | $44,676 | -$53,451 |
| **Subtotal** | | **100** | **100.00%** | **$1,202,753** | **-$1,300,880** | **-$98,127** | **$44,676** | **-$53,451** |
| Direct Bills | | | | | | 1,300,880 | | 1,300,880 |
| **Total** | | | | | | **$1,202,753** | | **$1,247,428** |

Allocation Basis Units: Direct to 507 SSWA OPER FUND

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 12: 010 1830 UTILITY BILLING**

| Seq # | Department Name | UTILITY BILLING | Total |
|---|---|---|---|
| 136 | 507 SSWA OPER FUND | -$53,451 | -$53,451 |
| **Direct Bills** | | **$1,300,880** | **$1,300,880** |
| **Total** | | **$1,247,428** | **$1,247,428** |

## Nature and Extent of Services

There are various costs within the Non-Departmental Division that are either for citywide use or they are department specific.

010 1910 Non-Departmental costs are distributed by the following functions:

- **FTE'S** - Costs have been allocated based on the number of FTE's.
- **EXPENDITURES** - Costs have been allocated based on 2023/24 actual expenditures.
- **LEGAL EXPENSE** - Costs have been allocated based on 2023/24 actual expenditures.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Description | Type | Amount | General Admin | FTE'S | EXPENDITURES | LEGAL EXPENSE |
|---|---|---|---|---|---|---|
| **Personnel Costs** | | | | | | |
| Salaries | S1 | $58,196 | $0 | $29,098 | $29,098 | $0 |
| *Salary % Split* | | | *0.00%* | *50.00%* | *50.00%* | *0.00%* |
| Fringe Benefits | S | 0 | 0 | 0 | 0 | 0 |
| **Subtotal - Personnel Costs** | | **$58,196** | **$0** | **$29,098** | **$29,098** | **$0** |
| **Services & Supplies Cost** | | | | | | |
| Admin Fee | P | 12,163 | 0 | 0 | 12,163 | 0 |
| Advertising | P | 438 | 0 | 438 | 0 | 0 |
| Emp Serv Awards | P | 6,604 | 0 | 6,604 | 0 | 0 |
| Field Supplies | P | 10,868 | 0 | 10,868 | 0 | 0 |
| Govt Permit/Tax | S | 0 | 0 | 0 | 0 | 0 |
| Insurance Expense | S | 238 | 0 | 119 | 119 | 0 |
| LAFCO Expense | P | 16,503 | 0 | 0 | 16,503 | 0 |
| Legal Services | P | 593,031 | 0 | 0 | 0 | 593,031 |
| Litigation Exp | S | 0 | 0 | 0 | 0 | 0 |
| Marketing & Promos | S | 34,000 | 0 | 17,000 | 17,000 | 0 |
| Membership/Dues | P | 29,481 | 0 | 29,481 | 0 | 0 |
| Misc Office Exp | P | 0 | 0 | 0 | 0 | 0 |
| Other Contract Services | P | 0 | 0 | 0 | 0 | 0 |
| Othr Prof. Srvc | P | 26,073 | 0 | 0 | 26,073 | 0 |
| Phone Svc/Intrn | P | 0 | 0 | 0 | 0 | 0 |
| Principal Payment | S | 169,339 | 0 | 84,670 | 84,670 | 0 |
| Prntng/Copy Exp | P | 212 | 0 | 212 | 0 | 0 |
| Prof Studies | P | 31,844 | 0 | 0 | 31,844 | 0 |
| Prop Tx Adm Fee | P | 12,694 | 0 | 0 | 12,694 | 0 |
| Rate and Fee Study | S | 0 | 0 | 0 | 0 | 0 |
| Risk Mgt ID Chg | P | 13,700 | 0 | 0 | 13,700 | 0 |
| Travel & Training | S | 79 | 0 | 39 | 39 | 0 |
| Unrealized Loss | D | -365,452 | 0 | 0 | 0 | 0 |
| Vehicle/Eq. Acq | S | 0 | 0 | 0 | 0 | 0 |
| To Other Events | P | 50,285 | 0 | 0 | 50,285 | 0 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Description | Type | Amount | General Admin | FTE'S | EXPENDITURES | LEGAL EXPENSE |
|---|---|---|---|---|---|---|
| Transfer to ARPA | D | 30,000 | 0 | 0 | 0 | 0 |
| To Energy Savings | D | 349,387 | 0 | 0 | 0 | 0 |
| **Subtotal - Services & Supplies** | | **$1,021,488** | **$0** | **$149,430** | **$265,091** | **$593,031** |
| **Department Cost Total** | | **$1,079,684** | **$0** | **$178,528** | **$294,189** | **$593,031** |
| **Adjustments to Cost** | | | | | | |
| Unrealized Loss | D | 365,452 | 0 | 0 | 0 | 0 |
| To Energy Savings | D | -349,387 | 0 | 0 | 0 | 0 |
| Transfer to ARPA | D | -30,000 | 0 | 0 | 0 | 0 |
| **Subtotal - Adjustments** | | **-$13,935** | **$0** | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 1,065,749 | 0 | 178,528 | 294,189 | 593,031 |
| General Admin Distribution | | | 0 | 0 | 0 | 0 |
| **Grand Total** | | **$1,065,749** | **$0** | **$178,528** | **$294,189** | **$593,031** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | FTE'S | EXPENDITURES | LEGAL EXPENSE |
|---|---|---|---|---|---|---|
| 2 | Council-Fiscal | $2,253 | $614 | $480 | $792 | $1,596 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **2,253** | **614** | **480** | **792** | **1,596** |
| 4 | General Government | 1,277 | 146 | 238 | 393 | 792 |
| | **Subtotal - 010 1020 CITY CLERK** | **1,277** | **146** | **238** | **393** | **792** |
| 7 | CM - EXPENDITURES | 3,619 | 149 | 631 | 1,040 | 2,096 |
| | **Subtotal - 010 1710 CITY MANAGER** | **3,619** | **149** | **631** | **1,040** | **2,096** |
| 11 | ACCOUNTING | 6,658 | 149 | 1,140 | 1,879 | 3,788 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **6,658** | **149** | **1,140** | **1,879** | **3,788** |
| 13 | EXPENDITURES | 0 | 4,129 | 692 | 1,140 | 2,297 |
| 13 | LEGAL EXPENSE | 0 | 8,323 | 1,394 | 2,297 | 4,631 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **0** | **12,452** | **2,086** | **3,437** | **6,929** |
| **Total Incoming** | | **$13,807** | **$13,509** | **$4,576** | **$7,540** | **$15,200** |
| **C. Total Allocated** | | | **$1,093,065** | **$183,104** | **$301,729** | **$608,231** |
| | | | | **16.75%** | **27.60%** | **55.64%** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: FTE'S** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 6.00 | 3.06% | $5,536 | $0 | $5,536 | $0 | $5,536 |
| 4 | 010 1020 CITY CLERK | 1.45 | 0.74% | 1,338 | 0 | 1,338 | 0 | 1,338 |
| 7 | 010 1710 CITY MANAGER | 3.30 | 1.68% | 3,045 | 0 | 3,045 | 0 | 3,045 |
| 8 | 010 1750 HUMAN RESOURCES | 2.34 | 1.19% | 2,159 | 0 | 2,159 | 0 | 2,159 |
| 9 | 010 1810 FINANCE ADMIN | 0.15 | 0.08% | 138 | 0 | 138 | 0 | 138 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0.05 | 0.03% | 46 | 0 | 46 | 0 | 46 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 2.68 | 1.37% | 2,473 | 0 | 2,473 | 0 | 2,473 |
| 12 | 010 1830 UTILITY BILLING | 5.28 | 2.69% | 4,872 | 0 | 4,872 | 0 | 4,872 |
| 15 | 010 2310 PD Chief Office | 1.00 | 0.51% | 923 | 0 | 923 | 13 | 936 |
| 17 | 010 2326 CODE ENFORCE PR | 3.00 | 1.53% | 2,768 | 0 | 2,768 | 39 | 2,807 |
| 18 | 010 2350 POLICE OPS | 24.50 | 12.50% | 22,605 | 0 | 22,605 | 317 | 22,922 |
| 19 | 010 2600 FIRE ADMIN | 3.00 | 1.53% | 2,768 | 0 | 2,768 | 39 | 2,807 |
| 20 | 010 2610 FIRE OPS DIVISION | 22.00 | 11.22% | 20,299 | 0 | 20,299 | 285 | 20,583 |
| 24 | 010 2620 EMERGENCY PREP | 1.00 | 0.51% | 923 | 0 | 923 | 13 | 936 |
| 25 | 010 3310 BLDG & SAFTY PR | 2.10 | 1.07% | 1,938 | 0 | 1,938 | 27 | 1,965 |
| 26 | 010 3350 BUILDING MAINT | 1.05 | 0.54% | 969 | 0 | 969 | 14 | 982 |
| 29 | 010 3410 CURR/ADV PLANNG | 1.70 | 0.87% | 1,569 | 0 | 1,569 | 22 | 1,591 |
| 30 | 010 3415 Code Enforcement | 1.00 | 0.51% | 923 | 0 | 923 | 13 | 936 |
| 33 | 010 3505 ECON DEV/GF | 1.65 | 0.84% | 1,522 | 0 | 1,522 | 21 | 1,544 |
| 34 | 010 6005 PW ADMIN | 0.68 | 0.35% | 627 | 0 | 627 | 9 | 636 |
| 35 | 010 6007 PW-SSWA SUPPORT | 0.70 | 0.36% | 646 | 0 | 646 | 9 | 655 |
| 36 | 010 6010 ENGNEERNG SUPPT | 1.05 | 0.54% | 969 | 0 | 969 | 14 | 982 |
| 38 | 010 8610 RECREATION PROG | 4.00 | 2.04% | 3,691 | 0 | 3,691 | 52 | 3,742 |
| 40 | 010 8615 DAN O ROOT PROG | 12.00 | 6.12% | 11,072 | 0 | 11,072 | 155 | 11,227 |
| 41 | 010 8617 CRESCENT AFTER | 10.00 | 5.10% | 9,227 | 0 | 9,227 | 129 | 9,356 |
| 43 | 010 8618 PRESCHOOL | 8.00 | 4.08% | 7,381 | 0 | 7,381 | 104 | 7,485 |
| 45 | 010 8670 GOLF CENTER PGM | 0.40 | 0.20% | 369 | 0 | 369 | 5 | 374 |
| 46 | 010 8680 SOFTBALL PROGRM | 14.20 | 7.24% | 13,102 | 0 | 13,102 | 184 | 13,286 |
| 48 | 010 8750 COMMUNITY CTR | 9.70 | 4.95% | 8,950 | 0 | 8,950 | 126 | 9,075 |
| 49 | 010 8760 SENIOR CTR OPS | 3.11 | 1.59% | 2,869 | 0 | 2,869 | 40 | 2,910 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: FTE'S** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 57 | 050 SPECIAL EVENTS | 0.10 | 0.05% | 92 | 0 | 92 | 1 | 94 |
| 59 | 052 EVENTS-OTHERS | 1.00 | 0.51% | 923 | 0 | 923 | 13 | 936 |
| 62 | 105 ALL GAS TAXES | 0.67 | 0.34% | 618 | 0 | 618 | 9 | 627 |
| 66 | 117 TRAIN DEPOT O&M | 0.10 | 0.05% | 92 | 0 | 92 | 1 | 94 |
| 70 | 130 REFUSE/AB939 | 0.15 | 0.08% | 138 | 0 | 138 | 2 | 140 |
| 85 | 171 PROP 49 GRANT | 5.29 | 2.70% | 4,881 | 0 | 4,881 | 69 | 4,949 |
| 91 | 185 SEWER MAINTENAN | 0.73 | 0.37% | 674 | 0 | 674 | 9 | 683 |
| 92 | 190 DRAINAGE MAINT | 0.17 | 0.09% | 157 | 0 | 157 | 2 | 159 |
| 141 | 705 VEH/EQUIP-MAINT | 0.20 | 0.10% | 185 | 0 | 185 | 3 | 187 |
| 143 | 710 NETWORK MAINT. | 2.15 | 1.10% | 1,984 | 0 | 1,984 | 28 | 2,012 |
| 144 | 712 DISPATCH SERVICES | 7.00 | 3.57% | 6,459 | 0 | 6,459 | 91 | 6,549 |
| 145 | 713 PW MAINT-I.S. | 18.50 | 9.44% | 17,069 | 0 | 17,069 | 240 | 17,309 |
| 146 | 715 LIAB INS RESERV | 0.63 | 0.32% | 581 | 0 | 581 | 8 | 589 |
| 148 | 750 WRKERS COMP INS | 0.53 | 0.27% | 489 | 0 | 489 | 7 | 496 |
| 161 | 901 SA/ADMIN FUND | 0.74 | 0.38% | 683 | 0 | 683 | 10 | 692 |
| 163 | 903 SA-HOUSING | 1.05 | 0.54% | 969 | 0 | 969 | 14 | 982 |
| 166 | 909 MARINA | 3.00 | 1.53% | 2,768 | 0 | 2,768 | 39 | 2,807 |
| 167 | 919 MARINA FUEL | 0.15 | 0.08% | 138 | 0 | 138 | 2 | 140 |
| 170 | 945 HSG AUTH/ADMIN | 1.65 | 0.84% | 1,522 | 0 | 1,522 | 21 | 1,544 |
| 183 | 188 Sewer Rehabilitation | 1.00 | 0.51% | 923 | 0 | 923 | 13 | 936 |
| 184 | 189 Prop 64 Grant | 4.10 | 2.09% | 3,783 | 0 | 3,783 | 53 | 3,836 |
| **Subtotal** | | **196.00** | **100.00%** | **$180,841** | **$0** | **$180,841** | **$2,263** | **$183,104** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$180,841** | | **$183,104** |

Allocation Basis Units: # of FTE's per Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 2: EXPENDITURES** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 159,848.35 | 0.21% | $611 | $0 | $611 | $0 | $611 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 11,099.04 | 0.01% | 42 | 0 | 42 | 1 | 43 |
| 4 | 010 1020 CITY CLERK | 91,959.74 | 0.12% | 352 | 0 | 352 | 0 | 352 |
| 5 | 010 1025 ELECTIONS | 48,084.75 | 0.06% | 184 | 0 | 184 | 2 | 186 |
| 6 | 010 1030 CITY TREASURER | 7,366.17 | 0.01% | 28 | 0 | 28 | 0 | 28 |
| 7 | 010 1710 CITY MANAGER | 519,485.02 | 0.67% | 1,987 | 0 | 1,987 | 0 | 1,987 |
| 8 | 010 1750 HUMAN  RESOURCES | 221,309.19 | 0.28% | 846 | 0 | 846 | 0 | 846 |
| 9 | 010 1810 FINANCE ADMIN | 167,559.37 | 0.22% | 641 | 0 | 641 | 0 | 641 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 79,107.22 | 0.10% | 303 | 0 | 303 | 0 | 303 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 443,132.81 | 0.57% | 1,695 | 0 | 1,695 | 0 | 1,695 |
| 12 | 010 1830 UTILITY BILLING | 1,300,879.64 | 1.67% | 4,975 | 0 | 4,975 | 0 | 4,975 |
| 13 | 010 1910 NON-DEPARTMENTAL | 1,079,683.99 | 1.39% | 4,129 | 0 | 4,129 | 0 | 4,129 |
| 15 | 010 2310 PD Chief Office | 874,853.58 | 1.12% | 3,345 | 0 | 3,345 | 44 | 3,390 |
| 16 | 010 2320 PD/Support Srvc | 1,411,543.52 | 1.81% | 5,398 | 0 | 5,398 | 71 | 5,469 |
| 17 | 010 2326 CODE ENFORCE PR | 187,996.36 | 0.24% | 719 | 0 | 719 | 9 | 728 |
| 18 | 010 2350 POLICE OPS | 6,681,268.94 | 8.57% | 25,550 | 0 | 25,550 | 337 | 25,887 |
| 19 | 010 2600 FIRE ADMIN | 725,713.27 | 0.93% | 2,775 | 0 | 2,775 | 37 | 2,812 |
| 20 | 010 2610 FIRE OPS DIVISION | 4,144,843.21 | 5.32% | 15,850 | 0 | 15,850 | 209 | 16,059 |
| 22 | 010 2617 FIRE STRIKE | 523.21 | 0.00% | 2 | 0 | 2 | 0 | 2 |
| 24 | 010 2620 EMERGENCY PREP | 241,157.78 | 0.31% | 922 | 0 | 922 | 12 | 934 |
| 25 | 010 3310 BLDG & SAFTY PR | 485,893.83 | 0.62% | 1,858 | 0 | 1,858 | 25 | 1,883 |
| 26 | 010 3350 BUILDING MAINT | 418,556.76 | 0.54% | 1,601 | 0 | 1,601 | 21 | 1,622 |
| 27 | 010 3363 TRASH ENCLOSURE | 54,530.04 | 0.07% | 209 | 0 | 209 | 3 | 211 |
| 29 | 010 3410 CURR/ADV PLANNG | 195,238.21 | 0.25% | 747 | 0 | 747 | 10 | 756 |
| 30 | 010 3415 Code Enforcement | 90,587.01 | 0.12% | 346 | 0 | 346 | 5 | 351 |
| 33 | 010 3505 ECON DEV/GF | 353,219.17 | 0.45% | 1,351 | 0 | 1,351 | 18 | 1,369 |
| 34 | 010 6005 PW ADMIN | 140,707.12 | 0.18% | 538 | 0 | 538 | 7 | 545 |
| 35 | 010 6007 PW-SSWA SUPPORT | 186,309.99 | 0.24% | 712 | 0 | 712 | 9 | 722 |
| 36 | 010 6010 ENGNEERNG SUPPT | 222,552.88 | 0.29% | 851 | 0 | 851 | 11 | 862 |
| 37 | 010 6330 LANDSCAPE MAINT | 401,891.64 | 0.52% | 1,537 | 0 | 1,537 | 20 | 1,557 |

## Allocation Details

**Cost Pool 2: EXPENDITURES** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 38 | 010 8610 RECREATION PROG | 452,112.17 | 0.58% | 1,729 | 0 | 1,729 | 23 | 1,752 |
| 39 | 010 8613 CRYSTAL PM PROG | 76.11 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 40 | 010 8615 DAN O ROOT PROG | 83,348.26 | 0.11% | 319 | 0 | 319 | 4 | 323 |
| 41 | 010 8617 CRESCENT AFTER | 111,565.13 | 0.14% | 427 | 0 | 427 | 6 | 432 |
| 43 | 010 8618 PRESCHOOL | 137,171.89 | 0.18% | 525 | 0 | 525 | 7 | 531 |
| 45 | 010 8670 GOLF CENTER PGM | 105,940.36 | 0.14% | 405 | 0 | 405 | 5 | 410 |
| 46 | 010 8680 SOFTBALL PROGRM | 298,682.62 | 0.38% | 1,142 | 0 | 1,142 | 15 | 1,157 |
| 47 | 010 8732 LIBRARY LEASE | 4,222.56 | 0.01% | 16 | 0 | 16 | 0 | 16 |
| 48 | 010 8750 COMMUNITY CTR | 328,961.40 | 0.42% | 1,258 | 0 | 1,258 | 17 | 1,275 |
| 49 | 010 8760 SENIOR CTR OPS | 161,152.21 | 0.21% | 616 | 0 | 616 | 8 | 624 |
| 53 | 025 ASSET FORFEITUR | -7.03 | -0.00% | -0 | 0 | -0 | -0 | -0 |
| 54 | 026 DONATIONS FUND | -611.00 | -0.00% | -2 | 0 | -2 | -0 | -2 |
| 56 | 037 PG&E MITIGATION | -732.14 | -0.00% | -3 | 0 | -3 | -0 | -3 |
| 57 | 050 SPECIAL EVENTS | 84,844.69 | 0.11% | 324 | 0 | 324 | 4 | 329 |
| 58 | 051 CHRISTMAS EVENT | 21,244.34 | 0.03% | 81 | 0 | 81 | 1 | 82 |
| 59 | 052 EVENTS-OTHERS | 87,390.17 | 0.11% | 334 | 0 | 334 | 4 | 339 |
| 60 | 053 FIREWORKS-ENF | 22,367.45 | 0.03% | 86 | 0 | 86 | 1 | 87 |
| 62 | 105 ALL GAS TAXES | 1,194,108.73 | 1.53% | 4,566 | 0 | 4,566 | 60 | 4,627 |
| 63 | 110 RMRA-SB1 | 574,310.33 | 0.74% | 2,196 | 0 | 2,196 | 29 | 2,225 |
| 64 | 115 TRANS.CIP FUNDS | 4,102,720.70 | 5.26% | 15,689 | 0 | 15,689 | 207 | 15,896 |
| 65 | 116 SSWA-STREET REP | 182,384.74 | 0.23% | 697 | 0 | 697 | 9 | 707 |
| 66 | 117 TRAIN DEPOT O&M | 60,494.18 | 0.08% | 231 | 0 | 231 | 3 | 234 |
| 67 | 120 OSSIP/TRANSPORT | 39,146.05 | 0.05% | 150 | 0 | 150 | 2 | 152 |
| 68 | 125 TRAFFIC SAFETY | 30,000.00 | 0.04% | 115 | 0 | 115 | 2 | 116 |
| 70 | 130 REFUSE/AB939 | 92,378.17 | 0.12% | 353 | 0 | 353 | 5 | 358 |
| 71 | 132 RECYCLE | 5,545.96 | 0.01% | 21 | 0 | 21 | 0 | 21 |
| 72 | 134 USED OIL | 3,516.00 | 0.00% | 13 | 0 | 13 | 0 | 14 |
| 75 | 139 HHW | 7,500.00 | 0.01% | 29 | 0 | 29 | 0 | 29 |
| 76 | 142 BOATING SAFETY | 45,043.69 | 0.06% | 172 | 0 | 172 | 2 | 175 |
| 80 | 153 SLESF GRANT | 186,159.67 | 0.24% | 712 | 0 | 712 | 9 | 721 |

## Allocation Details

**Cost Pool 2: EXPENDITURES** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 85 | 171 PROP 49 GRANT | 190,935.67 | 0.25% | 730 | 0 | 730 | 10 | 740 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 24,717.57 | 0.03% | 95 | 0 | 95 | 1 | 96 |
| 87 | 180 NUISANCE ABATE | 117.64 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 89 | 183 VESSEL GRANT | 20,954.44 | 0.03% | 80 | 0 | 80 | 1 | 81 |
| 90 | 184 PLANNING GRANT | 80,303.59 | 0.10% | 307 | 0 | 307 | 4 | 311 |
| 91 | 185 SEWER MAINTENAN | 826,562.57 | 1.06% | 3,161 | 0 | 3,161 | 42 | 3,203 |
| 92 | 190 DRAINAGE MAINT | 358,181.11 | 0.46% | 1,370 | 0 | 1,370 | 18 | 1,388 |
| 93 | 202 ENERGY SAVINGS DEBT | 349,387.00 | 0.45% | 1,336 | 0 | 1,336 | 18 | 1,354 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 60,342.00 | 0.08% | 231 | 0 | 231 | 3 | 234 |
| 95 | 210 NO BAY AQUEDUCT | 63,488.34 | 0.08% | 243 | 0 | 243 | 3 | 246 |
| 96 | 211 VEHICLE DEBT SVC | 16,184.44 | 0.02% | 62 | 0 | 62 | 1 | 63 |
| 97 | 222 V HAR DEBT SV-B | 942.69 | 0.00% | 4 | 0 | 4 | 0 | 4 |
| 99 | 231 HWY 12 DEBT SVS | 4,381.51 | 0.01% | 17 | 0 | 17 | 0 | 17 |
| 100 | 234 FIRE TK ACQ. | 50,416.85 | 0.06% | 193 | 0 | 193 | 3 | 195 |
| 101 | 300 PARK DEV FD | 193,258.14 | 0.25% | 739 | 0 | 739 | 10 | 749 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 163,643.15 | 0.21% | 626 | 0 | 626 | 8 | 634 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 248,238.04 | 0.32% | 949 | 0 | 949 | 13 | 962 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 31,951.92 | 0.04% | 122 | 0 | 122 | 2 | 124 |
| 105 | 320 CAP IMPROV FEES | 555,694.63 | 0.71% | 2,125 | 0 | 2,125 | 28 | 2,153 |
| 107 | 322 ENERGY SAVINGS PROJECT | 527,893.31 | 0.68% | 2,019 | 0 | 2,019 | 27 | 2,045 |
| 108 | 337 WALMART MITIGAT | -11,534.48 | -0.01% | -44 | 0 | -44 | -1 | -45 |
| 109 | 340 DREDGING FUND | -1,651.68 | -0.00% | -6 | 0 | -6 | -0 | -6 |
| 110 | 420 LAWLER-MAINT | 379,423.72 | 0.49% | 1,451 | 0 | 1,451 | 19 | 1,470 |
| 111 | 422 MARINA VILL MAD | 1,541.10 | 0.00% | 6 | 0 | 6 | 0 | 6 |
| 112 | 425 BLOSSOM MAD | 16,327.55 | 0.02% | 62 | 0 | 62 | 1 | 63 |
| 113 | 430 HERITAGE MAD | 221,938.35 | 0.28% | 849 | 0 | 849 | 11 | 860 |
| 114 | 435 MTBELLO-MAINT | 62,770.23 | 0.08% | 240 | 0 | 240 | 3 | 243 |
| 115 | 445 PETERSON-MAINT | 225,773.59 | 0.29% | 863 | 0 | 863 | 11 | 875 |
| 116 | 446 PETERSON-CFD | 142,439.57 | 0.18% | 545 | 0 | 545 | 7 | 552 |
| 117 | 448 RAILROAD AVE-AD | 15,192.16 | 0.02% | 58 | 0 | 58 | 1 | 59 |

## Allocation Details

**Cost Pool 2: EXPENDITURES** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 118 | 449 VIC HAR-DREDGE | -93.60 | -0.00% | -0 | 0 | -0 | -0 | -0 |
| 119 | 453 VIC.HAR.ZONE-A | 1,249,349.23 | 1.60% | 4,778 | 0 | 4,778 | 63 | 4,841 |
| 120 | 454 VIC.HAR.ZONE-B | 31,779.98 | 0.04% | 122 | 0 | 122 | 2 | 123 |
| 121 | 455 VIC.HAR.ZONE-C | 404,998.04 | 0.52% | 1,549 | 0 | 1,549 | 20 | 1,569 |
| 122 | 458 VIC HAR-ZONE E | 63,868.15 | 0.08% | 244 | 0 | 244 | 3 | 247 |
| 123 | 459 VIC HAR-ZONE F | 191,607.19 | 0.25% | 733 | 0 | 733 | 10 | 742 |
| 124 | 460 HWY12 LANDSCAPE | 100,987.86 | 0.13% | 386 | 0 | 386 | 5 | 391 |
| 125 | 461 SUISUN CFD#2 | 874,182.53 | 1.12% | 3,343 | 0 | 3,343 | 44 | 3,387 |
| 126 | 462 MCCOY CREEK TZ2 | 8,031.80 | 0.01% | 31 | 0 | 31 | 0 | 31 |
| 127 | 464 MCCOY CREEK PAD | 13,891.84 | 0.02% | 53 | 0 | 53 | 1 | 54 |
| 128 | 465 AMBERWOOD TZ1 | 20,327.86 | 0.03% | 78 | 0 | 78 | 1 | 79 |
| 129 | 466 PETERSON TZ3 | 32,864.14 | 0.04% | 126 | 0 | 126 | 2 | 127 |
| 130 | 467 SUMMERWOOD TZ5 | 28,756.07 | 0.04% | 110 | 0 | 110 | 1 | 111 |
| 131 | 468 TAX ZONE 6 | 34,267.22 | 0.04% | 131 | 0 | 131 | 2 | 133 |
| 132 | 469 CFD 3 | 69,290.10 | 0.09% | 265 | 0 | 265 | 3 | 268 |
| 133 | 501 SSWA 93 TRUSTEE | 992,910.05 | 1.27% | 3,797 | 0 | 3,797 | 50 | 3,847 |
| 134 | 505 SSWA RATE STABILIZATION | -5,380.32 | -0.01% | -21 | 0 | -21 | -0 | -21 |
| 135 | 506 SSWA CONNECTION | 152,592.52 | 0.20% | 584 | 0 | 584 | 8 | 591 |
| 136 | 507 SSWA OPER FUND | 9,461,741.39 | 12.14% | 36,182 | 0 | 36,182 | 478 | 36,660 |
| 138 | 510 SSWA DEPRECIATN | 1,164,838.03 | 1.49% | 4,454 | 0 | 4,454 | 59 | 4,513 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 13,261.50 | 0.02% | 51 | 0 | 51 | 1 | 51 |
| 141 | 705 VEH/EQUIP-MAINT | 137,920.86 | 0.18% | 527 | 0 | 527 | 7 | 534 |
| 142 | 706 VEH/EQU-RPLCMT | 773,187.83 | 0.99% | 2,957 | 0 | 2,957 | 39 | 2,996 |
| 143 | 710 NETWORK MAINT. | 558,458.57 | 0.72% | 2,136 | 0 | 2,136 | 28 | 2,164 |
| 144 | 712 DISPATCH SERVICES | 1,691,992.34 | 2.17% | 6,470 | 0 | 6,470 | 85 | 6,556 |
| 145 | 713 PW MAINT-I.S. | 2,630,814.61 | 3.38% | 10,060 | 0 | 10,060 | 133 | 10,193 |
| 146 | 715 LIAB INS RESERV | 1,327,103.63 | 1.70% | 5,075 | 0 | 5,075 | 67 | 5,142 |
| 148 | 750 WRKERS COMP INS | 638,376.03 | 0.82% | 2,441 | 0 | 2,441 | 32 | 2,473 |
| 149 | 765 UNEMP SELF INS | 15,840.00 | 0.02% | 61 | 0 | 61 | 1 | 61 |
| 153 | 805 STRONG MOTION FEE | 9,579.01 | 0.01% | 37 | 0 | 37 | 0 | 37 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 2: EXPENDITURES** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 154 | 807 CBSC-SB1473 | 3,149.00 | 0.00% | 12 | 0 | 12 | 0 | 12 |
| 155 | 808 SB1186 | 52.80 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 156 | 825 BID FEE | 12,408.75 | 0.02% | 47 | 0 | 47 | 1 | 48 |
| 157 | 830 SEWER DISTRICT | 6,566,432.10 | 8.43% | 25,110 | 0 | 25,110 | 332 | 25,442 |
| 161 | 901 SA/ADMIN FUND | 250,000.00 | 0.32% | 956 | 0 | 956 | 13 | 969 |
| 162 | 902 RDA OBLIGATION | 2,008,583.76 | 2.58% | 7,681 | 0 | 7,681 | 101 | 7,782 |
| 163 | 903 SA-HOUSING | 470,183.72 | 0.60% | 1,798 | 0 | 1,798 | 24 | 1,822 |
| 164 | 907 ALMOND GARDENS | 447,740.02 | 0.57% | 1,712 | 0 | 1,712 | 23 | 1,735 |
| 165 | 908 RDA ASSET MGMT | 76,785.05 | 0.10% | 294 | 0 | 294 | 4 | 298 |
| 166 | 909 MARINA | 452,127.78 | 0.58% | 1,729 | 0 | 1,729 | 23 | 1,752 |
| 167 | 919 MARINA FUEL | 37,515.15 | 0.05% | 143 | 0 | 143 | 2 | 145 |
| 168 | 932 SECTION8 CHOICE | 3,458,191.34 | 4.44% | 13,224 | 0 | 13,224 | 175 | 13,399 |
| 169 | 937 2002 HOME REHAB PROG | -3,359.72 | -0.00% | -13 | 0 | -13 | -0 | -13 |
| 170 | 945 HSG AUTH/ADMIN | 543,113.15 | 0.70% | 2,077 | 0 | 2,077 | 27 | 2,104 |
| 172 | 974 THEATER | 9,926.89 | 0.01% | 38 | 0 | 38 | 1 | 38 |
| 173 | 980 BAY HOMES CORP | 566,551.85 | 0.73% | 2,167 | 0 | 2,167 | 29 | 2,195 |
| 174 | 012 MEASURE 5 | 3,489,509.31 | 4.48% | 13,344 | 0 | 13,344 | 176 | 13,520 |
| 175 | 069 ARPA-GF RECOVERY | 757,350.14 | 0.97% | 2,896 | 0 | 2,896 | 38 | 2,934 |
| 176 | 129 SB1383-ORGANIC | 12,330.28 | 0.02% | 47 | 0 | 47 | 1 | 48 |
| 178 | 167 ARP-AMER RESCUE | 1,344,097.06 | 1.72% | 5,140 | 0 | 5,140 | 68 | 5,208 |
| 179 | 173 LEAP GRAT-HCD | 26,643.64 | 0.03% | 102 | 0 | 102 | 1 | 103 |
| 180 | 174 PROP 68 | 13,462.05 | 0.02% | 51 | 0 | 51 | 1 | 52 |
| 182 | 187 RPM GRANTS | 25,036.37 | 0.03% | 96 | 0 | 96 | 1 | 97 |
| 183 | 188 Sewer Rehabilitation | 118,382.43 | 0.15% | 453 | 0 | 453 | 6 | 459 |
| 184 | 189 Prop 64 Grant | 366,501.55 | 0.47% | 1,402 | 0 | 1,402 | 19 | 1,420 |
| **Subtotal** | | **77,927,812.87** | **100.00%** | **$298,000** | **$0** | **$298,000** | **$3,729** | **$301,729** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$298,000** | | **$301,729** |

Allocation Basis Units: $ 2023/24 Actual Expenditures by Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 3: LEGAL EXPENSE** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 159,848.35 | 0.21% | $1,232 | $0 | $1,232 | $0 | $1,232 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 11,099.04 | 0.01% | 86 | 0 | 86 | 1 | 87 |
| 4 | 010 1020 CITY CLERK | 91,959.74 | 0.12% | 709 | 0 | 709 | 0 | 709 |
| 5 | 010 1025 ELECTIONS | 48,084.75 | 0.06% | 371 | 0 | 371 | 5 | 376 |
| 6 | 010 1030 CITY TREASURER | 7,366.17 | 0.01% | 57 | 0 | 57 | 0 | 57 |
| 7 | 010 1710 CITY MANAGER | 519,485.02 | 0.67% | 4,005 | 0 | 4,005 | 0 | 4,005 |
| 8 | 010 1750 HUMAN  RESOURCES | 221,309.19 | 0.28% | 1,706 | 0 | 1,706 | 0 | 1,706 |
| 9 | 010 1810 FINANCE ADMIN | 167,559.37 | 0.22% | 1,292 | 0 | 1,292 | 0 | 1,292 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 79,107.22 | 0.10% | 610 | 0 | 610 | 0 | 610 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 443,132.81 | 0.57% | 3,416 | 0 | 3,416 | 0 | 3,416 |
| 12 | 010 1830 UTILITY BILLING | 1,300,879.64 | 1.67% | 10,028 | 0 | 10,028 | 0 | 10,028 |
| 13 | 010 1910 NON-DEPARTMENTAL | 1,079,683.99 | 1.39% | 8,323 | 0 | 8,323 | 0 | 8,323 |
| 15 | 010 2310 PD Chief Office | 874,853.58 | 1.12% | 6,744 | 0 | 6,744 | 89 | 6,833 |
| 16 | 010 2320 PD/Support Srvc | 1,411,543.52 | 1.81% | 10,881 | 0 | 10,881 | 144 | 11,025 |
| 17 | 010 2326 CODE ENFORCE PR | 187,996.36 | 0.24% | 1,449 | 0 | 1,449 | 19 | 1,468 |
| 18 | 010 2350 POLICE OPS | 6,681,268.94 | 8.57% | 51,503 | 0 | 51,503 | 680 | 52,183 |
| 19 | 010 2600 FIRE ADMIN | 725,713.27 | 0.93% | 5,594 | 0 | 5,594 | 74 | 5,668 |
| 20 | 010 2610 FIRE OPS DIVISION | 4,144,843.21 | 5.32% | 31,951 | 0 | 31,951 | 422 | 32,373 |
| 22 | 010 2617 FIRE STRIKE | 523.21 | 0.00% | 4 | 0 | 4 | 0 | 4 |
| 24 | 010 2620 EMERGENCY PREP | 241,157.78 | 0.31% | 1,859 | 0 | 1,859 | 25 | 1,884 |
| 25 | 010 3310 BLDG & SAFTY PR | 485,893.83 | 0.62% | 3,746 | 0 | 3,746 | 49 | 3,795 |
| 26 | 010 3350 BUILDING MAINT | 418,556.76 | 0.54% | 3,226 | 0 | 3,226 | 43 | 3,269 |
| 27 | 010 3363 TRASH ENCLOSURE | 54,530.04 | 0.07% | 420 | 0 | 420 | 6 | 426 |
| 29 | 010 3410 CURR/ADV PLANNG | 195,238.21 | 0.25% | 1,505 | 0 | 1,505 | 20 | 1,525 |
| 30 | 010 3415 Code Enforcement | 90,587.01 | 0.12% | 698 | 0 | 698 | 9 | 708 |
| 33 | 010 3505 ECON DEV/GF | 353,219.17 | 0.45% | 2,723 | 0 | 2,723 | 36 | 2,759 |
| 34 | 010 6005 PW ADMIN | 140,707.12 | 0.18% | 1,085 | 0 | 1,085 | 14 | 1,099 |
| 35 | 010 6007 PW-SSWA SUPPORT | 186,309.99 | 0.24% | 1,436 | 0 | 1,436 | 19 | 1,455 |
| 36 | 010 6010 ENGNEERNG SUPPT | 222,552.88 | 0.29% | 1,716 | 0 | 1,716 | 23 | 1,738 |
| 37 | 010 6330 LANDSCAPE MAINT | 401,891.64 | 0.52% | 3,098 | 0 | 3,098 | 41 | 3,139 |

## Allocation Details

**Cost Pool 3: LEGAL EXPENSE** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 38 | 010 8610 RECREATION PROG | 452,112.17 | 0.58% | 3,485 | 0 | 3,485 | 46 | 3,531 |
| 39 | 010 8613 CRYSTAL PM PROG | 76.11 | 0.00% | 1 | 0 | 1 | 0 | 1 |
| 40 | 010 8615 DAN O ROOT PROG | 83,348.26 | 0.11% | 642 | 0 | 642 | 8 | 651 |
| 41 | 010 8617 CRESCENT AFTER | 111,565.13 | 0.14% | 860 | 0 | 860 | 11 | 871 |
| 43 | 010 8618 PRESCHOOL | 137,171.89 | 0.18% | 1,057 | 0 | 1,057 | 14 | 1,071 |
| 45 | 010 8670 GOLF CENTER PGM | 105,940.36 | 0.14% | 817 | 0 | 817 | 11 | 827 |
| 46 | 010 8680 SOFTBALL PROGRM | 298,682.62 | 0.38% | 2,302 | 0 | 2,302 | 30 | 2,333 |
| 47 | 010 8732 LIBRARY LEASE | 4,222.56 | 0.01% | 33 | 0 | 33 | 0 | 33 |
| 48 | 010 8750 COMMUNITY CTR | 328,961.40 | 0.42% | 2,536 | 0 | 2,536 | 33 | 2,569 |
| 49 | 010 8760 SENIOR CTR OPS | 161,152.21 | 0.21% | 1,242 | 0 | 1,242 | 16 | 1,259 |
| 53 | 025 ASSET FORFEITUR | -7.03 | -0.00% | -0 | 0 | -0 | -0 | -0 |
| 54 | 026 DONATIONS FUND | -611.00 | -0.00% | -5 | 0 | -5 | -0 | -5 |
| 56 | 037 PG&E MITIGATION | -732.14 | -0.00% | -6 | 0 | -6 | -0 | -6 |
| 57 | 050 SPECIAL EVENTS | 84,844.69 | 0.11% | 654 | 0 | 654 | 9 | 663 |
| 58 | 051 CHRISTMAS EVENT | 21,244.34 | 0.03% | 164 | 0 | 164 | 2 | 166 |
| 59 | 052 EVENTS-OTHERS | 87,390.17 | 0.11% | 674 | 0 | 674 | 9 | 683 |
| 60 | 053 FIREWORKS-ENF | 22,367.45 | 0.03% | 172 | 0 | 172 | 2 | 175 |
| 62 | 105 ALL GAS TAXES | 1,194,108.73 | 1.53% | 9,205 | 0 | 9,205 | 122 | 9,326 |
| 63 | 110 RMRA-SB1 | 574,310.33 | 0.74% | 4,427 | 0 | 4,427 | 58 | 4,486 |
| 64 | 115 TRANS.CIP FUNDS | 4,102,720.70 | 5.26% | 31,626 | 0 | 31,626 | 418 | 32,044 |
| 65 | 116 SSWA-STREET REP | 182,384.74 | 0.23% | 1,406 | 0 | 1,406 | 19 | 1,424 |
| 66 | 117 TRAIN DEPOT O&M | 60,494.18 | 0.08% | 466 | 0 | 466 | 6 | 472 |
| 67 | 120 OSSIP/TRANSPORT | 39,146.05 | 0.05% | 302 | 0 | 302 | 4 | 306 |
| 68 | 125 TRAFFIC SAFETY | 30,000.00 | 0.04% | 231 | 0 | 231 | 3 | 234 |
| 70 | 130 REFUSE/AB939 | 92,378.17 | 0.12% | 712 | 0 | 712 | 9 | 722 |
| 71 | 132 RECYCLE | 5,545.96 | 0.01% | 43 | 0 | 43 | 1 | 43 |
| 72 | 134 USED OIL | 3,516.00 | 0.00% | 27 | 0 | 27 | 0 | 27 |
| 75 | 139 HHW | 7,500.00 | 0.01% | 58 | 0 | 58 | 1 | 59 |
| 76 | 142 BOATING SAFETY | 45,043.69 | 0.06% | 347 | 0 | 347 | 5 | 352 |
| 80 | 153 SLESF GRANT | 186,159.67 | 0.24% | 1,435 | 0 | 1,435 | 19 | 1,454 |

## Allocation Details

**Cost Pool 3: LEGAL EXPENSE** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 85 | 171 PROP 49 GRANT | 190,935.67 | 0.25% | 1,472 | 0 | 1,472 | 19 | 1,491 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 24,717.57 | 0.03% | 191 | 0 | 191 | 3 | 193 |
| 87 | 180 NUISANCE ABATE | 117.64 | 0.00% | 1 | 0 | 1 | 0 | 1 |
| 89 | 183 VESSEL GRANT | 20,954.44 | 0.03% | 162 | 0 | 162 | 2 | 164 |
| 90 | 184 PLANNING GRANT | 80,303.59 | 0.10% | 619 | 0 | 619 | 8 | 627 |
| 91 | 185 SEWER MAINTENAN | 826,562.57 | 1.06% | 6,372 | 0 | 6,372 | 84 | 6,456 |
| 92 | 190 DRAINAGE MAINT | 358,181.11 | 0.46% | 2,761 | 0 | 2,761 | 36 | 2,798 |
| 93 | 202 ENERGY SAVINGS DEBT | 349,387.00 | 0.45% | 2,693 | 0 | 2,693 | 36 | 2,729 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 60,342.00 | 0.08% | 465 | 0 | 465 | 6 | 471 |
| 95 | 210 NO BAY AQUEDUCT | 63,488.34 | 0.08% | 489 | 0 | 489 | 6 | 496 |
| 96 | 211 VEHICLE DEBT SVC | 16,184.44 | 0.02% | 125 | 0 | 125 | 2 | 126 |
| 97 | 222 V HAR DEBT SV-B | 942.69 | 0.00% | 7 | 0 | 7 | 0 | 7 |
| 99 | 231 HWY 12 DEBT SVS | 4,381.51 | 0.01% | 34 | 0 | 34 | 0 | 34 |
| 100 | 234 FIRE TK ACQ. | 50,416.85 | 0.06% | 389 | 0 | 389 | 5 | 394 |
| 101 | 300 PARK DEV FD | 193,258.14 | 0.25% | 1,490 | 0 | 1,490 | 20 | 1,509 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 163,643.15 | 0.21% | 1,261 | 0 | 1,261 | 17 | 1,278 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 248,238.04 | 0.32% | 1,914 | 0 | 1,914 | 25 | 1,939 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 31,951.92 | 0.04% | 246 | 0 | 246 | 3 | 250 |
| 105 | 320 CAP IMPROV FEES | 555,694.63 | 0.71% | 4,284 | 0 | 4,284 | 57 | 4,340 |
| 107 | 322 ENERGY SAVINGS PROJECT | 527,893.31 | 0.68% | 4,069 | 0 | 4,069 | 54 | 4,123 |
| 108 | 337 WALMART MITIGAT | -11,534.48 | -0.01% | -89 | 0 | -89 | -1 | -90 |
| 109 | 340 DREDGING FUND | -1,651.68 | -0.00% | -13 | 0 | -13 | -0 | -13 |
| 110 | 420 LAWLER-MAINT | 379,423.72 | 0.49% | 2,925 | 0 | 2,925 | 39 | 2,963 |
| 111 | 422 MARINA VILL MAD | 1,541.10 | 0.00% | 12 | 0 | 12 | 0 | 12 |
| 112 | 425 BLOSSOM MAD | 16,327.55 | 0.02% | 126 | 0 | 126 | 2 | 128 |
| 113 | 430 HERITAGE MAD | 221,938.35 | 0.28% | 1,711 | 0 | 1,711 | 23 | 1,733 |
| 114 | 435 MTBELLO-MAINT | 62,770.23 | 0.08% | 484 | 0 | 484 | 6 | 490 |
| 115 | 445 PETERSON-MAINT | 225,773.59 | 0.29% | 1,740 | 0 | 1,740 | 23 | 1,763 |
| 116 | 446 PETERSON-CFD | 142,439.57 | 0.18% | 1,098 | 0 | 1,098 | 14 | 1,113 |
| 117 | 448 RAILROAD AVE-AD | 15,192.16 | 0.02% | 117 | 0 | 117 | 2 | 119 |

## Allocation Details

**Cost Pool 3: LEGAL EXPENSE** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 118 | 449 VIC HAR-DREDGE | -93.60 | -0.00% | -1 | 0 | -1 | -0 | -1 |
| 119 | 453 VIC.HAR.ZONE-A | 1,249,349.23 | 1.60% | 9,631 | 0 | 9,631 | 127 | 9,758 |
| 120 | 454 VIC.HAR.ZONE-B | 31,779.98 | 0.04% | 245 | 0 | 245 | 3 | 248 |
| 121 | 455 VIC.HAR.ZONE-C | 404,998.04 | 0.52% | 3,122 | 0 | 3,122 | 41 | 3,163 |
| 122 | 458 VIC HAR-ZONE E | 63,868.15 | 0.08% | 492 | 0 | 492 | 7 | 499 |
| 123 | 459 VIC HAR-ZONE F | 191,607.19 | 0.25% | 1,477 | 0 | 1,477 | 20 | 1,497 |
| 124 | 460 HWY12 LANDSCAPE | 100,987.86 | 0.13% | 778 | 0 | 778 | 10 | 789 |
| 125 | 461 SUISUN CFD#2 | 874,182.53 | 1.12% | 6,739 | 0 | 6,739 | 89 | 6,828 |
| 126 | 462 MCCOY CREEK TZ2 | 8,031.80 | 0.01% | 62 | 0 | 62 | 1 | 63 |
| 127 | 464 MCCOY CREEK PAD | 13,891.84 | 0.02% | 107 | 0 | 107 | 1 | 109 |
| 128 | 465 AMBERWOOD TZ1 | 20,327.86 | 0.03% | 157 | 0 | 157 | 2 | 159 |
| 129 | 466 PETERSON TZ3 | 32,864.14 | 0.04% | 253 | 0 | 253 | 3 | 257 |
| 130 | 467 SUMMERWOOD TZ5 | 28,756.07 | 0.04% | 222 | 0 | 222 | 3 | 225 |
| 131 | 468 TAX ZONE 6 | 34,267.22 | 0.04% | 264 | 0 | 264 | 3 | 268 |
| 132 | 469 CFD 3 | 69,290.10 | 0.09% | 534 | 0 | 534 | 7 | 541 |
| 133 | 501 SSWA 93 TRUSTEE | 992,910.05 | 1.27% | 7,654 | 0 | 7,654 | 101 | 7,755 |
| 134 | 505 SSWA RATE STABILIZATION | -5,380.32 | -0.01% | -41 | 0 | -41 | -1 | -42 |
| 135 | 506 SSWA CONNECTION | 152,592.52 | 0.20% | 1,176 | 0 | 1,176 | 16 | 1,192 |
| 136 | 507 SSWA OPER FUND | 9,461,741.39 | 12.14% | 72,937 | 0 | 72,937 | 963 | 73,900 |
| 138 | 510 SSWA DEPRECIATN | 1,164,838.03 | 1.49% | 8,979 | 0 | 8,979 | 119 | 9,098 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 13,261.50 | 0.02% | 102 | 0 | 102 | 1 | 104 |
| 141 | 705 VEH/EQUIP-MAINT | 137,920.86 | 0.18% | 1,063 | 0 | 1,063 | 14 | 1,077 |
| 142 | 706 VEH/EQU-RPLCMT | 773,187.83 | 0.99% | 5,960 | 0 | 5,960 | 79 | 6,039 |
| 143 | 710 NETWORK MAINT. | 558,458.57 | 0.72% | 4,305 | 0 | 4,305 | 57 | 4,362 |
| 144 | 712 DISPATCH SERVICES | 1,691,992.34 | 2.17% | 13,043 | 0 | 13,043 | 172 | 13,215 |
| 145 | 713 PW MAINT-I.S. | 2,630,814.61 | 3.38% | 20,280 | 0 | 20,280 | 268 | 20,548 |
| 146 | 715 LIAB INS RESERV | 1,327,103.63 | 1.70% | 10,230 | 0 | 10,230 | 135 | 10,365 |
| 148 | 750 WRKERS COMP INS | 638,376.03 | 0.82% | 4,921 | 0 | 4,921 | 65 | 4,986 |
| 149 | 765 UNEMP SELF INS | 15,840.00 | 0.02% | 122 | 0 | 122 | 2 | 124 |
| 153 | 805 STRONG MOTION FEE | 9,579.01 | 0.01% | 74 | 0 | 74 | 1 | 75 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 3: LEGAL EXPENSE** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 154 | 807 CBSC-SB1473 | 3,149.00 | 0.00% | 24 | 0 | 24 | 0 | 25 |
| 155 | 808 SB1186 | 52.80 | 0.00% | 0 | 0 | 0 | 0 | 0 |
| 156 | 825 BID FEE | 12,408.75 | 0.02% | 96 | 0 | 96 | 1 | 97 |
| 157 | 830 SEWER DISTRICT | 6,566,432.10 | 8.43% | 50,618 | 0 | 50,618 | 668 | 51,286 |
| 161 | 901 SA/ADMIN FUND | 250,000.00 | 0.32% | 1,927 | 0 | 1,927 | 25 | 1,953 |
| 162 | 902 RDA OBLIGATION | 2,008,583.76 | 2.58% | 15,483 | 0 | 15,483 | 204 | 15,688 |
| 163 | 903 SA-HOUSING | 470,183.72 | 0.60% | 3,624 | 0 | 3,624 | 48 | 3,672 |
| 164 | 907 ALMOND GARDENS | 447,740.02 | 0.57% | 3,451 | 0 | 3,451 | 46 | 3,497 |
| 165 | 908 RDA ASSET MGMT | 76,785.05 | 0.10% | 592 | 0 | 592 | 8 | 600 |
| 166 | 909 MARINA | 452,127.78 | 0.58% | 3,485 | 0 | 3,485 | 46 | 3,531 |
| 167 | 919 MARINA FUEL | 37,515.15 | 0.05% | 289 | 0 | 289 | 4 | 293 |
| 168 | 932 SECTION8 CHOICE | 3,458,191.34 | 4.44% | 26,658 | 0 | 26,658 | 352 | 27,010 |
| 169 | 937 2002 HOME REHAB PROG | -3,359.72 | -0.00% | -26 | 0 | -26 | -0 | -26 |
| 170 | 945 HSG AUTH/ADMIN | 543,113.15 | 0.70% | 4,187 | 0 | 4,187 | 55 | 4,242 |
| 172 | 974 THEATER | 9,926.89 | 0.01% | 77 | 0 | 77 | 1 | 78 |
| 173 | 980 BAY HOMES CORP | 566,551.85 | 0.73% | 4,367 | 0 | 4,367 | 58 | 4,425 |
| 174 | 012 MEASURE 5 | 3,489,509.31 | 4.48% | 26,899 | 0 | 26,899 | 355 | 27,254 |
| 175 | 069 ARPA-GF RECOVERY | 757,350.14 | 0.97% | 5,838 | 0 | 5,838 | 77 | 5,915 |
| 176 | 129 SB1383-ORGANIC | 12,330.28 | 0.02% | 95 | 0 | 95 | 1 | 96 |
| 178 | 167 ARP-AMER RESCUE | 1,344,097.06 | 1.72% | 10,361 | 0 | 10,361 | 137 | 10,498 |
| 179 | 173 LEAP GRAT-HCD | 26,643.64 | 0.03% | 205 | 0 | 205 | 3 | 208 |
| 180 | 174 PROP 68 | 13,462.05 | 0.02% | 104 | 0 | 104 | 1 | 105 |
| 182 | 187 RPM GRANTS | 25,036.37 | 0.03% | 193 | 0 | 193 | 3 | 196 |
| 183 | 188 Sewer Rehabilitation | 118,382.43 | 0.15% | 913 | 0 | 913 | 12 | 925 |
| 184 | 189 Prop 64 Grant | 366,501.55 | 0.47% | 2,825 | 0 | 2,825 | 37 | 2,863 |
| **Subtotal** | | **77,927,812.87** | **100.00%** | **$600,714** | **$0** | **$600,714** | **$7,517** | **$608,231** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$600,714** | | **$608,231** |

Allocation Basis Units: $ 2023/24 Actual Expenditures by Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | FTE'S | EXPENDITURES | LEGAL EXPENSE | Total |
|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | $5,536 | $611 | $1,232 | $7,379 |
| 3 | 010 1015 CITIZEN GOVERNANCE | 0 | 43 | 87 | 130 |
| 4 | 010 1020 CITY CLERK | 1,338 | 352 | 709 | 2,398 |
| 5 | 010 1025 ELECTIONS | 0 | 186 | 376 | 562 |
| 6 | 010 1030 CITY TREASURER | 0 | 28 | 57 | 85 |
| 7 | 010 1710 CITY MANAGER | 3,045 | 1,987 | 4,005 | 9,036 |
| 8 | 010 1750 HUMAN RESOURCES | 2,159 | 846 | 1,706 | 4,711 |
| 9 | 010 1810 FINANCE ADMIN | 138 | 641 | 1,292 | 2,071 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 46 | 303 | 610 | 958 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 2,473 | 1,695 | 3,416 | 7,583 |
| 12 | 010 1830 UTILITY BILLING | 4,872 | 4,975 | 10,028 | 19,874 |
| 13 | 010 1910 NON-DEPARTMENTAL | 0 | 4,129 | 8,323 | 12,452 |
| 15 | 010 2310 PD Chief Office | 936 | 3,390 | 6,833 | 11,158 |
| 16 | 010 2320 PD/Support Srvc | 0 | 5,469 | 11,025 | 16,494 |
| 17 | 010 2326 CODE ENFORCE PR | 2,807 | 728 | 1,468 | 5,004 |
| 18 | 010 2350 POLICE OPS | 22,922 | 25,887 | 52,183 | 100,993 |
| 19 | 010 2600 FIRE ADMIN | 2,807 | 2,812 | 5,668 | 11,287 |
| 20 | 010 2610 FIRE OPS DIVISION | 20,583 | 16,059 | 32,373 | 69,016 |
| 22 | 010 2617 FIRE STRIKE | 0 | 2 | 4 | 6 |
| 24 | 010 2620 EMERGENCY PREP | 936 | 934 | 1,884 | 3,754 |
| 25 | 010 3310 BLDG & SAFTY PR | 1,965 | 1,883 | 3,795 | 7,642 |
| 26 | 010 3350 BUILDING MAINT | 982 | 1,622 | 3,269 | 5,873 |
| 27 | 010 3363 TRASH ENCLOSURE | 0 | 211 | 426 | 637 |
| 29 | 010 3410 CURR/ADV PLANNG | 1,591 | 756 | 1,525 | 3,872 |
| 30 | 010 3415 Code Enforcement | 936 | 351 | 708 | 1,994 |
| 33 | 010 3505 ECON DEV/GF | 1,544 | 1,369 | 2,759 | 5,671 |
| 34 | 010 6005 PW ADMIN | 636 | 545 | 1,099 | 2,280 |
| 35 | 010 6007 PW-SSWA SUPPORT | 655 | 722 | 1,455 | 2,832 |
| 36 | 010 6010 ENGNEERNG SUPPT | 982 | 862 | 1,738 | 3,583 |
| 37 | 010 6330 LANDSCAPE MAINT | 0 | 1,557 | 3,139 | 4,696 |
| 38 | 010 8610 RECREATION PROG | 3,742 | 1,752 | 3,531 | 9,025 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | FTE'S | EXPENDITURES | LEGAL EXPENSE | Total |
|---|---|---|---|---|---|
| 39 | 010 8613 CRYSTAL PM PROG | 0 | 0 | 1 | 1 |
| 40 | 010 8615 DAN O ROOT PROG | 11,227 | 323 | 651 | 12,201 |
| 41 | 010 8617 CRESCENT AFTER | 9,356 | 432 | 871 | 10,660 |
| 43 | 010 8618 PRESCHOOL | 7,485 | 531 | 1,071 | 9,088 |
| 45 | 010 8670 GOLF CENTER PGM | 374 | 410 | 827 | 1,612 |
| 46 | 010 8680 SOFTBALL PROGRM | 13,286 | 1,157 | 2,333 | 16,776 |
| 47 | 010 8732 LIBRARY LEASE | 0 | 16 | 33 | 49 |
| 48 | 010 8750 COMMUNITY CTR | 9,075 | 1,275 | 2,569 | 12,919 |
| 49 | 010 8760 SENIOR CTR OPS | 2,910 | 624 | 1,259 | 4,793 |
| 53 | 025 ASSET FORFEITUR | 0 | -0 | -0 | -0 |
| 54 | 026 DONATIONS FUND | 0 | -2 | -5 | -7 |
| 56 | 037 PG&E MITIGATION | 0 | -3 | -6 | -9 |
| 57 | 050 SPECIAL EVENTS | 94 | 329 | 663 | 1,085 |
| 58 | 051 CHRISTMAS EVENT | 0 | 82 | 166 | 248 |
| 59 | 052 EVENTS-OTHERS | 936 | 339 | 683 | 1,957 |
| 60 | 053 FIREWORKS-ENF | 0 | 87 | 175 | 261 |
| 62 | 105 ALL GAS TAXES | 627 | 4,627 | 9,326 | 14,580 |
| 63 | 110 RMRA-SB1 | 0 | 2,225 | 4,486 | 6,711 |
| 64 | 115 TRANS.CIP FUNDS | 0 | 15,896 | 32,044 | 47,940 |
| 65 | 116 SSWA-STREET REP | 0 | 707 | 1,424 | 2,131 |
| 66 | 117 TRAIN DEPOT O&M | 94 | 234 | 472 | 800 |
| 67 | 120 OSSIP/TRANSPORT | 0 | 152 | 306 | 457 |
| 68 | 125 TRAFFIC SAFETY | 0 | 116 | 234 | 351 |
| 70 | 130 REFUSE/AB939 | 140 | 358 | 722 | 1,220 |
| 71 | 132 RECYCLE | 0 | 21 | 43 | 65 |
| 72 | 134 USED OIL | 0 | 14 | 27 | 41 |
| 75 | 139 HHW | 0 | 29 | 59 | 88 |
| 76 | 142 BOATING SAFETY | 0 | 175 | 352 | 526 |
| 80 | 153 SLESF GRANT | 0 | 721 | 1,454 | 2,175 |
| 85 | 171 PROP 49 GRANT | 4,949 | 740 | 1,491 | 7,180 |
| 86 | 176 SAFE ROUTE TO SCHOOL | 0 | 96 | 193 | 289 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | FTE'S | EXPENDITURES | LEGAL EXPENSE | Total |
|---|---|---|---|---|---|
| 87 | 180 NUISANCE ABATE | 0 | 0 | 1 | 1 |
| 89 | 183 VESSEL GRANT | 0 | 81 | 164 | 245 |
| 90 | 184 PLANNING GRANT | 0 | 311 | 627 | 938 |
| 91 | 185 SEWER MAINTENAN | 683 | 3,203 | 6,456 | 10,341 |
| 92 | 190 DRAINAGE MAINT | 159 | 1,388 | 2,798 | 4,344 |
| 93 | 202 ENERGY SAVINGS DEBT | 0 | 1,354 | 2,729 | 4,083 |
| 94 | 203 SUN RIDGE SYSTEM DEBT | 0 | 234 | 471 | 705 |
| 95 | 210 NO BAY AQUEDUCT | 0 | 246 | 496 | 742 |
| 96 | 211 VEHICLE DEBT SVC | 0 | 63 | 126 | 189 |
| 97 | 222 V HAR DEBT SV-B | 0 | 4 | 7 | 11 |
| 99 | 231 HWY 12 DEBT SVS | 0 | 17 | 34 | 51 |
| 100 | 234 FIRE TK ACQ. | 0 | 195 | 394 | 589 |
| 101 | 300 PARK DEV FD | 0 | 749 | 1,509 | 2,258 |
| 102 | 310 FIRE FACILITY IMPACT FEES | 0 | 634 | 1,278 | 1,912 |
| 103 | 312 POLICE FACILITY IMPACT FEES | 0 | 962 | 1,939 | 2,901 |
| 104 | 314 MUNICIPAL VEH/EQUIP | 0 | 124 | 250 | 373 |
| 105 | 320 CAP IMPROV FEES | 0 | 2,153 | 4,340 | 6,493 |
| 107 | 322 ENERGY SAVINGS PROJECT | 0 | 2,045 | 4,123 | 6,168 |
| 108 | 337 WALMART MITIGAT | 0 | -45 | -90 | -135 |
| 109 | 340 DREDGING FUND | 0 | -6 | -13 | -19 |
| 110 | 420 LAWLER-MAINT | 0 | 1,470 | 2,963 | 4,434 |
| 111 | 422 MARINA VILL MAD | 0 | 6 | 12 | 18 |
| 112 | 425 BLOSSOM MAD | 0 | 63 | 128 | 191 |
| 113 | 430 HERITAGE MAD | 0 | 860 | 1,733 | 2,593 |
| 114 | 435 MTBELLO-MAINT | 0 | 243 | 490 | 733 |
| 115 | 445 PETERSON-MAINT | 0 | 875 | 1,763 | 2,638 |
| 116 | 446 PETERSON-CFD | 0 | 552 | 1,113 | 1,664 |
| 117 | 448 RAILROAD AVE-AD | 0 | 59 | 119 | 178 |
| 118 | 449 VIC HAR-DREDGE | 0 | -0 | -1 | -1 |
| 119 | 453 VIC.HAR.ZONE-A | 0 | 4,841 | 9,758 | 14,599 |
| 120 | 454 VIC.HAR.ZONE-B | 0 | 123 | 248 | 371 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | FTE'S | EXPENDITURES | LEGAL EXPENSE | Total |
|---|---|---|---|---|---|
| 121 | 455 VIC.HAR.ZONE-C | 0 | 1,569 | 3,163 | 4,732 |
| 122 | 458 VIC HAR-ZONE E | 0 | 247 | 499 | 746 |
| 123 | 459 VIC HAR-ZONE F | 0 | 742 | 1,497 | 2,239 |
| 124 | 460 HWY12 LANDSCAPE | 0 | 391 | 789 | 1,180 |
| 125 | 461 SUISUN CFD#2 | 0 | 3,387 | 6,828 | 10,215 |
| 126 | 462 MCCOY CREEK TZ2 | 0 | 31 | 63 | 94 |
| 127 | 464 MCCOY CREEK PAD | 0 | 54 | 109 | 162 |
| 128 | 465 AMBERWOOD TZ1 | 0 | 79 | 159 | 238 |
| 129 | 466 PETERSON TZ3 | 0 | 127 | 257 | 384 |
| 130 | 467 SUMMERWOOD TZ5 | 0 | 111 | 225 | 336 |
| 131 | 468 TAX ZONE 6 | 0 | 133 | 268 | 400 |
| 132 | 469 CFD 3 | 0 | 268 | 541 | 810 |
| 133 | 501 SSWA 93 TRUSTEE | 0 | 3,847 | 7,755 | 11,602 |
| 134 | 505 SSWA RATE STABILIZATION | 0 | -21 | -42 | -63 |
| 135 | 506 SSWA CONNECTION | 0 | 591 | 1,192 | 1,783 |
| 136 | 507 SSWA OPER FUND | 0 | 36,660 | 73,900 | 110,560 |
| 138 | 510 SSWA DEPRECIATN | 0 | 4,513 | 9,098 | 13,611 |
| 140 | 512 SSWA 2019 BOND PROCEEDS | 0 | 51 | 104 | 155 |
| 141 | 705 VEH/EQUIP-MAINT | 187 | 534 | 1,077 | 1,799 |
| 142 | 706 VEH/EQU-RPLCMT | 0 | 2,996 | 6,039 | 9,035 |
| 143 | 710 NETWORK MAINT. | 2,012 | 2,164 | 4,362 | 8,537 |
| 144 | 712 DISPATCH SERVICES | 6,549 | 6,556 | 13,215 | 26,320 |
| 145 | 713 PW MAINT-I.S. | 17,309 | 10,193 | 20,548 | 48,050 |
| 146 | 715 LIAB INS RESERV | 589 | 5,142 | 10,365 | 16,097 |
| 148 | 750 WRKERS COMP INS | 496 | 2,473 | 4,986 | 7,955 |
| 149 | 765 UNEMP SELF INS | 0 | 61 | 124 | 185 |
| 153 | 805 STRONG MOTION FEE | 0 | 37 | 75 | 112 |
| 154 | 807 CBSC-SB1473 | 0 | 12 | 25 | 37 |
| 155 | 808 SB1186 | 0 | 0 | 0 | 1 |
| 156 | 825 BID FEE | 0 | 48 | 97 | 145 |
| 157 | 830 SEWER DISTRICT | 0 | 25,442 | 51,286 | 76,728 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary** **Seq. 13: 010 1910 NON-DEPARTMENTAL**

| Seq # | Department Name | FTE'S | EXPENDITURES | LEGAL EXPENSE | Total |
|---|---|---|---|---|---|
| 161 | 901 SA/ADMIN FUND | 692 | 969 | 1,953 | 3,614 |
| 162 | 902 RDA OBLIGATION | 0 | 7,782 | 15,688 | 23,470 |
| 163 | 903 SA-HOUSING | 982 | 1,822 | 3,672 | 6,476 |
| 164 | 907 ALMOND GARDENS | 0 | 1,735 | 3,497 | 5,232 |
| 165 | 908 RDA ASSET MGMT | 0 | 298 | 600 | 897 |
| 166 | 909 MARINA | 2,807 | 1,752 | 3,531 | 8,090 |
| 167 | 919 MARINA FUEL | 140 | 145 | 293 | 579 |
| 168 | 932 SECTION8 CHOICE | 0 | 13,399 | 27,010 | 40,409 |
| 169 | 937 2002 HOME REHAB PROG | 0 | -13 | -26 | -39 |
| 170 | 945 HSG AUTH/ADMIN | 1,544 | 2,104 | 4,242 | 7,890 |
| 172 | 974 THEATER | 0 | 38 | 78 | 116 |
| 173 | 980 BAY HOMES CORP | 0 | 2,195 | 4,425 | 6,620 |
| 174 | 012 MEASURE 5 | 0 | 13,520 | 27,254 | 40,775 |
| 175 | 069 ARPA-GF RECOVERY | 0 | 2,934 | 5,915 | 8,850 |
| 176 | 129 SB1383-ORGANIC | 0 | 48 | 96 | 144 |
| 178 | 167 ARP-AMER RESCUE | 0 | 5,208 | 10,498 | 15,706 |
| 179 | 173 LEAP GRAT-HCD | 0 | 103 | 208 | 311 |
| 180 | 174 PROP 68 | 0 | 52 | 105 | 157 |
| 182 | 187 RPM GRANTS | 0 | 97 | 196 | 293 |
| 183 | 188 Sewer Rehabilitation | 936 | 459 | 925 | 2,319 |
| 184 | 189 Prop 64 Grant | 3,836 | 1,420 | 2,863 | 8,119 |
| **Direct Bills** | | **$0** | **$0** | **$0** | **$0** |
| **Total** | | **$183,104** | **$301,729** | **$608,231** | **$1,093,065** |

## Nature and Extent of Services

The Building Maintenance Division maintains all City owned properties, including City Hall, Police Station, Senior Center, Nelson Community Center, Harbor Master Building, Train Depot and the Burdick Center. General building and custodial maintenance services are provided by City staff, with major repairs and improvements contracted out.

Building Maintenance costs are distributed by the following function:

- **Building Maintenance** - Costs have been allocated based on the number of FTE's.

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs** **Seq. 26: 010 3350 BUILDING MAINT**

| Description | Type | Amount | General Admin | Building Maintenance |
|---|---|---|---|---|
| **Personnel Costs** | | | | |
| Salaries | S1 | $87,326 | $0 | $87,326 |
| *Salary % Split* | | | *0.00%* | *100.00%* |
| Fringe Benefits | S | 16,046 | 0 | 16,046 |
| **Subtotal - Personnel Costs** | | **$103,372** | **$0** | **$103,372** |
| **Services & Supplies Cost** | | | | |
| Advertising | S | 907 | 0 | 907 |
| Contract Services | S | 141,279 | 0 | 141,279 |
| E-Gadgets Other | S | 0 | 0 | 0 |
| Field Equipment | S | 613 | 0 | 613 |
| Field Supplies | S | 36,004 | 0 | 36,004 |
| Garbage Fees | S | 731 | 0 | 731 |
| Gas/Diesel/Oil | S | 271 | 0 | 271 |
| Govt/Permit/Tax | S | 546 | 0 | 546 |
| Major Fac Reprs | S | 36,388 | 0 | 36,388 |
| Membership Dues | S | 141 | 0 | 141 |
| Ofc Equip >$5k | S | 0 | 0 | 0 |
| Ofc Furnishings | S | 0 | 0 | 0 |
| Office Supplies | S | 488 | 0 | 488 |
| Other Contract Services | S | 47,180 | 0 | 47,180 |
| PG&E Gas & Electric | S | 38,009 | 0 | 38,009 |
| Phone Svc/Intrn | S | 996 | 0 | 996 |
| Phys/Backgrounds | S | 32 | 0 | 32 |
| Printing/Copy Exp | S | 0 | 0 | 0 |
| Risk Mgt ID Chg | S | 6,295 | 0 | 6,295 |
| Travel & Training | S | 355 | 0 | 355 |
| Unif/Cloth/Sfty | S | 3,760 | 0 | 3,760 |
| Veh Maint Chg | S | 0 | 0 | 0 |
| Veh/Eqp Rental | S | 0 | 0 | 0 |
| Water/Sewer Chg | S | 1,190 | 0 | 1,190 |
| **Subtotal - Services & Supplies** | | **$315,185** | **$0** | **$315,185** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**A. Department Costs**

**Seq. 26: 010 3350 BUILDING MAINT**

| Description | Type | Amount | General Admin | Building Maintenance |
|---|---|---|---|---|
| **Department Cost Total** | | **$418,557** | **$0** | **$418,557** |
| **Adjustments to Cost** | | | | |
| **Subtotal - Adjustments** | | **$0** | **$0** | **$0** |
| **Total Costs After Adjustments** | | 418,557 | 0 | 418,557 |
| General Admin Distribution | | | 0 | 0 |
| **Grand Total** | | **$418,557** | **$0** | **$418,557** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**B. Incoming Costs (Default Spread Expenditures)**

**Seq. 26: 010 3350 BUILDING MAINT**

| Seq # | Department/Cost Pool | First Incoming | Second Incoming | Building Maintenance |
|---|---|---|---|---|
| 2 | Council-Fiscal | $874 | $238 | $1,112 |
| | **Subtotal - 010 1010 CITY COUNCIL** | **874** | **238** | **1,112** |
| 4 | General Government | 495 | 56 | 551 |
| | **Subtotal - 010 1020 CITY CLERK** | **495** | **56** | **551** |
| 7 | CM - EXPENDITURES | 1,403 | 58 | 1,461 |
| 7 | CM - FTE'S | 1,399 | 60 | 1,460 |
| | **Subtotal - 010 1710 CITY MANAGER** | **2,802** | **118** | **2,920** |
| 8 | HUMAN RESOURCES | 1,224 | 82 | 1,306 |
| | **Subtotal - 010 1750 HUMAN RESOURCES** | **1,224** | **82** | **1,306** |
| 11 | ACCOUNTING | 2,581 | 58 | 2,639 |
| | **Subtotal - 010 1820 ACCOUNTING PROGRAM** | **2,581** | **58** | **2,639** |
| 13 | FTE'S | 969 | 14 | 982 |
| 13 | EXPENDITURES | 1,601 | 21 | 1,622 |
| 13 | LEGAL EXPENSE | 3,226 | 43 | 3,269 |
| | **Subtotal - 010 1910 NON-DEPARTMENTAL** | **5,796** | **77** | **5,873** |
| 26 | Building Maintenance | 0 | 2,316 | 2,316 |
| | **Subtotal - 010 3350 BUILDING MAINT** | **0** | **2,316** | **2,316** |
| **Total Incoming** | | **$13,772** | **$2,946** | **$16,717** |
| **C. Total Allocated** | | | **$435,274** | **$435,274** |
| | | | | **100.00%** |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: Building Maintenance** **Seq. 26: 010 3350 BUILDING MAINT**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | 6.00 | 3.06% | $13,235 | $0 | $13,235 | $0 | $13,235 |
| 4 | 010 1020 CITY CLERK | 1.45 | 0.74% | 3,198 | 0 | 3,198 | 0 | 3,198 |
| 7 | 010 1710 CITY MANAGER | 3.30 | 1.68% | 7,279 | 0 | 7,279 | 0 | 7,279 |
| 8 | 010 1750 HUMAN RESOURCES | 2.34 | 1.19% | 5,161 | 0 | 5,161 | 0 | 5,161 |
| 9 | 010 1810 FINANCE ADMIN | 0.15 | 0.08% | 331 | 0 | 331 | 0 | 331 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 0.05 | 0.03% | 110 | 0 | 110 | 0 | 110 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 2.68 | 1.37% | 5,911 | 0 | 5,911 | 0 | 5,911 |
| 12 | 010 1830 UTILITY BILLING | 5.28 | 2.69% | 11,646 | 0 | 11,646 | 0 | 11,646 |
| 15 | 010 2310 PD Chief Office | 1.00 | 0.51% | 2,206 | 0 | 2,206 | 17 | 2,223 |
| 17 | 010 2326 CODE ENFORCE PR | 3.00 | 1.53% | 6,617 | 0 | 6,617 | 51 | 6,668 |
| 18 | 010 2350 POLICE OPS | 24.50 | 12.50% | 54,041 | 0 | 54,041 | 415 | 54,457 |
| 19 | 010 2600 FIRE ADMIN | 3.00 | 1.53% | 6,617 | 0 | 6,617 | 51 | 6,668 |
| 20 | 010 2610 FIRE OPS DIVISION | 22.00 | 11.22% | 48,527 | 0 | 48,527 | 373 | 48,900 |
| 24 | 010 2620 EMERGENCY PREP | 1.00 | 0.51% | 2,206 | 0 | 2,206 | 17 | 2,223 |
| 25 | 010 3310 BLDG & SAFTY PR | 2.10 | 1.07% | 4,632 | 0 | 4,632 | 36 | 4,668 |
| 26 | 010 3350 BUILDING MAINT | 1.05 | 0.54% | 2,316 | 0 | 2,316 | 0 | 2,316 |
| 29 | 010 3410 CURR/ADV PLANNG | 1.70 | 0.87% | 3,750 | 0 | 3,750 | 29 | 3,779 |
| 30 | 010 3415 Code Enforcement | 1.00 | 0.51% | 2,206 | 0 | 2,206 | 17 | 2,223 |
| 33 | 010 3505 ECON DEV/GF | 1.65 | 0.84% | 3,639 | 0 | 3,639 | 28 | 3,667 |
| 34 | 010 6005 PW ADMIN | 0.68 | 0.35% | 1,500 | 0 | 1,500 | 12 | 1,511 |
| 35 | 010 6007 PW-SSWA SUPPORT | 0.70 | 0.36% | 1,544 | 0 | 1,544 | 12 | 1,556 |
| 36 | 010 6010 ENGNEERNG SUPPT | 1.05 | 0.54% | 2,316 | 0 | 2,316 | 18 | 2,334 |
| 38 | 010 8610 RECREATION PROG | 4.00 | 2.04% | 8,823 | 0 | 8,823 | 68 | 8,891 |
| 40 | 010 8615 DAN O ROOT PROG | 12.00 | 6.12% | 26,469 | 0 | 26,469 | 204 | 26,673 |
| 41 | 010 8617 CRESCENT AFTER | 10.00 | 5.10% | 22,058 | 0 | 22,058 | 170 | 22,227 |
| 43 | 010 8618 PRESCHOOL | 8.00 | 4.08% | 17,646 | 0 | 17,646 | 136 | 17,782 |
| 45 | 010 8670 GOLF CENTER PGM | 0.40 | 0.20% | 882 | 0 | 882 | 7 | 889 |
| 46 | 010 8680 SOFTBALL PROGRM | 14.20 | 7.24% | 31,322 | 0 | 31,322 | 241 | 31,563 |
| 48 | 010 8750 COMMUNITY CTR | 9.70 | 4.95% | 21,396 | 0 | 21,396 | 164 | 21,560 |
| 49 | 010 8760 SENIOR CTR OPS | 3.11 | 1.59% | 6,860 | 0 | 6,860 | 53 | 6,913 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

## Allocation Details

**Cost Pool 1: Building Maintenance** **Seq. 26: 010 3350 BUILDING MAINT**

| Seq # | Department Name | Units | Allocation Percent | First Allocation | Direct Billed | Department Allocation | Second Allocation | Total |
|---|---|---|---|---|---|---|---|---|
| 57 | 050 SPECIAL EVENTS | 0.10 | 0.05% | 221 | 0 | 221 | 2 | 222 |
| 59 | 052 EVENTS-OTHERS | 1.00 | 0.51% | 2,206 | 0 | 2,206 | 17 | 2,223 |
| 62 | 105 ALL GAS TAXES | 0.67 | 0.34% | 1,478 | 0 | 1,478 | 11 | 1,489 |
| 66 | 117 TRAIN DEPOT O&M | 0.10 | 0.05% | 221 | 0 | 221 | 2 | 222 |
| 70 | 130 REFUSE/AB939 | 0.15 | 0.08% | 331 | 0 | 331 | 3 | 333 |
| 85 | 171 PROP 49 GRANT | 5.29 | 2.70% | 11,668 | 0 | 11,668 | 90 | 11,758 |
| 91 | 185 SEWER MAINTENAN | 0.73 | 0.37% | 1,610 | 0 | 1,610 | 12 | 1,623 |
| 92 | 190 DRAINAGE MAINT | 0.17 | 0.09% | 375 | 0 | 375 | 3 | 378 |
| 141 | 705 VEH/EQUIP-MAINT | 0.20 | 0.10% | 441 | 0 | 441 | 3 | 445 |
| 143 | 710 NETWORK MAINT. | 2.15 | 1.10% | 4,742 | 0 | 4,742 | 36 | 4,779 |
| 144 | 712 DISPATCH SERVICES | 7.00 | 3.57% | 15,440 | 0 | 15,440 | 119 | 15,559 |
| 145 | 713 PW MAINT-I.S. | 18.50 | 9.44% | 40,807 | 0 | 40,807 | 314 | 41,120 |
| 146 | 715 LIAB INS RESERV | 0.63 | 0.32% | 1,390 | 0 | 1,390 | 11 | 1,400 |
| 148 | 750 WRKERS COMP INS | 0.53 | 0.27% | 1,169 | 0 | 1,169 | 9 | 1,178 |
| 161 | 901 SA/ADMIN FUND | 0.74 | 0.38% | 1,632 | 0 | 1,632 | 13 | 1,645 |
| 163 | 903 SA-HOUSING | 1.05 | 0.54% | 2,316 | 0 | 2,316 | 18 | 2,334 |
| 166 | 909 MARINA | 3.00 | 1.53% | 6,617 | 0 | 6,617 | 51 | 6,668 |
| 167 | 919 MARINA FUEL | 0.15 | 0.08% | 331 | 0 | 331 | 3 | 333 |
| 170 | 945 HSG AUTH/ADMIN | 1.65 | 0.84% | 3,639 | 0 | 3,639 | 28 | 3,667 |
| 183 | 188 Sewer Rehabilitation | 1.00 | 0.51% | 2,206 | 0 | 2,206 | 17 | 2,223 |
| 184 | 189 Prop 64 Grant | 4.10 | 2.09% | 9,044 | 0 | 9,044 | 70 | 9,113 |
| **Subtotal** | | **196.00** | **100.00%** | **$432,328** | **$0** | **$432,328** | **$2,946** | **$435,274** |
| Direct Bills | | | | | | 0 | | 0 |
| **Total** | | | | | | **$432,328** | | **$435,274** |

Allocation Basis Units: # of FTE's per Department

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 26: 010 3350 BUILDING MAINT**

| Seq # | Department Name | Building Maintenance | Total |
|---|---|---|---|
| 2 | 010 1010 CITY COUNCIL | $13,235 | $13,235 |
| 4 | 010 1020 CITY CLERK | 3,198 | 3,198 |
| 7 | 010 1710 CITY MANAGER | 7,279 | 7,279 |
| 8 | 010 1750 HUMAN RESOURCES | 5,161 | 5,161 |
| 9 | 010 1810 FINANCE ADMIN | 331 | 331 |
| 10 | 010 1815 INVESTMENTS PROGRAM | 110 | 110 |
| 11 | 010 1820 ACCOUNTING PROGRAM | 5,911 | 5,911 |
| 12 | 010 1830 UTILITY BILLING | 11,646 | 11,646 |
| 15 | 010 2310 PD Chief Office | 2,223 | 2,223 |
| 17 | 010 2326 CODE ENFORCE PR | 6,668 | 6,668 |
| 18 | 010 2350 POLICE OPS | 54,457 | 54,457 |
| 19 | 010 2600 FIRE ADMIN | 6,668 | 6,668 |
| 20 | 010 2610 FIRE OPS DIVISION | 48,900 | 48,900 |
| 24 | 010 2620 EMERGENCY PREP | 2,223 | 2,223 |
| 25 | 010 3310 BLDG & SAFTY PR | 4,668 | 4,668 |
| 26 | 010 3350 BUILDING MAINT | 2,316 | 2,316 |
| 29 | 010 3410 CURR/ADV PLANNG | 3,779 | 3,779 |
| 30 | 010 3415 Code Enforcement | 2,223 | 2,223 |
| 33 | 010 3505 ECON DEV/GF | 3,667 | 3,667 |
| 34 | 010 6005 PW ADMIN | 1,511 | 1,511 |
| 35 | 010 6007 PW-SSWA SUPPORT | 1,556 | 1,556 |
| 36 | 010 6010 ENGNEERNG SUPPT | 2,334 | 2,334 |
| 38 | 010 8610 RECREATION PROG | 8,891 | 8,891 |
| 40 | 010 8615 DAN O ROOT PROG | 26,673 | 26,673 |
| 41 | 010 8617 CRESCENT AFTER | 22,227 | 22,227 |
| 43 | 010 8618 PRESCHOOL | 17,782 | 17,782 |
| 45 | 010 8670 GOLF CENTER PGM | 889 | 889 |
| 46 | 010 8680 SOFTBALL PROGRM | 31,563 | 31,563 |
| 48 | 010 8750 COMMUNITY CTR | 21,560 | 21,560 |
| 49 | 010 8760 SENIOR CTR OPS | 6,913 | 6,913 |
| 57 | 050 SPECIAL EVENTS | 222 | 222 |

# City of Suisun, CA
# Cost Allocation Plan - FY 2023-2024 Actuals

**Allocation Summary**

**Seq. 26: 010 3350 BUILDING MAINT**

| Seq # | Department Name | Building Maintenance | Total |
|---|---|---|---|
| 59 | 052 EVENTS-OTHERS | 2,223 | 2,223 |
| 62 | 105 ALL GAS TAXES | 1,489 | 1,489 |
| 66 | 117 TRAIN DEPOT O&M | 222 | 222 |
| 70 | 130 REFUSE/AB939 | 333 | 333 |
| 85 | 171 PROP 49 GRANT | 11,758 | 11,758 |
| 91 | 185 SEWER MAINTENAN | 1,623 | 1,623 |
| 92 | 190 DRAINAGE MAINT | 378 | 378 |
| 141 | 705 VEH/EQUIP-MAINT | 445 | 445 |
| 143 | 710 NETWORK MAINT. | 4,779 | 4,779 |
| 144 | 712 DISPATCH SERVICES | 15,559 | 15,559 |
| 145 | 713 PW MAINT-I.S. | 41,120 | 41,120 |
| 146 | 715 LIAB INS RESERV | 1,400 | 1,400 |
| 148 | 750 WRKERS COMP INS | 1,178 | 1,178 |
| 161 | 901 SA/ADMIN FUND | 1,645 | 1,645 |
| 163 | 903 SA-HOUSING | 2,334 | 2,334 |
| 166 | 909 MARINA | 6,668 | 6,668 |
| 167 | 919 MARINA FUEL | 333 | 333 |
| 170 | 945 HSG AUTH/ADMIN | 3,667 | 3,667 |
| 183 | 188 Sewer Rehabilitation | 2,223 | 2,223 |
| 184 | 189 Prop 64 Grant | 9,113 | 9,113 |
| **Direct Bills** | | **$0** | **$0** |
| **Total** | | **$435,274** | **$435,274** |

**AGENDA ITEM NO. 12.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:** Authorize the City Manager to Extend the Chavan & Associates, LLP contract to provide the audit services to the City's/Agency/Authority for the fiscal year ending June 30, 2026 and 2027.

a. Council Adoption of Resolution No. 2026-___ A Resolution of the City Council of the City of Suisun City to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.
b. Agency Adoption of Resolution No. SA 2026-__ A Resolution of the Suisun City Council Acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City Authorizing the Executive Director to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.
c. Authority Adoption of No. HA 2026-__ A Resolution of the Board of Directors of the Suisun City Housing Authority Authorizing the Executive Director to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.

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**FISCAL IMPACT:** There is no fiscal impact on the current fiscal year's adopted budget. Sufficient funding will be included in the FY 2026-27 and FY 2027-28 Budget. The financial audit for the fiscal year ended June 30, 2026 will cost $61,250 (assuming the Single Audit will involve three major programs) and $1,050 for the GANN appropriation calculations. FY 2026-27 financial statements audit will be $63,500 and GANN appropriation calculations will be $1,100. The cost for the Measure S audit will be $4,500. Bay Homes audit and tax preparation of forms 990 and 199 will be $8,000 for FY 2026 and $8,500 for FY 2027.

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**STRATEGIC PLAN:** Provide Good Governance and Develop Sustainable Economy.

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**BACKGROUND:** The City of Suisun City is required to conduct annual independent audits of its financial statements to ensure compliance with applicable regulations and to maintain transparency and accountability to the public. Chavan & Associates, LLP has served as the City's auditing firm since 2016, providing reliable and high-quality auditing services. In 2021, the firm was awarded a second contract with a rotation of audit partners to comply with State requirements. Their familiarity with the City's financial systems and operations has helped ensure efficient and accurate audits over the years.

In November 2024, the City issued a Request for Proposals (RFP) for auditing services; however, the process did not yield sufficient responses to proceed with selecting a new firm. The City received only two proposals, which limited the ability to complete a competitive selection process. As a result, the City had to renew the agreement with Chavan & Associates, LLP for an additional period to ensure the continuation of essential auditing services.

The City had planned to issue another RFP in 2025 to secure a new auditing firm for the fiscal year 2026–2028 audits. However, due to the implementation of a new Enterprise Resource Planning (ERP) system, staff experienced delays in completing the FY 2024 financial statement audit and were unable

to reissue the RFP as planned. Given the time-sensitive nature of audit requirements, the City must renew the contract with Chavan & Associates, LLP for the next two fiscal years to ensure continuity of audit services and compliance with annual reporting obligations.

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**STAFF REPORT:** The continuation of Chavan & Associates, LLP's services is essential to maintaining consistency and stability in the City's auditing process. Their institutional knowledge of the City's financial systems and operations reduces the learning curve typically associated with onboarding a new auditor and helps ensure the timely completion and submission of required financial reports.

Key factors supporting the recommended contract extension include:

**Performance:** Chavan & Associates, LLP has consistently delivered comprehensive and timely audits while meeting all contractual and regulatory requirements.

**Efficiency:** Retaining the current auditor avoids the need for an immediate new procurement process, saving staff time and administrative resources.

**Cost Stability:** The proposed extension does not include significant changes to the terms or fees outlined in the existing agreement, providing stability and predictability in auditing costs.

**Operational Necessity:** Due to the limited responses received from the recent RFP for auditing services, renewing the contract with Chavan & Associates, LLP is the most practical and reliable option for the City at this time.

The proposed extension will cover the fiscal years ending June 30, 2026 and June 30, 2027, ensuring the timely completion of the City's Comprehensive Annual Financial Report (CAFR).

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**STAFF RECOMMENDATION:**

It is recommended that the City Council authorize the City Manager to Extend the Chavan & Associates, LLP contract to provide the audit services to the City's/Agency/Authority for the fiscal year ending June 30, 2026 and 2027; and adopts the following resolutions.

1. Council Adoption of Resolution No. 2026-___ A Resolution of the City Council of the City of Suisun City to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.
2. Agency Adoption of Resolution No. SA 2026-__ A Resolution of the Suisun City Council Acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City Authorizing the Executive Director to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.
3. Authority Adoption of No. HA 2026-__ A Resolution of the Board of Directors of the Suisun City Housing Authority Authorizing the Executive Director to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.

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**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2026-___ A Resolution of the City Council of the City of Suisun City to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.

2. Agency Adoption of Resolution No. SA 2026-__ A Resolution of the Suisun City Council Acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City Authorizing the Executive Director to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.
3. Authority Adoption of No. HA 2026-__ A Resolution of the Board of Directors of the Suisun City Housing Authority Authorizing the Executive Director to Extend the Professional Services Contract with Chavan & Associates, LLP for Audit Services for the Fiscal Year Ending June 30, 2026 and 2027.
4. Engagement Letter - FY 2026 and FY2027 Audit Services
5. Engagement Letter - GANN Limit Appropriations
6. Engagement Letter - Measure S Audit.
7. Engagement Letter - Bay Homes Audit

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**PREPARED BY:** Lakhwinder Deol, Finance Director
**REVIEWED BY:** Bret Prebula, City Manager
**APPROVED BY:** Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Audit Services Financial Auditors Resolution City.docx
2. Audit Services Financial Auditors Resolution Agency.docx
3. Audit Services Financial Auditors Resolution Authority.docx
4. Engagement Letter - City of Suisun City.pdf
5. Engagement Letter - GANN27 City of Suisun City.pdf
6. Engagement Letter - MS-27 City of Suisun City.pdf
7. Engagement Letter - NFP2027 Bay Homes Development Corporation.pdf

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**RESOLUTION NO. 2026-___**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING THE CITY MANAGER TO EXTEND THE PROFESSIONAL SERVICES CONTRACT WITH CHAVAN & ASSOCIATES, LLP FOR AUDIT SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2026 and 2027**

**WHEREAS,** best practices recommend soliciting proposals for external financial auditors every three to five years; and

**WHEREAS**, a Request for Proposal (RFP) was issued in 2024 to engage a new audit firm, but an insufficient number of responses were received; and

**WHEREAS**, due to the implementation of a new Enterprise Resource Planning (ERP) system, staff experienced delays in completing the FY 2024 financial statement audit and were unable to reissue the RFP as planned; and

**WHEREAS**, after thorough evaluation, it has been determined to extend the current contract with Chavan & Associates, LLP for auditing services for the fiscal year ending June 30, 2025.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Suisun City hereby authorizes the City Manager to extend the contract with Chavan & Associates, LLP for the provision of audit services for the fiscal year ending June 30, 2026 and 2027.

**PASSED AND ADOPTED** by the City Council of the City of Suisun City at its regular meeting on March 17, 2026, by the following vote:

| | |
|---|---|
| **AYES:** | Council Members _____ |
| **NOES**: | Council Members _____ |
| **ABSENT**: | Council Members _____ |
| **ABSTAIN**: | Council Members _____ |

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the City this 17th day of March, 2026.

_____
**Anita Skinner**
**City Clerk**

**RESOLUTION NO. SA 2026-___**

**A RESOLUTION OF THE SUISUN CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE PROFESSIONAL SERVICES CONTRACT WITH CHAVAN & ASSOCIATES, LLP FOR AUDIT SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2026 and 2027**

**WHEREAS,** best practices recommend soliciting proposals for external financial auditors every three to five years; and

**WHEREAS**, a Request for Proposal (RFP) was issued in 2024 to engage a new audit firm, but an insufficient number of responses were received; and

**WHEREAS**, due to the implementation of a new Enterprise Resource Planning (ERP) system, staff experienced delays in completing the FY 2024 financial statement audit and were unable to reissue the RFP as planned; and

**WHEREAS**, after thorough evaluation, it has been determined to extend the current contract with Chavan & Associates, LLP for auditing services for the fiscal year ending June 30, 2026 and 2027.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City hereby authorizes the Executive Director to extend the contract with Chavan & Associates, LLP for the provision of audit services for the fiscal year ending June 30, 2026 and 2027.

**PASSED AND ADOPTED** by the City Council acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City at its regular meeting on March 17, 2026, by the following vote:

| | |
|---|---|
| **AYES:** | Board Members _____ |
| **NOES**: | Board Members _____ |
| **ABSENT**: | Board Members _____ |
| **ABSTAIN**: | Board Members _____ |

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Agency this 17th day of March, 2026.

_____
**Anita Skinner**
**City Clerk**

**RESOLUTION NO. HA 2026-___**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUISUN CITY HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE CONTRACT WITH CHAVAN & ASSOCIATES, LLP FOR AUDIT SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2026 and 2027**

**WHEREAS,** best practices recommend soliciting proposals for external financial auditors every three to five years; and

**WHEREAS**, a Request for Proposal (RFP) was issued in 2024 to engage a new audit firm, but an insufficient number of responses were received; and

**WHEREAS**, due to the implementation of a new Enterprise Resource Planning (ERP) system, staff experienced delays in completing the FY 2024 financial statement audit and were unable to reissue the RFP as planned; and

**WHEREAS**, after thorough evaluation, it has been determined to extend the current contract with Chavan & Associates, LLP for auditing services for the fiscal year ending June 30, 2026 and 2027.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Suisun City Housing Authority hereby authorizes the Executive Director to extend the contract with Chavan & Associates, LLP for the provision of audit services for the fiscal year ending June 30, 2026 and 2027.

**PASSED AND ADOPTED** by the Board of Directors of the Suisun City Housing Authority at its regular meeting on March 17, 2026, by the following vote:

| | |
|---|---|
| **AYES:** | Board Members _____ |
| **NOES**: | Board Members _____ |
| **ABSENT**: | Board Members _____ |
| **ABSTAIN**: | Board Members _____ |

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Authority this 17th day of March, 2026.

_____
**Anita Skinner**
**CITY CLERK**

Chavan and Associates, llp
Certified Public Accountants

January 22, 2026

City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94533

We are pleased to confirm our understanding of the services we are to provide for the City of Suisun City (the "City") for the fiscal years ending June 30, 2026 and 2027. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City and the related notes to the financial statements, which collectively comprise the City's basic financial statements. In addition, we will audit the City's compliance over major federal award programs, and perform the services as noted in **Exhibit A,** as applicable each fiscal year. We are pleased to confirm our acceptance of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the City's major federal award programs.

Accounting principles generally accepted in the United States of America, (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), require that the items noted below be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP and will be subjected to certain limited procedures but will not be audited:

1. Management's discussion and analysis.
2. Major fund budget to actual schedules.
3. Pension schedules.
4. Other postemployment benefit schedules.

**Supplementary Information Other than RSI**

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS.


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We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Nonmajor governmental fund combining balance sheets and statements of revenues, expenditures and changes in fund balances.
2. Nonmajor budgetary comparison schedules.
3. Proprietary funds combining balance sheets and statements of revenues, expenditures and changes in net position, and cash flows.
4. Fiduciary fund statements.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. ACFR introductory section.
2. Statistical tables.

**Schedule of Expenditures of Federal Awards**

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

**Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.


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**Audit of the Financial Statements**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America (GAGAS), and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period(s) covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is


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necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

**Audit of Major Program Compliance**

Our audit of the City's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the provisions of U.S. Office of Management and Budget's (OMB) Uniform Guidance; and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of those procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the City's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the City's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.


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**Management's Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and funding increments received in accordance with the Uniform Guidance generally received after December 26, 2014;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenses of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance requirements;
6. For the design, implementation, and maintenance of internal control over federal awards;
7. For establishing and maintaining effective internal control over federal awards that provides reasonable assurance that the nonfederal entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
8. For identifying and ensuring that the City complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities and its federal award programs;
9. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant vendor / contractor relationships where the vendor / contractor is responsible for program compliance;


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16. To provide us with:
    a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
    b. Additional information that we may request from management for the purpose of the audit; and
    c. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
17. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the City's auditor;
18. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
19. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
20. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
21. For informing us of any known or suspected fraud affecting the City involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance and the financials;
22. For the accuracy and completeness of all information provided;
23. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
24. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information and schedule of expenditures of federal awards (SEFA) referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information and SEFA in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding the supplementary information and SEFA, (c) to include our report on the supplementary information and the SEFA in any document that contains the supplementary information and that indicates that we have reported on such supplementary information and the SEFA, and (d) to present the supplementary information and the SEFA with the audited financial statements, or if the supplementary information and the SEFA will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information and the SEFA no later than the date of issuance by you of the supplementary information and the SEFA and our reports thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit. We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.


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If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

**Audit Administration and Fees**

Our all-inclusive maximum fee for these services will be as follows **(see Exhibit A)**:

| | |
|---|---|
| Fiscal year ending June 30, 2026 | $61,250 |
| Fiscal year ending June 30, 2027 | $63,500 |

Our fees include out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.).

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit as follows:

| | |
|---|---|
| Engagement Partner | $400 per hour |
| Associate Partner | $300 per hour |
| Audit Manager | $200 per hour |
| Senior Auditor | $150 per hour |
| Staff Auditor | $125 per hour |
| Administrative | $100 per hour |

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If cooperation is not provided as anticipated and at a level that hinders the progress of the services to be provided, we retain the right to terminate the contract for cause with thirty (30) days' notice. During that time, the City will have the opportunity to provide the cooperation required to complete the audit and C&A may rescind the cancellation.

If the services to be performed by C&A are not performed in an acceptable manner to the City, the City may cancel this contract for cause by providing notice to C&A, giving at least thirty (30) days' notice of the proposed cancellation and the reasons for same. During that time period, C&A may seek to bring the performance of services to a level that is acceptable to the City, and the City may rescind the cancellation if such action is in City's best interest. Notwithstanding the


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above provisions, the City may, upon the expiration of thirty (30) days written notice to C&A, terminate the agreement at will. Payment for services or goods received prior to termination shall be made by the City provided those goods or services were provided in a manner acceptable to the City. Payment for those goods and services shall not be unreasonably withheld.

**Sheldon Chavan, CPA**, is the engagement partner for the audit services specified in this letter for the fiscal year ended June 30, 2026. Paul Pham or Oksana Homuttini will be the engagement partner for the fiscal year ended June 30, 2027. Their responsibilities include supervising Chavan & Associates LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

**Other Matters**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The following summarizes the estimated audit timeline:

| Segment | Estimated | Phase |
|---|---|---|
| Entrance Conference | April 1/2026 | I |
| Audit Planning C&A's Office | April 1/2026 | I |
| List of Items Required by Client | April 15, 2026 | I |
| Interim Testing | June 15, 2026 | I |
| Interim Exit Conference and Completion | June 30, 2026 | I |
| Preparation and Mailing of Confirmation Letters to 3rd Parties | July 1, 2026 | II |
| Year-end Field Work Planning Meeting | August 1, 2026 | II |
| Update List of Items Required by Client - Final (Initial Done at Interim) | August 1, 2026 | II |
| Year-end Field Work and Compliance Testing | November 1, 2026 | II |
| Exit Conference | November 15, 2026 | II |
| Progress List of Management Point and Recommendations | November 20, 2026 | II |
| Final List of Management Point and Recommendations | November 30, 2026 | II/III |
| Audit Adjustments | November 30, 2026 | II/III |
| Draft Reports, Financials, Management Letters | December 20, 2026 | III |
| Final Reports, Financials, Management Letters | December 31, 2026 | III |
| Council, Commission & Public Presentations | As Needed | III |

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The audit documentation for this engagement is the property of Chavan & Associates LLP and constitutes confidential information. However, we may be requested to make certain audit


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documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. In accordance with the requirements of *Government Auditing Standards*, a copy of our latest external peer review report of our firm is available upon request or on our website. If requested, access to such audit documentation will be provided under the supervision of Chavan & Associates LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

We will be available during the year to consult with you on financial management and accounting matters of a routine nature. You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

With respect to any nonattest services we perform, the City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Nonattest services include the preparation of the audited financial statements, note disclosures, supplemental information (as noted above) for the City, Suisun/Solano Water Authority, Measure S Sales Tax, and Bay Homes Development Corporation; conversion entries; the schedule of expenditures of federal awards; the data collection form, the state controller's annual reports; statistical schedules that are derived from the audited financial statements; and annual tax returns (990 and 199) of the Bay Homes Development Corporation. These items will be prepared from information prepared and provided by the City during our audit, such as the City's trial balance.

We will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management in performing its responsibilities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including GAAS, GAGAS and Uniform Guidance as previously noted.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the City with regard to the nonattest services provided, but the City must make all decisions with regard to those matters.


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*Government Auditing Standards* require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

At the conclusion of our audit engagement, we will communicate to management and the Council the following significant items from the audit:

- Our view about the qualitative aspects of the City's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing this letter via the DocuSign link or returning a signed copy via email. If you have any questions, please let us know.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,

C & A LLP

Sheldon Chavan, CPA, Managing Partner
Chavan & Associates, LLP



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RESPONSE:

This letter correctly sets forth the understanding of the City of Suisun City.

Signature:

Title:

Date:



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## Exhibit A

| Services | Hours | 2026 | 2027 |
|---|---|---|---|
| City Audit and ACFR Preparation | 270 | $ 27,450 | $ 28,400 |
| SSWA Audit and Fin. Statement Prep. | 64 | 6,750 | 7,000 |
| Bay Homes Audit and Fin. Statement Prep. | 56 | 5,750 | 6,000 |
| Single Audit (3 Major Programs) | 68 | 7,000 | 7,500 |
| TDA Audit | 16 | 2,000 | 2,000 |
| GANN Limit | 10 | 1,050 | 1,100 |
| Management Letters/Internal Controls | N/A | Included | Included |
| Meals, Lodging and Transportation | N/A | Included | Included |
| ACFR Preparation | N/A | Included | Included |
| Consulting, Updates and Guidance | N/A | Included | Included |
| Present Reports to Board and Committees | N/A | Included | Included |
| Conversion Entries | N/A | Included | Included |
| **Subtotal Base Audit** | **484** | **50,000** | **52,000** |
| Measure S Audit and Fin. Statement Preparation | 30 | 4,500 | 4,500 |
| Annual Financial Transactions Report Preparation | 30 | 4,500 | 4,500 |
| Bay Homes Annual 990, CA-199 and RRF-1 | 10 | 2,250 | 2,500 |
| **Total All-Inclusive Maximum Price** | **554** | **$ 61,250** | **$ 63,500** |



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Chavan and Associates, llp
Certified Public Accountants

January 22, 2026

City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94533

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide for the City of Suisun City (the City) as of and for the fiscal years ending June 30, 2026 and 2027.

We will perform the procedures enumerated below. These procedures, which were agreed to by the City and the League of California Cities (as presented in the publication entitled Agreed Upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIII-B of the California Constitution) were performed solely to assist the City in meeting the requirements of Section 1.5 of Article XIIIB of the California Constitution for the year ended June 30, 2025. Management is responsible for related records. This agreed-upon procedures engagement will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We are responsible for carrying out the procedures and reporting findings in accordance with these standards. The sufficiency of these procedures is solely the responsibility of the City. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. This engagement is solely for the purpose of reporting our findings in-regards to the results of the procedures performed. The procedures we will perform have been agreed to by the City Manager and Finance Director and approved by the City Council.

1. We will obtain the completed worksheets used by the City to calculate its appropriation limit for each fiscal year and determine that the limit and annual adjustment factors were adopted by resolution of the City Council. We will also determine whether or not the population and inflation options were selected by a recorded vote of the City Council.

2. For the Appropriations Limit Schedule, we will add the prior year's limit to the total adjustments and agree the resulting amount to the current year's limit.

3. We will tie the current year information presented in the Appropriation Limit Schedule to corresponding information in worksheets used by the City.

4. We will tie the prior year appropriations limit in the Appropriation Limit Schedule to the corresponding information in worksheets used by the City.

With respect to any nonattest services we perform, which includes the preparation of the City's financial statements, note disclosures, supplementary information and required supplementary information other than the MD&A as a part of a separate engagement to audit the City, we will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its responsibilities. City


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management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. Our responsibilities and limitations of the engagement are as follows: We will perform the services in accordance with applicable professional standards; this engagement is limited to the services previously outlined above and in our audit engagement letter to the City. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

The agreed-upon procedures to be performed do not constitute an examination or review of the subject matter. Accordingly, we will not express an opinion or conclusion on the subject matter. If we did perform additional procedures, other matters might come to our attention that would be reported to you. Our report will list the procedures performed and our findings. Our report will be addressed to the City Council and management and will be intended for use by and restricted to the use of the specified parties as identified above, except that the City may share this report with state, county, and federal agencies and post this report online. Our report will contain such restricted-use language. Should we have any reservations with respect to the subject matter, we will discuss them with you before the report is issued. We have no responsibility to update our report for events and circumstances occurring after the date of our report.

As part of our engagement, we will request from management, written confirmation concerning representations made to us in connection with the agreed upon procedures.

**Service Administration and Fees**

Our fee for these services will be **$1,050** and **$1,100** as included in City audit engagement. However, if we encounter unexpected circumstances that require us to devote more staff time to the engagement than anticipated, we will discuss the matter with you, and any additional fees required for increases in scope will be based upon the number of hours required by the staff assigned to complete the engagement.

Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. During that time, the City will have the opportunity to provide the cooperation


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required to complete the engagement and C&A may rescind the cancellation. If we elect to terminate our services for nonpayment, or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us through the date of termination.

**Other Matters**

Sheldon Chavan is the engagement partner for the services specified in this letter. His responsibilities include supervising our services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the report.

During the course of the engagement, we may communicate with you or with your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications. We will maintain the confidentiality of your personal information and will apply procedures to protect against any unauthorized release of your personal information to third parties. We agree to retain our attest documentation or work papers for a period of five years from the date of our report. Unless otherwise requested in writing, we will deliver the final report via email to the City Manager and/or the Finance Director. The City is responsible for distribution to federal, state and local governments and agencies and for making the report available to the public.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, and if such obligation is or may be a direct or indirect result of any inaccurate or incomplete information that you provide to us during the course of this engagement, you agree to indemnify us, defend us, and hold us harmless as against such obligation.

By your signature below, you acknowledge and understand that our engagement is limited in scope and will be confined to our agreed-upon procedures. Because these procedures do not constitute an examination, we will not express an opinion on these procedures, nor the sufficiency of these procedures for your intended purpose.

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing this letter via the DocuSign link or returning it via email.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.


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Very truly yours,

C & A LLP

Sheldon Chavan, CPA, Managing Partner
Chavan & Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of City of Suisun City.

Signature:

Title:

Date:



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Chavan and Associates, llp
Certified Public Accountants

January 22, 2026

City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94533

We are pleased to confirm our understanding of the services we are to provide for the City of Suisun City (the "City") for the fiscal years ending June 30, 2026 and 2027. We will audit the Measure S Sales Tax statement of revenues and expenditures of the City and the related notes to the financial statements. Our audit will be conducted with the objective of expressing an opinion on each opinion unit of the Measure S Sales Tax financial statement. In connection with our audit, we will also provide a compliance audit and report on the requirements described in Measure S General Transactions and Use Tax and Ordinance No. 742.

**Audit of the Financial Statements**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America (GAGAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.


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In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period(s) covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the Measure S financial statement. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

**Management's Responsibilities**

Our audit will be conducted on the basis that management understands that they have responsibility:

1. For the preparation and fair presentation of the financial statements referred to above in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For the design, implementation, and maintenance of internal control over compliance;
4. For identifying and ensuring that the City complies with laws, regulations, grants, and contracts applicable to its activities and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities;
5. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;


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6. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
7. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
8. To provide us with:
   a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
   b. Additional information that we may request from management for the purpose of the audit; and
   c. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
9. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the City's auditor;
10. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
11. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
12. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
13. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets; and
14. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials;
15. For the accuracy and completeness of all information provided; and
16. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit. We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.


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**Audit Administration and Fees**

Our all-inclusive maximum fee for these services will be **$4,500** for each of the fiscal years noted. Our fee includes out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit as follows:

| | |
|---|---|
| Engagement Partner | $400 per hour |
| Associate Partner | $300 per hour |
| Audit Manager | $200 per hour |
| Senior Auditor | $150 per hour |
| Staff Auditor | $125 per hour |
| Administrative | $100 per hour |

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If cooperation is not provided as anticipated and at a level that hinders the progress of the services to be provided, we retain the right to terminate the contract for cause with thirty (30) days' notice. During that time, the City will have the opportunity to provide the cooperation required to complete the audit and C&A may rescind the cancellation.

If the services to be performed by C&A are not performed in an acceptable manner to the City, the City may cancel this contract for cause by providing notice to C&A, giving at least thirty (30) days' notice of the proposed cancellation and the reasons for same. During that time period, C&A may seek to bring the performance of services to a level that is acceptable to the City, and the City may rescind the cancellation if such action is in City's best interest. Not-withstanding the above provisions, the City may, upon the expiration of thirty (30) days written notice to C&A, terminate the agreement at will. Payment for services or goods received prior to termination shall be made by the City provided those goods or services were provided in a manner acceptable to the City. Payment for those goods and services shall not be unreasonably withheld.

**Sheldon Chavan**, CPA, is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Chavan & Associates LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.


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**Other Matters**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Chavan & Associates LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Chavan & Associates LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

We will be available during the year to consult with you on financial management and accounting matters of a routine nature. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report. You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

With respect to any nonattest services we perform, the City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Nonattest services include the preparation of the audited financial statements and note disclosures. These items will be prepared from information prepared and provided by the City during our audit, such as the City's trial balance.

We will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management in performing its responsibilities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including GAAS and GAGAS, as previously noted.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries. Our firm will advise the City with regard the nonattest services provided, but the City must make all decisions with regard to those matters.


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*Government Auditing Standards* require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

At the conclusion of our audit engagement, we will communicate management and the Board the following significant findings from the audit:

- Our view about the qualitative aspects of the City's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing this letter via the DocuSign link or returning it via email. If you have any questions, please let us know.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,

C & A LLP

Sheldon Chavan, CPA, Managing Partner
Chavan & Associates, LLP



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RESPONSE:

This letter correctly sets forth the understanding of the City of Suisun City.

Signature:

Title:

Date:



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Chavan and Associates, llp
Certified Public Accountants

January 22, 2026

Bay Homes Development Corporation
701 Civic Center Blvd
Suisun City, CA 94533

You have requested that we audit the financial statements of Bay Homes Development Corporation (the Corporation), which comprise the statement of financial position as of June 30, 2026 and 2027, the related statements of activities, functional expenses, and cash flows for the fiscal year then ending, and the related notes to the financial statements. Our audit will be conducted with the objectives of our expressing an opinion on the financial statements. In addition, we will prepare the Corporation's forms 990 and 199 for each fiscal year. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

**Auditor Responsibilities**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the Corporation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the


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effectiveness of the Corporation's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Corporation's compliance with certain provisions of laws, regulations, contracts, and grants that could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit, and accordingly, we will not express such an opinion.

**Management's Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
c. To provide us with:
    i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
    ii. Additional information that we may request from management for the purpose of the audit;
    iii. Unrestricted access to persons within the Corporation from whom we determine it necessary to obtain audit evidence;
d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the Corporation's auditor;
e. For identifying and ensuring that the Corporation complies with the laws and regulations applicable to its activities;
f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;


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h. For informing us of any known or suspected fraud affecting the Corporation involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
i. For the accuracy and completeness of all information provided.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit, including your understanding of your responsibilities as defined in this letter to us in your management representation letter.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

**Reporting**

We will issue a written report upon completion of our audit of the Corporation's financial statements. Our report will be addressed to the board of directors of the Corporation. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s). If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

**Other Matters**

**Sheldon Chavan, CPA,** is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Chavan & Associates LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees for these services will be **$5,750** and **$6,000** for the audit and **$2,250** and **$2,500** for the preparation of tax forms 990 and 199. Our fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.


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Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit as follows:

| | |
|---|---|
| Engagement Partner | $400 per hour |
| Associate Partner | $300 per hour |
| Audit Manager | $200 per hour |
| Senior Auditor | $150 per hour |
| Staff Auditor | $125 per hour |
| Administrative | $100 per hour |

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The audit documentation for this engagement is the property of Chavan & Associates LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to local, state and federal agencies pursuant to authority given to them by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Chavan & Associates LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

We will be available during the year to consult with you on financial management and accounting matters of a routine nature. You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.


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With respect to any nonattest services we perform, the Corporation's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Nonattest services include the preparation of the audited financial statements, note disclosures, and annual tax returns (990 and 199). These items will be prepared from information prepared and provided by the Corporation during our audit, such as the Corporation's trial balance.

We will not assume management responsibilities on behalf of the Corporation. However, we will provide advice and recommendations to assist management in performing its responsibilities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including GAAS as previously noted.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the Corporation with regard the nonattest services provided, but the Corporation must make all decisions with regard to those matters.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

At the conclusion of our audit engagement, we will communicate to the board of directors the following items from the audit:

- Our view about the qualitative aspects of the Corporation's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultation with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.


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If the foregoing is in accordance with your understanding, please indicate your agreement by signing this letter via the DocuSign link or returning a signed copy via email. If you have any questions, please let us know.

Very truly yours,

C & A LLP

Sheldon Chavan, CPA, Managing Partner
Chavan & Associates LLP

RESPONSE:

This letter correctly sets forth the understanding of the Bay Homes Development Corporation.

Signature:

Title:

Date:



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**AGENDA ITEM NO. 13.**

# AGENDA TRANSMITTAL

**MEETING DATE:** March 17, 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 February 3, 2026 and March 3, 2026.

**FISCAL IMPACT:** None

**STRATEGIC PLAN:** Provide Good Governance.

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

**STAFF REPORT:** Minutes of the City Council, Suisun City Council Acting as Successor Agency and Housing Authority held on February 3, 2026 and March 3, 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 February 3, 2026 and March 3, 2026.

**DOCUMENTS ATTACHED:**

1. Minutes - February 3, 2026 Regular Meetings of the City Council-Successor Agency-Housing Authority
2. Minutes - March 3, 2026 Regular Meetings of the City Council-Successor Agency-Housing Authority

**PREPARED BY:** Anita Skinner, City Clerk
**REVIEWED BY:** Bret Prebula, City Manager
**APPROVED BY:** Bret Prebula, City Manager

**ATTACHMENTS:**

1. Minutes - February 3, 2026 Regular Meetings of the City Council-Successor Agency-Housing Authority
2. Minutes - March 3, 2026 Regular Meetings of the City Council-Successor Agency-Housing Authority

# 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, FEBRUARY 3, 2026**

**6:30 PM**

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

**REVISED AGENDA**

**5:00 P.M. CLOSED SESSION**
**6:30 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: 849 8672 3732*
*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. – 824)
(Next City Council Res. No. 2026 – 17)
Next Suisun City Council Acting as Successor Agency Res. No. SA2026 - 01)
(Next Housing Authority Res. No. HA2026 – 01)

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

**CALL TO ORDER**
Mayor Hernandez called the meeting to order at 5:02pm

**ROLL CALL**
PRESENT: Dawson, Hernandez, Pal, Shepherd, Washington
ABSENT: None

**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 LABOR NEGOTIATOR
   A Closed Session will be held, Pursuant to Government Code Section 54957.6, to Conduct Labor Negotiations among:
   Agency Negotiator: City Manager, Bret Prebula
   Employee Organization:
   SCEA (Suisun City Employees' Association); SCPOA (Suisun City Police Officers Association); SCPFA (Suisun City Professional Firefighters' Association); SCMPEA (Suisun City Management and Professional Employees' Association); Unrepresented Employees; Temporary/Part-Time Employees.

**RECESS TO CLOSED SESSION (City Manager Conference Room, City Hall) at 5:04 pm.**

**6:30 RECONVENE OPEN SESSION**

**CALL TO ORDER**

Mayor Hernandez called the meeting to order at 6:32pm.

**ROLL CALL**

PRESENT: Dawson, Hernandez, Pal, Shepherd, Washington
ABSENT: None

**PLEDGE OF ALLEGIANCE**

Led by Councilmember Shepherd

**INVOCATION**

Deputy City Clerk Pock

**CLOSED SESSION REPORT**

Closed Session ended at 607pm with no report out.

**APPROVAL OF REORDERING OF AGENDA**

**Motion by Council Member Shepherd to reorder agenda and seconded by Vice Mayor Dawson. Consensus approved reordering agenda**

**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).
   Development Services Jim Bermudez provided update on the Suisun Expansion Project.

Councilmember Pal left Dais at 7:03 pm returned at 7:05 pm

3. City Attorney Report - (Enright). 7:05 pm
   Reported on a Webinar to be held Thursday on 2026 elections and one of the speakers would be Craig Steele from his office.

**PRESENTATIONS/APPOINTMENTS**

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

4. Proclamation Proclaiming the Month of February 2026 as Black History Month - (Hernandez: Ahernandez@suisun.com).
   Proclamation will be presented at the 2/17/26 meeting.

5. Solano Transportation Authority Rail Hub Presentation - (Solano Transportation Authority).
   Proclamation will be presented at the 2/17/26 meeting.

6. Update on Solid Waste Request for Proposal - (Vue: Nvue@suisun.com).
   Public Comment: Steve Olry
   Online: Michelle Chavez,

**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.)*

Comments were made in person by Stephanie Perry, Mike Wright, Michael Jefferson, Donna LeBlanc, Joel Barrillenne, Yakub FarraKhan, Steve Olry, George, James Berg, Tom Scholl
Email: Marcus Fleming
Online: Barbara Craig, Michelle Chavez,

**COUNCIL COMMENTS**

*Comments are limited to no more than 3 minutes*

Council Members responded to public comments.

**CONSENT CALENDAR**

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

7. Council Adoption of Resolution No. 2026-17, Accepting the Pedestrian Safety Enhancements Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project - (Vue:Nvue@suisun.com).

8. Council Adoption of Resolution No. 2026-18: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with MG & JC Concrete, Inc. for Sidewalk and Asphalt Repairs. – (Vue: Nvue@suisun.com).
9. Council Adoption of Ordinance No. 824: Amending the Suisun City Municipal Code adding Chapter 12.33 (Entertainment Zones) to Title 12 (Streets, Sidewalks and Public Places) of the Suisun City Municipal Code to Establish Entertainment Zones (Introduced and Reading Waived on January 20, 2026) - (Prebula: Bprebula@suisun.com).

Councilmember Pal pulled Item 9

Item 7 and 8

**Motion by Vice Mayor Dawson and seconded by Council Member Shepherd. Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Pal, Shepherd, Washington**
**NOES: None**
**ABSENT: None**

Item 9
Thanked Mr. Elm for all his work he has done with the Entertainment Zone and connecting with the local businesses.

**Motion by Council Member Pal to approve Item 9 and seconded by Vice Mayor Dawson. Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Pal, Shepherd, Washington**
**NOES: None**
**ABSENT: None**

**PUBLIC HEARING NONE**

Vice Mayor Dawson left Dais at 8:25 pm
Vice Mayor Dawson returned to Dais at 8:26 pm

**GENERAL BUSINESS** 8:25 pm

10. Council Adoption of Resolution No. 2026 -19: A Resolution of the City Council of the City of Suisun City, California, Adopting a Social Media Policy - (City Attorney).

Council Member Washington Motion add definition of employee and approve Social Media Policy
Second by Vice Mayor Dawson

Meeting Opened for Council Discussion.
City Attorney to provide language for the revisions

**Motion by Council Member Washington and seconded by Vice Mayor Dawson to approve Social Media Policy with revisions**:

**AYES: Dawson, Hernandez, Pal, Shepherd, Washington**
**NOES: None**
**ABSENT: None**

11. Council Adoption of Resolution No. 2026 -20: A Resolution of the City Council of the City of Suisun City, California, Adopting Rules of Procedures and Conduct of Commissioners, Committee Members, and Board Members - (City Attorney).

Public Comment: Donna LeBlanc

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

**AYES: Dawson, Hernandez, Pal, Shepherd, Washington**
**NOES: None**
**ABSENT: None**

**COUNCIL COMMENTS**

Council Members commented on meetings attended.

**REPORTS: (Informational items only)**

**ADJOURNMENT**

There being no further business the meeting was adjourned at 9:27pm.

_____
Anita Skinner, City Clerk

# 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, MARCH 3, 2026**

**6:30 PM**

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

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

*ZOOM MEETING INFORMATION:*
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(Next Ord. No. – 825)
(Next City Council Res. No. 2026-27)
Next Suisun City Council Acting as Successor Agency Res. No. SA2026 - 01)
(Next Housing Authority Res. No. HA2026 – 01)

**CALL TO ORDER 6:33pm**

Mayor Hernandez called the meeting to order at 6:33pm.

**ROLL CALL**

PRESENT: Dawson, Hernandez, Pal, Shepherd, Washington
ABSENT: None

**PLEDGE OF ALLEGIANCE**

Led by Vice Mayor Dawson.

**INVOCATION**

Given by Clerk Skinner.

**APPROVAL OF REORDERING OF AGENDA**

Item 8 followed by Item 7
Vice Mayor Dawson and seconded by Council Member Shepherd; 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.)**

1. City Manager Update - (Prebula: Bprebula@suisun.com).
    - Update on Gentry and Pickering properties
    - New podcast launching soon
    - 3/24 Strategic Plan update

Deputy City Manager Bermudez gave an update on California Forever.

2. City Attorney Report - (Enright).
    - 3/17 presentation on SB707
    - Office hours at city hall prior to council meetings on Tuesdays and on Mondays opposite week
    - Next meeting First reading of mobile fleet vendor ordinance

**PRESENTATIONS/APPOINTMENTS**

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

3. Proclamation Proclaiming the Month of March 2026 as Red Cross Month (Hernandez: Ahernandez@suisun.com).

Mayor Hernandez read proclamation and presented by Council Members to Vince Valenzuela who thanked the Council and spoke about the Red Cross and its volunteers. Council comments.

PUBLIC COMMENT

Donna LeBlanc spoke on personal experiences with Red Cross.

**PUBLIC COMMENTS**

*(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.)*

The following spoke on California Forever and requested council place an advisory vote on the agenda: Andrew Russo, Don Lipary, Joel Barrilleaux, Michael Jefferson, Jim Bartz, Pam Mulch, Michael Zeiss, Keira Noonan, Chi Quach.

Donna LeBlanc asked if labor negotiations have been completed or paused as nothing has been reported; spoke on disappoint of decorum and how Council Member Washington left dais at the last meeting.

Steve Olry complimented Vice Mayor Dawson caught fraud in a local non-profit; 912 School Street still has transients at night; what has happened to memorial for George Guynn; commented on a personal

comment by council member at the last meeting, in the middle of a discussion and felt it was inappropriate.

Farrakhan spoke on Board of Supervisor Williams connections to California Forever.

On Line
Lilia Dardon thanked Red Cross; asked what will it cost the city for the attorney to have hours; what is the status of the theater and Lawler House; place advisory vote on November ballot.

Michelle Garcia comments on Pickering property.

Edlin Simental and Marcus asked to add advisory vote to June ballot

Will Ayala spoke on seizure of private property that took place one year ago with still no council member response.

Ruth Forney spoke in favor of annexation.

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

Council Member Pal update on the Railroad Avenue cannabis dispensary project

Council Member Shepherd heard everyone tonight; listen to understand rather than react; EIR report should come before the advisory vote.

Council Member Washington asked to adjourn meeting in memory of longtime resident Sonny Johnson; spoke with attorney and is not aware of settlement; asked that there be better communication; offended that she was reduced to temper tantrum because she chose to walk out at the last meeting, frustrated that she did not get a second on her request.

Vice Mayor Dawson no comment.

Mayor Hernandez still do not have all the studies that are need to vote on for the annexation project.

Council Member Pal left dais 8:01pm and returned 8:04pm

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

4. Council Adoption of Resolution No. 2026-27: Authorizing the Chief of Police, or his Designee, to Execute a Contract to Apply for, Participate and Receive Funding Through the Boating Safety and Enforcement Financial Aid Program from the California Department of Boating and Waterways for Fiscal Year 2026/2027 - (Roth: Aroth@suisun.com).

5. Council Adoption of Ordinance No. 824: Amending Chapter 10.22 of the Suisun City Municipal Code for Establishing Parking Restrictions and Designations for Public Parking Facilities and On-Street Parking Spaces (Introduced and Reading Waived February 17, 2026) - (Vue: Nvue@suisun.com).

6. 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 January 20, 2026 and February 17, 2026 – (Skinner: Clerk@suisun.com).

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

**AYES: Dawson, Hernandez, Pal, Shepherd, Washington**
**NOES: None**
**ABSENT: None**

**PUBLIC HEARING**
NONE

**GENERAL BUSINESS**

7. Council Adoption of Resolution No. 2026-29: Reaffirming the City's Commitment to Community Safety, Civil Rights, and Solidarity; and Condemning Acts of Harm, Violence, Racial Profiling, and Intimidation Based on Immigration Status - (Prebula: Bprebula@suisun.com).

City Attorney Enright presented the report and background on the resolution.'

PUBLIC COMMENT
Steve Olry don't trust where some of council members are coming from; does not want criminals protected because they are immigrants.

Council comments

Vice Mayor Dawson supports resolution with changes made by city attorney.
Council Member Washington add specific language, Section 3 &4 from the City of Santa Rosa to Suisun's resolution.; change the word solely to primary.

**Motion by Vice Mayor Dawson to approve Item 7 with changes and seconded by Council Member Shepherd. Motion passed by the following vote:**

8. Council Consideration of Adopting the Fiscal Year (FY) 2025-26 Mid-Year Budget Review and approving the organizational restructure for six operational departments - (Deol: Ldeol@suisun.com).
    a. Council Adoption of Resolution No. 2026-28 Approving the FY 2025-26 Mid-Year Budget Review and the 6th Amendment to Annual Appropriations Resolution No. 2025-64 to Appropriate Mid-year Budget Adjustments for Additional Costs Across Various Organizational Accounts
    b. Council Discuss Organizational Realignment and Strategic Staffing Plan and Approve Personnel changes cost to be included in the next fiscal year's (FY 26/27) budget

City Manager Prebula commended Council for putting trust in the staff.
Finance Director Deol presented the budget review.
Each Department Head presented their department changes and requests.

Council asked clarifying questions.
Pal left dais at 9:23pm and returned at 9:26pm.
Dawson left dais at 9:36pm and returned at 9:38pm

PUBLIC COMMENT
Donna LeBlanc asked what compassion pay will be with these proposed changes in staffing; why are we not asking for another code enforcement? Wants to see Measure S funding of officers moved to General Fund.

Michael Zeiss questions on the Measure S to Measure S+, are people buying less or going outside city.

City Manager responded to public comments.

Continued Council discussion.

Council Member Washington stated she was in favor of tabling discussion.
Continued Council discussion.

**7a**
**Motion by Vice Mayor Dawson to approve Item 7a and seconded by Council Member Pal. Motion passed by the following vote:**

**AYES: Dawson, Hernandez, Pal, Shepherd**
**NOES: Wasington**
**ABSENT: None**

**7b**
**Motion by Council Member Pal to approve Item 7b excluding the change with Housing and Development Services and seconded by Council Member Shepherd. Motion failed by the following vote:**

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

**7b**
**Motion by Council Member Washington moved to approve Item 7b and seconded by Council Member Pal. Motion passed by the following vote:**

**AYES: Pal, Shepherd, Washington**
**NOES: Dawson, Hernandez**
**ABSENT: None**

**Motion by Council Member Washington and seconded by Vice Mayor Dawson not to do council updates. Motion passed unanimously.**

**COUNCIL UPDATES**

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

**ADJOURNMENT 10:40pm**

There being no further business the meeting was adjourned at 10:40pm.

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Anita Skinner, City Clerk

**AGENDA ITEM NO. 14.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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

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**FISCAL IMPACT:** Total expenditure for all funds is $5,258,432.17.

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

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**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.)*

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

**Payroll:**

| | | |
|---|---|---|
| February | Checks # 22915 - 22951 | $23,090.65 |
| | Direct Deposits (02/06/26) | $428,897.95 |
| | Direct Deposits (02/20/26) | $449,207.40 |
| | Total Payroll | **$901,196.00** |

**Accounts Payable:**

| | | |
|---|---|---|
| February | Total Accounts Payables | $4,357,236.17 |
| | **TOTAL AMOUNT** | **$5,258,432.17** |

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

**PREPARED BY:** Lakhwinder Deol, Finance Director
**REVIEWED BY:** Bret Prebula, City Manager
**APPROVED BY:** Bret Prebula, City Manager

**ATTACHMENTS:**

1. February 2026 Payroll Register.pdf
2. February 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*

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| | |
|---|---|
| Date: | February 27, 2026 |
| To: | Honorable Mayor and City Council Members |
| Prepared By: | Diana Littles, Accounting Technician |
| Approved By: | Lakhwinder Deol, Finance Director |
| RE: | Payroll Checks for **February 2026** |

| | | | |
|---|---|---|---|
| Payroll: | Checks | 22915 - 22951 | $23,090.65 |
| | Direct Deposit | 02/06/2026 | $428,897.95 |
| | Direct Deposit | 02/20/2026 | $449,207.40 |

**Total Payroll** **$901,196.00**

MOCKLST.doc

| Emp ID | Name | Deducted Last Posting | Deduction Amt. Per Pay Period |
|---|---|---|---|
| ABD01 | SHARIF S ABDELAZIZ | 3515.58 | .00 |
| ADA01 | ELISHA R ADAMS | 2652.18 | .00 |
| ALE01 | HALEY C ALEXANDER | 4029.21 | .00 |
| ALL01 | RYAN D ALLEN | 2143.50 | .00 |
| ALV01 | SANTINO A ALVAREZ | 659.31 | .00 |
| AND01 | PHYLLIS ANDERSON | 2381.12 | .00 |
| ARA00 | CIARA ARANIEGO | 640.23 | .00 |
| BAR05 | HILO BARAJAS | 1908.51 | .00 |
| BER03 | JIM BERMUDEZ | 6059.35 | .00 |
| | | 500.00 | 500.00 |
| BER05 | KATRINA C BERBER | 2062.46 | .00 |
| BLO01 | DELBERT R BLOCK JR | 2097.70 | .00 |
| BRA05 | JASON C BRASSFIELD | 4558.70 | .00 |
| BRY02 | JOHN E. BRYAN | 3385.73 | .00 |
| CAM02 | TYLER J CAMIGI | 5465.31 | .00 |
| CAN02 | ALVIN J CANGCO | 4628.54 | .00 |
| CAP01 | RICKY CAPERTON | 4891.90 | .00 |
| CAR06 | LISA A. CARLOCK | 4674.70 | .00 |
| CAS02 | JADE A CASTILLO-KUD | 696.72 | .00 |
| CLA01 | TRENTON J CLARK | 731.47 | .00 |
| CLO01 | LEILA I CLOUD | 633.17 | .00 |
| COL01 | JOSE L COLIN | 3769.21 | .00 |
| COL02 | JAMIR R COLLINS | 644.38 | .00 |
| COL03 | TAYLOR COLLINS | 2690.29 | .00 |
| CON05 | TIFFANY N CONAMA | 2490.46 | .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 | 442.51 | .00 |
| DAN01 | ROBERTA J. DANIEL | 2167.14 | .00 |
| | | 500.00 | 500.00 |
| DAN02 | JOSHUA S DANNER | 4369.88 | .00 |
| DAW02 | JENALEE M DAWSON | 927.19 | .00 |
| DEL03 | MARIBEL DE LA CRUZ | 3102.05 | .00 |
| | | 150.00 | 150.00 |
| DEL04 | MATEO DE LOA | 129.29 | .00 |
| DEM03 | RYAN A DEMELLO | 5056.60 | .00 |
| DEO01 | LAKHWINDER K DEOL | 5389.60 | .00 |
| | | 100.00 | 100.00 |
| DIA01 | NAPOLEON W. DIAZ II | 2199.00 | .00 |
| DOO01 | CHRISTOPHER J DOOLEY | 4595.76 | .00 |
| DOW01 | JEFFREY D DOWNEY | 3223.65 | .00 |
| DUC01 | JUSTIN M DUCHSCHER | 4480.01 | .00 |
| DUM01 | AMANDA DUM | 3200.25 | .00 |
| | | 100.00 | 100.00 |
| | | 75.00 | 75.00 |
| ELM01 | MICHAEL L ELM | 2537.63 | .00 |
| ESC04 | NICHOLAS J ESCOBEDO | 2147.06 | .00 |
| ESC05 | SHARON ESCOBAR | 2045.30 | .00 |
| ESP00 | RYAN J ESPARZA | 4419.45 | .00 |
| ESP02 | TRISTAN M ESPERANZA-IB | 363.81 | .00 |
| FAR01 | ANDREW L FARRELL | 3209.44 | .00 |
| FIE01 | ALEXANDER FIERRO | 5775.89 | .00 |
| FLO00 | AISHA FLORES | 3222.50 | .00 |
| FLO02 | GLADIS FLORES | 116.36 | .00 |
| GAL04 | NOE GALLEGOS-ARE | 4065.21 | .00 |
| GAT01 | JOSEPH J GATMEN | 3190.95 | .00 |
| GEL01 | GEMMA V. GELUZ | 2306.66 | .00 |
| GID02 | KAMANI GIDDINGS | 747.13 | .00 |
| GOL03 | JASON R GOLTIAO | 3869.82 | .00 |
| HAT01 | KAREN S. HATTEN | 276.56 | .00 |
| HEA01 | DANIEL J. HEALY | 5690.22 | .00 |
| HEI03 | SCOTT J HEINE | 5529.58 | .00 |
| HEL01 | JACOB T HELTON | 3239.16 | .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 | 649.58 | .00 |
| JOH03 | AUZUNIQUE JOHNSON | 1578.91 | .00 |
| JON03 | JANINE S JONES | 489.13 | .00 |
| KEA02 | JOHN T. KEARNS | 3415.27 | .00 |
| KEG01 | ANDREW D KEGLE | 6358.53 | .00 |
| KEN02 | AMBER M. KENT | 3979.25 | .00 |
| KEN03 | EMILY M KENT | 2137.68 | .00 |
| KHA01 | FRANKIE KHANTIGNA | 3937.82 | .00 |
| KIN00 | CAMRYN R KING | 3303.61 | .00 |
| KIN02 | KATHLEEN S KING | 2191.09 | .00 |
| LAZ00 | JULIA M LAZARO | 5185.24 | .00 |
| | | 1600.00 | 1600.00 |
| LEH01 | HOANG D LE | 3337.67 | .00 |
| LEM01 | AARON P LEMING | 2231.08 | .00 |
| LET01 | THOMAS LETTERMAN | 3508.49 | .00 |
| | | 1131.91 | .00 |
| LIN02 | SOLANGE LINCOLN-BERR | 747.81 | .00 |
| LIT01 | DIANA A. LITTLES | 2683.51 | .00 |
| | | 75.00 | 75.00 |
| LOM01 | TIFFANEY LOMBARD | 4041.86 | .00 |
| LOP00 | BELTHZABEL LOPEZ-DE LOA | 2238.81 | .00 |
| LOP03 | BRAD L LOPEZ | 5273.92 | .00 |
| LOP04 | VANESSA A LOPEZ | 810.95 | .00 |

| Emp ID | Name | Deducted Last Posting | Deduction Amt. Per Pay Period |
|---|---|---|---|
| LOP05 | CHRISTIAN G LOPEZ | 2169.94 | .00 |
| LOZ01 | NICODEMUS G LOZANO | 3286.45 | .00 |
| LUJ01 | CHRISTOPHER J LUJAN | 8564.98 | .00 |
| LUN01 | ELIZABETH N. LUNA | 3954.97 | .00 |
| | | 50.00 | 50.00 |
| | | 100.00 | 100.00 |
| LUN03 | OSCAR N LUNA | 739.56 | .00 |
| MAR03 | SHERRON L. MARTIN | 1542.51 | .00 |
| | | 500.00 | 500.00 |
| | | 50.00 | 50.00 |
| MAR15 | DEAN R MARTIN | 2747.83 | .00 |
| MAR18 | BRIANNA D MARQUITZ | 2916.56 | .00 |
| MAR19 | CAROLANN E MARTINEZ | 1944.02 | .00 |
| MCH01 | HAYLEY J MCHENRY | 1605.70 | .00 |
| | | 688.15 | .00 |
| MER01 | GLORIA MERCADO-MART | 2534.75 | .00 |
| MOR01 | MARVIN J MORA | 3106.47 | .00 |
| MUN01 | MARIA L MUNOZ | 2593.21 | .00 |
| MUR00 | HAYLEY A MURPHY | 1761.71 | .00 |
| NAS01 | ASHLEY A NASH | 2673.56 | .00 |
| NER01 | SIGFRED D NERI | 5790.08 | .00 |
| OKO01 | NICHOLAS OKODOGBE | 3787.26 | .00 |
| OLS02 | JAMES C OLSEN | 2383.24 | .00 |
| ORT03 | JOSE O ORTIZ GARCIA | 2251.33 | .00 |
| PAN01 | FERNANDO J PANTOJA | 1429.03 | .00 |
| PEC01 | LUIS PECH | 1680.87 | .00 |
| PEN01 | CHRISTINA Y PENLAND | 3024.84 | .00 |
| | | 1000.00 | 1000.00 |
| | | 125.00 | 125.00 |
| | | 250.00 | 250.00 |
| PER04 | MICHAEL W PERGAMIT | 2261.66 | .00 |
| PER06 | GIZELLE ANNE PERRY | 2091.03 | .00 |
| POC01 | DONNA J. POCK | 1951.22 | 1951.22 |
| | | 325.00 | 325.00 |
| POR01 | TAI R PORTER | 851.36 | .00 |
| POR02 | RAYE B PORTER | 687.88 | .00 |
| PRE01 | BRET T PREBULA | 7467.02 | .00 |
| PRI01 | CLAUDERICK M PRIEST | 2685.35 | .00 |
| RAM02 | CHRISTOPHER A RAMIREZ | 162.66 | .00 |
| RAN01 | ADRIANNA C RANSOM | 601.49 | .00 |
| REN01 | GREG M RENUCCI | 4288.88 | .00 |
| RIV03 | LUIS R RIVERA | 2988.52 | .00 |
| ROB00 | KARA C ROBINSON | 2963.04 | .00 |
| ROB03 | ROWLAND H. ROBERTS | 4586.94 | .00 |
| ROB05 | JUAN D ROBLES CASTI | 2052.89 | .00 |
| ROM03 | MARIA L ROMERO | 2208.83 | .00 |
| ROT01 | AARON C ROTH | 6618.09 | .00 |
| SAE02 | MOHAMED SAEED | 1075.06 | .00 |
| SAG01 | ANNE SAGAMI | 3044.81 | .00 |
| SAL03 | TEVITA VAEA P SALT | 1996.73 | .00 |
| | | 200.00 | 200.00 |
| SAL06 | BEYONCE O SALCEDA | 874.89 | .00 |
| SAL08 | KRISTINE SALCEDA | 390.64 | .00 |
| SAM02 | JERAMY J. SAMO | 2440.28 | .00 |
| SAN02 | JESSE A SANCHEZ | 3411.21 | .00 |
| SAN09 | ASHLEY D SANTOS | 426.86 | .00 |
| SCR01 | MARINA H SCRIVNER | 598.42 | .00 |
| SEL01 | KAYLEY E SELBY | 2768.30 | .00 |
| SHE02 | PARISE S SHEPHERD | 271.18 | .00 |
| SHI01 | HARRISON SHING-CHUN | 4063.45 | .00 |
| SIF01 | JONATHAN SIFUENTES | 2212.98 | .00 |
| SIL01 | BRAYAN O SILVA ZAMORA | 2783.75 | .00 |
| SIM01 | KAREN R SIMMONS | 751.37 | .00 |
| SIN01 | JUSTEEN K SINGLEY | 2144.36 | .00 |
| SKI02 | ANITA L SKINNER | 314.35 | .00 |
| SOT02 | FRANCISCO J SOTO-POMEROY | 3749.93 | .00 |
| TAT01 | MONICA L TATNEY-MORRI | 711.37 | .00 |
| TAY04 | TIMOTHY D TAYLOR JR | 387.87 | .00 |
| TEW01 | VINAY P TEWARI | 196.14 | .00 |
| THO00 | AMARIYAE P. THOMPSON | 679.42 | .00 |
| TKA01 | OLIVIA F TKACZ | 815.12 | .00 |
| TOD02 | KATIE A TODD | 1994.28 | .00 |
| VAL01 | JASON D VALDE | 2790.85 | .00 |
| VAN00 | CHAO C VANG | 1989.23 | .00 |
| VAN01 | JASON S VANDER MEER | 4262.17 | .00 |
| VAS01 | BIANCA M VASQUEZ | 1582.31 | .00 |
| | | 250.00 | 250.00 |
| | | 250.00 | 250.00 |
| VER02 | ERIC VERA | 3929.91 | .00 |
| VIL01 | TREVOR A VILLANUEVA | 912.23 | .00 |
| VUE00 | LUE VUE | 2193.81 | .00 |
| VUE01 | NOUAE A VUE | 5636.79 | .00 |
| WAD01 | ANEKKA S WADDELL | 2110.18 | .00 |
| WAG01 | LUKAS P WAGNER | 625.71 | .00 |
| WAS02 | PRINCESS K WASHINGTON | 965.30 | .00 |
| WHA01 | JUDE WHALEY | 494.77 | .00 |
| WOO02 | APRIL E WOODEN | 1620.92 | .00 |
| YAN01 | GE H YANG | 2232.84 | .00 |
| ZAR01 | ERNESTO Z ZARAGOZA | 4194.74 | .00 |
| ZUN02 | MICHELLE E. ZUNINO | 2345.23 | .00 |
| Sub-Total: | | 428897.95 | |
| Grn-Total: | | 428897.95 | |

Count: 185

| Emp ID | Name | Deducted Last Posting | Deduction Amt. Per Pay Period |
|---|---|---|---|
| ABD01 | SHARIF S ABDELAZIZ | 4794.95 | .00 |
| ADA01 | ELISHA R ADAMS | 2529.00 | .00 |
| ALE01 | HALEY C ALEXANDER | 4426.51 | .00 |
| ALL01 | RYAN D ALLEN | 2143.51 | .00 |
| ALV01 | SANTINO A ALVAREZ | 482.07 | .00 |
| AND01 | PHYLLIS ANDERSON | 2411.61 | .00 |
| ANT01 | DARREN J ANTES | 495.59 | .00 |
| ARA00 | CIARA ARANIEGO | 809.70 | .00 |
| BAR05 | HILO 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 | 3385.73 | .00 |
| CAM02 | TYLER J CAMIGI | 5088.33 | .00 |
| CAN02 | ALVIN J CANGCO | 4592.36 | .00 |
| CAP01 | RICKY CAPERTON | 4891.91 | .00 |
| CAR06 | LISA A. CARLOCK | 4674.70 | .00 |
| CAR09 | SARA C CARDENAS | 1151.98 | .00 |
| CAS02 | JADE A CASTILLO-KUD | 602.57 | .00 |
| CLA01 | TRENTON J CLARK | 634.29 | .00 |
| CLO01 | LEILA I CLOUD | 696.65 | .00 |
| COL01 | JOSE L COLIN | 3769.20 | .00 |
| COL02 | JAMIR R COLLINS | 674.24 | .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 CORTES | 390.73 | .00 |
| DAN01 | ROBERTA J. DANIEL | 2167.14 | .00 |
| | | 500.00 | 500.00 |
| DAN02 | JOSHUA S DANNER | 4562.08 | .00 |
| DAW02 | JENALEE M DAWSON | 1013.54 | .00 |
| DEL03 | MARIBEL DE LA CRUZ | 3102.05 | .00 |
| | | 150.00 | 150.00 |
| DEM03 | RYAN A DEMELLO | 5586.46 | .00 |
| DEO01 | LAKHWINDER K DEOL | 5389.61 | .00 |
| | | 100.00 | 100.00 |
| DIA01 | NAPOLEON W. DIAZ II | 2213.55 | .00 |
| DOO01 | CHRISTOPHER J DOOLEY | 4822.03 | .00 |
| DOW01 | JEFFREY D DOWNEY | 3124.72 | .00 |
| DUC01 | JUSTIN M DUCHSCHER | 4218.35 | .00 |
| DUM01 | AMANDA DUM | 3200.25 | .00 |
| | | 100.00 | 100.00 |
| | | 75.00 | 75.00 |
| ELM01 | MICHAEL L ELM | 2121.31 | .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 | 271.63 | .00 |
| FAR01 | ANDREW L FARRELL | 4279.81 | .00 |
| FIE01 | ALEXANDER FIERRO | 4041.93 | .00 |
| FLO00 | AISHA FLORES | 4981.94 | .00 |
| FLO02 | GLADIS FLORES | 174.54 | .00 |
| GAL04 | NOE GALLEGOS-ARE | 4556.50 | .00 |
| GAT01 | JOSEPH J GATMEN | 3190.96 | .00 |
| GEL01 | GEMMA V. GELUZ | 2314.93 | .00 |
| GID02 | KAMANI GIDDINGS | 883.11 | .00 |
| GOL03 | JASON R GOLTIAO | 3869.83 | .00 |
| HAT01 | KAREN S. HATTEN | 126.56 | .00 |
| HEA01 | DANIEL J. HEALY | 5690.23 | .00 |
| HEI03 | SCOTT J HEINE | 6181.38 | .00 |
| HEL01 | JACOB T HELTON | 3158.14 | .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 | 764.50 | .00 |
| JOH03 | AUZUNIQUE JOHNSON | 1578.91 | .00 |
| JON03 | JANINE S JONES | 603.42 | .00 |
| KEA02 | JOHN T. KEARNS | 3415.28 | .00 |
| KEG01 | ANDREW D KEGLE | 6017.79 | .00 |
| KEN02 | AMBER M. KENT | 3979.25 | .00 |
| KEN03 | EMILY M KENT | 2137.68 | .00 |
| KHA01 | FRANKIE KHANTIGNA | 4933.90 | .00 |
| KIN00 | CAMRYN R KING | 2691.55 | .00 |
| KIN02 | KATHLEEN S KING | 2271.35 | .00 |
| LAZ00 | JULIA M LAZARO | 5654.20 | .00 |
| | | 1600.00 | 1600.00 |
| LEH01 | HOANG D LE | 4117.66 | .00 |
| LEM01 | AARON P LEMING | 3124.41 | .00 |
| LET01 | THOMAS LETTERMAN | 3160.31 | .00 |
| | | 1018.64 | .00 |
| LIN02 | SOLANGE LINCOLN-BERR | 875.66 | .00 |
| LIT01 | DIANA A. LITTLES | 2470.93 | .00 |
| | | 75.00 | 75.00 |
| LOM01 | TIFFANEY LOMBARD | 4041.87 | .00 |
| LOP00 | BELTHZABEL LOPEZ-DE LOA | 2241.26 | .00 |
| LOP03 | BRAD L LOPEZ | 3180.38 | .00 |

| Emp ID | Name | Deducted Last Posting | Deduction Amt. Per Pay Period |
|---|---|---|---|
| LOP04 | VANESSA A LOPEZ | 940.30 | .00 |
| LOP05 | CHRISTIAN G LOPEZ | 3673.94 | .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 | 838.55 | .00 |
| MAR03 | SHERRON L. MARTIN | 1555.65 | .00 |
| | | 500.00 | 500.00 |
| | | 50.00 | 50.00 |
| | | 25.00 | 25.00 |
| MAR15 | DEAN R MARTIN | 3525.07 | .00 |
| MAR18 | BRIANNA D MARQUITZ | 3800.51 | .00 |
| MAR19 | CAROLANN E MARTINEZ | 1945.47 | .00 |
| MCH01 | HAYLEY J MCHENRY | 1605.70 | .00 |
| | | 688.15 | .00 |
| MER01 | GLORIA MERCADO-MART | 2562.38 | .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 | 2276.22 | .00 |
| NER01 | SIGFRED D NERI | 6338.81 | .00 |
| OKO01 | NICHOLAS OKODOGBE | 6100.70 | .00 |
| OLS02 | JAMES C OLSEN | 4413.21 | .00 |
| ORT03 | JOSE O ORTIZ GARCIA | 2338.60 | .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 | 1121.50 | .00 |
| POC01 | DONNA J. POCK | 1951.22 | 1951.22 |
| | | 325.00 | 325.00 |
| POR01 | TAI R PORTER | 1092.36 | .00 |
| POR02 | RAYE B PORTER | 805.54 | .00 |
| PRE01 | BRET T PREBULA | 7467.03 | .00 |
| PRI01 | CLAUDERICK M PRIEST | 2483.68 | .00 |
| RAM02 | CHRISTOPHER A RAMIREZ | 273.95 | .00 |
| RAN01 | ADRIANNA C RANSOM | 789.62 | .00 |
| REN01 | GREG M RENUCCI | 4833.46 | .00 |
| RIV03 | LUIS R RIVERA | 3307.09 | .00 |
| ROB00 | KARA C ROBINSON | 1863.96 | .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 | 638.77 | .00 |
| SAG01 | ANNE SAGAMI | 3893.48 | .00 |
| SAL03 | TEVITA VAEA P SALT | 2159.14 | .00 |
| | | 200.00 | 200.00 |
| SAL06 | BEYONCE O SALCEDA | 822.82 | .00 |
| SAL08 | KRISTINE SALCEDA | 573.50 | .00 |
| SAM02 | JERAMY J. SAMO | 5116.35 | .00 |
| SAN02 | JESSE A SANCHEZ | 4072.33 | .00 |
| SAN09 | ASHLEY D SANTOS | 780.96 | .00 |
| SCR01 | MARINA H SCRIVNER | 531.94 | .00 |
| SEL01 | KAYLEY E SELBY | 3108.94 | .00 |
| SHE02 | PARISE S SHEPHERD | 369.73 | .00 |
| SHI01 | HARRISON SHING-CHUN | 6362.70 | .00 |
| SIF01 | JONATHAN SIFUENTES | 2116.39 | .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 |
| STE05 | HANNA D STEPHENS | 83.11 | .00 |
| TAT01 | MONICA L TATNEY-MORRI | 749.32 | .00 |
| TAY02 | AMIA C TAYLOR | 332.46 | .00 |
| TEW01 | VINAY P TEWARI | 196.14 | .00 |
| THO00 | AMARIYAE P. THOMPSON | 735.44 | .00 |
| TKA01 | OLIVIA F TKACZ | 1093.77 | .00 |
| TOD02 | KATIE A TODD | 1945.09 | .00 |
| VAL01 | JASON D VALDE | 2751.46 | .00 |
| VAN00 | CHAO C VANG | 2150.64 | .00 |
| VAN01 | JASON S VANDER MEER | 2800.39 | .00 |
| VAS01 | BIANCA M VASQUEZ | 1582.32 | .00 |
| | | 250.00 | 250.00 |
| | | 250.00 | 250.00 |
| VER02 | ERIC VERA | 5301.96 | .00 |
| VIL01 | TREVOR A VILLANUEVA | 932.04 | .00 |
| VUE00 | LUE VUE | 2152.67 | .00 |
| VUE01 | NOUAE A VUE | 5636.80 | .00 |
| WAD01 | ANEKKA S WADDELL | 2077.39 | .00 |
| WAG01 | LUKAS P WAGNER | 648.11 | .00 |
| WAS02 | PRINCESS K WASHINGTON | 1142.40 | .00 |
| WHA01 | JUDE WHALEY | 434.62 | .00 |
| WOO02 | APRIL E WOODEN | 1961.74 | .00 |
| YAN01 | GE H YANG | 2232.84 | .00 |
| ZAR01 | ERNESTO Z ZARAGOZA | 5269.22 | .00 |
| ZUN02 | MICHELLE E. ZUNINO | 2426.76 | .00 |
| Sub-Total: | | 449207.40 | |

| Emp ID | Name | Deducted Last Posting Deduction Amt. Per Pay Period |
|---|---|---|
| | | 449207.40 |

Grn-Total:
Count: 190

| Check Number | Check Date | Employee ID | Employee Name | Gross Amount | Check Amount |
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| 22915 | 2/6/2026 | POC01 | POCK, DONNA J. | 4,497.65 | 484.57 |
| 22916 | 2/6/2026 | DEM02 | DEMELLO, KYLE | 420.00 | 387.87 |
| 22917 | 2/6/2026 | AME01 | AMEZCUA-ALVA, ESMERALDA | 749.33 | 683.64 |
| 22918 | 2/6/2026 | AZE01 | AZEVEDO, ATHINA N | 735.35 | 672.05 |
| 22919 | 2/6/2026 | BOW01 | BOWMAN, WILLIAM D | 852.84 | 772.84 |
| 22920 | 2/6/2026 | COH00 | COHEN, LANCE M | 652.48 | 602.57 |
| 22921 | 2/6/2026 | COH01 | COHEN, SCOTT M | 92.70 | 85.61 |
| 22922 | 2/6/2026 | COR06 | CORTEZ, JUAN | 837.00 | 748.62 |
| 22923 | 2/6/2026 | FLO03 | FLOWERS, FRANK E. | 601.51 | 555.50 |
| 22924 | 2/6/2026 | NAV02 | NAVARRO, NAYLEA | 868.70 | 774.27 |
| 22925 | 2/6/2026 | ORT00 | ORTEGA, ARIANA E | 723.85 | 628.92 |
| 22926 | 2/6/2026 | ORT02 | ORTEGA, LUTHER M | 185.40 | 171.22 |
| 22927 | 2/6/2026 | PLA02 | PLANCARTE-NO, ISABELLA | 955.96 | 844.87 |
| 22928 | 2/6/2026 | RIV05 | RIVERA, WILLY R | 574.74 | 530.78 |
| 22929 | 2/6/2026 | ROD03 | RODRIGUEZ-MA, CARLOS M | 954.81 | 843.94 |
| 22930 | 2/6/2026 | VAZ01 | VAZQUEZ, JOSE A | 279.00 | 257.65 |
| 22931 | 2/10/2026 | PIC02 | PICKERING, KAILEY I | 1,093.46 | 956.12 |
| 22932 | 2/6/2026 | BIS03 | KATHRYN BISHOP | 0.00 | 1,508.50 |
| 22933 | 2/6/2026 | FRA01 | FRANCHISE TAX BOARD | 0.00 | 400.00 |
| 22934 | 2/20/2026 | POC01 | POCK, DONNA J. | 4,497.65 | 484.57 |
| 22935 | 2/20/2026 | DEM02 | DEMELLO, KYLE | 280.00 | 258.58 |
| 22936 | 2/20/2026 | AME01 | AMEZCUA-ALVA, ESMERALDA | 779.92 | 702.44 |
| 22937 | 2/20/2026 | AZE01 | AZEVEDO, ATHINA N | 971.50 | 857.45 |
| 22938 | 2/20/2026 | BOW01 | BOWMAN, WILLIAM D | 588.83 | 533.73 |
| 22939 | 2/20/2026 | COH00 | COHEN, LANCE M | 683.07 | 628.67 |
| 22940 | 2/20/2026 | COR06 | CORTEZ, JUAN | 594.00 | 548.56 |
| 22941 | 2/20/2026 | FLO03 | FLOWERS, FRANK E. | 677.97 | 624.44 |
| 22942 | 2/20/2026 | NAV02 | NAVARRO, NAYLEA | 1,071.00 | 937.94 |
| 22943 | 2/20/2026 | ORT00 | ORTEGA, ARIANA E | 458.78 | 411.62 |
| 22944 | 2/20/2026 | PLA02 | PLANCARTE-NO, ISABELLA | 751.11 | 685.12 |
| 22945 | 2/20/2026 | RIV05 | RIVERA, WILLY R | 741.60 | 677.23 |
| 22946 | 2/20/2026 | ROD03 | RODRIGUEZ-MA, CARLOS M | 834.30 | 746.44 |
| 22947 | 2/20/2026 | TEO01 | TEODORO, FRANK | 570.80 | 527.13 |
| 22948 | 2/20/2026 | VAZ01 | VAZQUEZ, JOSE A | 540.00 | 498.69 |
| 22949 | 2/20/2026 | BIS03 | KATHRYN BISHOP | 0.00 | 1,508.50 |
| 22950 | 2/20/2026 | FRA01 | FRANCHISE TAX BOARD | 0.00 | 400.00 |
| 22951 | 2/20/2026 | SOL61 | SOLANO COUNTY SHERIFF'S | 0.00 | 150.00 |
| Z63421 | 2/6/2026 | BER05 | BERBER, KATRINA C | 2,624.66 | 0.00 |
| Z63422 | 2/6/2026 | BER03 | BERMUDEZ, JIM | 9,562.31 | 0.00 |
| Z63423 | 2/6/2026 | ESC05 | ESCOBAR, SHARON | 2,514.40 | 0.00 |
| Z63424 | 2/6/2026 | MER01 | MERCADO-MART, GLORIA | 3,244.67 | 0.00 |
| Z63425 | 2/6/2026 | NAS01 | NASH, ASHLEY A | 3,623.20 | 0.00 |
| Z63426 | 2/6/2026 | PEN01 | PENLAND, CHRISTINA Y | 8,677.94 | 0.00 |
| Z63427 | 2/6/2026 | PRE01 | PREBULA, BRET T | 11,690.01 | 0.00 |
| Z63428 | 2/6/2026 | VAS01 | VASQUEZ, BIANCA M | 2,947.20 | 0.00 |
| Z63429 | 2/6/2026 | VAN00 | VANG, CHAO C | 2,691.20 | 0.00 |
| Z63430 | 2/6/2026 | ADA01 | ADAMS, ELISHA R | 3,302.60 | 0.00 |
| Z63431 | 2/6/2026 | AND01 | ANDERSON, PHYLLIS | 3,050.19 | 0.00 |
| Z63432 | 2/6/2026 | JOH03 | JOHNSON, AUZUNIQUE | 2,336.00 | 0.00 |
| Z63433 | 2/6/2026 | WOO02 | WOODEN, APRIL E | 1,950.00 | 0.00 |
| Z63434 | 2/6/2026 | DAW02 | DAWSON, JENALEE M | 1,010.08 | 0.00 |
| Z63435 | 2/6/2026 | HER00 | HERNANDEZ, ALMA R | 514.74 | 0.00 |
| Z63436 | 2/6/2026 | SHE02 | SHEPHERD, PARISE S | 497.24 | 0.00 |
| Z63437 | 2/6/2026 | SKI02 | SKINNER, ANITA L | 544.57 | 0.00 |

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|---|---|---|---|---|---|
| Z63438 | 2/6/2026 | TEW01 | TEWARI, VINAY P | 203.78 | 0.00 |
| Z63439 | 2/6/2026 | WAS02 | WASHINGTON, PRINCESS K | 1,010.08 | 0.00 |
| Z63440 | 2/6/2026 | COR03 | CORRALES, SHERRI L. | 3,161.31 | 0.00 |
| Z63441 | 2/6/2026 | DAN01 | DANIEL, ROBERTA J. | 3,985.66 | 0.00 |
| Z63442 | 2/6/2026 | DEO01 | DEOL, LAKHWINDER K | 8,765.34 | 0.00 |
| Z63443 | 2/6/2026 | DUM01 | DUM, AMANDA | 4,851.57 | 0.00 |
| Z63444 | 2/6/2026 | LIT01 | LITTLES, DIANA A. | 4,444.69 | 0.00 |
| Z63445 | 2/6/2026 | LOP05 | LOPEZ, CHRISTIAN G | 3,042.39 | 0.00 |
| Z63446 | 2/6/2026 | LUN01 | LUNA, ELIZABETH N. | 6,178.36 | 0.00 |
| Z63447 | 2/6/2026 | MAR03 | MARTIN, SHERRON L. | 3,343.90 | 0.00 |
| Z63448 | 2/6/2026 | ROM03 | ROMERO, MARIA L | 2,964.47 | 0.00 |
| Z63449 | 2/6/2026 | TOD02 | TODD, KATIE A | 2,831.35 | 0.00 |
| Z63450 | 2/6/2026 | BRA05 | BRASSFIELD, JASON C | 6,908.76 | 0.00 |
| Z63451 | 2/6/2026 | COL01 | COLIN, JOSE L | 6,327.60 | 0.00 |
| Z63452 | 2/6/2026 | DAN02 | DANNER, JOSHUA S | 7,062.37 | 0.00 |
| Z63453 | 2/6/2026 | DEL04 | DE LOA, MATEO | 140.00 | 0.00 |
| Z63454 | 2/6/2026 | DUC01 | DUCHSCHER, JUSTIN M | 7,110.50 | 0.00 |
| Z63455 | 2/6/2026 | ESP00 | ESPARZA, RYAN J | 6,123.76 | 0.00 |
| Z63456 | 2/6/2026 | FAR01 | FARRELL, ANDREW L | 4,881.83 | 0.00 |
| Z63457 | 2/6/2026 | HEL01 | HELTON, JACOB T | 6,435.83 | 0.00 |
| Z63458 | 2/6/2026 | KEG01 | KEGLE, ANDREW D | 9,856.46 | 0.00 |
| Z63459 | 2/6/2026 | LEM01 | LEMING, AARON P | 5,199.30 | 0.00 |
| Z63460 | 2/6/2026 | LOP03 | LOPEZ, BRAD L | 8,713.99 | 0.00 |
| Z63461 | 2/6/2026 | LUJ01 | LUJAN, CHRISTOPHER J | 9,758.21 | 0.00 |
| Z63462 | 2/6/2026 | MAR15 | MARTIN, DEAN R | 5,684.62 | 0.00 |
| Z63463 | 2/6/2026 | REN01 | RENUCCI, GREG M | 7,151.46 | 0.00 |
| Z63464 | 2/6/2026 | RIV03 | RIVERA, LUIS R | 5,902.05 | 0.00 |
| Z63465 | 2/6/2026 | SOT02 | SOTO-POMEROY, FRANCISCO J | 6,534.57 | 0.00 |
| Z63466 | 2/6/2026 | TAY04 | TAYLOR JR, TIMOTHY D | 420.00 | 0.00 |
| Z63467 | 2/6/2026 | VAN01 | VANDER MEER, JASON S | 7,300.57 | 0.00 |
| Z63468 | 2/6/2026 | ZUN02 | ZUNINO, MICHELLE E. | 3,362.76 | 0.00 |
| Z63469 | 2/6/2026 | GOL03 | GOLTIAO, JASON R | 5,000.17 | 0.00 |
| Z63470 | 2/6/2026 | LOP00 | LOPEZ-DE LOA, BELTHZABEL | 3,221.60 | 0.00 |
| Z63471 | 2/6/2026 | MUN01 | MUNOZ, MARIA L | 3,471.60 | 0.00 |
| Z63472 | 2/6/2026 | ROB03 | ROBERTS, ROWLAND H. | 7,968.77 | 0.00 |
| Z63473 | 2/6/2026 | VAL01 | VALDE, JASON D | 3,829.63 | 0.00 |
| Z63474 | 2/6/2026 | ABD01 | ABDELAZIZ, SHARIF S | 5,489.98 | 0.00 |
| Z63475 | 2/6/2026 | ALE01 | ALEXANDER, HALEY C | 6,208.29 | 0.00 |
| Z63476 | 2/6/2026 | CAM02 | CAMIGI, TYLER J | 7,924.66 | 0.00 |
| Z63477 | 2/6/2026 | CAN02 | CANGCO, ALVIN J | 7,210.98 | 0.00 |
| Z63478 | 2/6/2026 | CAR06 | CARLOCK, LISA A. | 7,115.98 | 0.00 |
| Z63479 | 2/6/2026 | COL03 | COLLINS, TAYLOR | 3,944.37 | 0.00 |
| Z63480 | 2/6/2026 | CON05 | CONAMA, TIFFANY N | 5,371.62 | 0.00 |
| Z63481 | 2/6/2026 | COO01 | COOK, BRANDI | 3,606.20 | 0.00 |
| Z63482 | 2/6/2026 | DEM03 | DEMELLO, RYAN A | 7,796.37 | 0.00 |
| Z63483 | 2/6/2026 | DOO01 | DOOLEY, CHRISTOPHER J | 7,134.23 | 0.00 |
| Z63484 | 2/6/2026 | FIE01 | FIERRO, ALEXANDER | 9,960.74 | 0.00 |
| Z63485 | 2/6/2026 | FLO00 | FLORES, AISHA | 5,210.49 | 0.00 |
| Z63486 | 2/6/2026 | GAL04 | GALLEGOS-ARE, NOE | 6,201.69 | 0.00 |
| Z63487 | 2/6/2026 | HEA01 | HEALY, DANIEL J. | 8,330.30 | 0.00 |
| Z63488 | 2/6/2026 | HEI03 | HEINE, SCOTT J | 8,645.24 | 0.00 |
| Z63489 | 2/6/2026 | HEN02 | HENDERSON, JEFF T. | 8,330.30 | 0.00 |
| Z63490 | 2/6/2026 | KEN02 | KENT, AMBER M. | 6,328.81 | 0.00 |
| Z63491 | 2/6/2026 | KEN03 | KENT, EMILY M | 2,737.42 | 0.00 |
| Z63492 | 2/6/2026 | KHA01 | KHANTIGNA, FRANKIE | 6,606.85 | 0.00 |

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| Z63493 | 2/6/2026 | KIN00 | KING, CAMRYN R | 4,994.69 | 0.00 |
| Z63494 | 2/6/2026 | LAZ00 | LAZARO, JULIA M | 12,130.96 | 0.00 |
| Z63495 | 2/6/2026 | LEH01 | LE, HOANG D | 5,091.50 | 0.00 |
| Z63496 | 2/6/2026 | LET01 | LETTERMAN, THOMAS | 7,659.42 | 0.00 |
| Z63497 | 2/6/2026 | LOM01 | LOMBARD, TIFFANEY | 5,788.94 | 0.00 |
| Z63498 | 2/6/2026 | MAR18 | MARQUITZ, BRIANNA D | 4,872.01 | 0.00 |
| Z63499 | 2/6/2026 | MAR19 | MARTINEZ, CAROLANN E | 3,151.25 | 0.00 |
| Z63500 | 2/6/2026 | MUR00 | MURPHY, HAYLEY A | 2,259.42 | 0.00 |
| Z63501 | 2/6/2026 | NER01 | NERI, SIGFRED D | 10,172.20 | 0.00 |
| Z63502 | 2/6/2026 | OKO01 | OKODOGBE, NICHOLAS | 5,081.13 | 0.00 |
| Z63503 | 2/6/2026 | OLS02 | OLSEN, JAMES C | 8,080.26 | 0.00 |
| Z63504 | 2/6/2026 | ROB00 | ROBINSON, KARA C | 5,301.68 | 0.00 |
| Z63505 | 2/6/2026 | ROT01 | ROTH, AARON C | 11,527.85 | 0.00 |
| Z63506 | 2/6/2026 | SAG01 | SAGAMI, ANNE | 4,922.91 | 0.00 |
| Z63507 | 2/6/2026 | SAN02 | SANCHEZ, JESSE A | 5,150.94 | 0.00 |
| Z63508 | 2/6/2026 | SEL01 | SELBY, KAYLEY E | 4,774.02 | 0.00 |
| Z63509 | 2/6/2026 | SHI01 | SHING-CHUN, HARRISON | 7,375.80 | 0.00 |
| Z63510 | 2/6/2026 | VER02 | VERA, ERIC | 6,103.58 | 0.00 |
| Z63511 | 2/6/2026 | WAD01 | WADDELL, ANEKKA S | 2,571.91 | 0.00 |
| Z63512 | 2/6/2026 | ZAR01 | ZARAGOZA, ERNESTO Z | 6,168.40 | 0.00 |
| Z63513 | 2/6/2026 | CAP01 | CAPERTON, RICKY | 8,531.70 | 0.00 |
| Z63514 | 2/6/2026 | ELM01 | ELM, MICHAEL L | 3,556.03 | 0.00 |
| Z63515 | 2/6/2026 | KEA02 | KEARNS, JOHN T. | 5,660.11 | 0.00 |
| Z63516 | 2/6/2026 | BAR05 | BARAJAS, HILO | 2,633.20 | 0.00 |
| Z63517 | 2/6/2026 | BLO01 | BLOCK JR, DELBERT R | 2,768.80 | 0.00 |
| Z63518 | 2/6/2026 | BRY02 | BRYAN, JOHN E. | 3,929.60 | 0.00 |
| Z63519 | 2/6/2026 | COR02 | CORTEZ, JUAN M. | 622.84 | 0.00 |
| Z63520 | 2/6/2026 | DEL03 | DE LA CRUZ, MARIBEL | 4,740.35 | 0.00 |
| Z63521 | 2/6/2026 | DIA01 | DIAZ II, NAPOLEON W. | 3,826.94 | 0.00 |
| Z63522 | 2/6/2026 | ESC04 | ESCOBEDO, NICHOLAS J | 2,766.80 | 0.00 |
| Z63523 | 2/6/2026 | GEL01 | GELUZ, GEMMA V. | 3,513.01 | 0.00 |
| Z63524 | 2/6/2026 | HER01 | HERROD, JAMES A. | 6,137.37 | 0.00 |
| Z63525 | 2/6/2026 | LOZ01 | LOZANO, NICODEMUS G | 5,764.78 | 0.00 |
| Z63526 | 2/6/2026 | ORT03 | ORTIZ GARCIA, JOSE O | 3,209.62 | 0.00 |
| Z63527 | 2/6/2026 | PEC01 | PECH, LUIS | 2,383.20 | 0.00 |
| Z63528 | 2/6/2026 | PER04 | PERGAMIT, MICHAEL W | 3,280.70 | 0.00 |
| Z63529 | 2/6/2026 | PRI01 | PRIEST, CLAUDERICK M | 4,413.20 | 0.00 |
| Z63530 | 2/6/2026 | ROB05 | ROBLES CASTI, JUAN D | 2,647.60 | 0.00 |
| Z63531 | 2/6/2026 | SAL03 | SALT, TEVITA VAEA P | 3,539.17 | 0.00 |
| Z63532 | 2/6/2026 | SAM02 | SAMO, JERAMY J. | 3,659.06 | 0.00 |
| Z63533 | 2/6/2026 | SIF01 | SIFUENTES, JONATHAN | 2,411.97 | 0.00 |
| Z63534 | 2/6/2026 | SIL01 | SILVA ZAMORA, BRAYAN O | 3,879.82 | 0.00 |
| Z63535 | 2/6/2026 | VUE00 | VUE, LUE | 2,918.14 | 0.00 |
| Z63536 | 2/6/2026 | VUE01 | VUE, NOUAE A | 9,266.01 | 0.00 |
| Z63537 | 2/6/2026 | YAN01 | YANG, GE H | 3,007.20 | 0.00 |
| Z63538 | 2/6/2026 | ALL01 | ALLEN, RYAN D | 3,138.36 | 0.00 |
| Z63539 | 2/6/2026 | ALV01 | ALVAREZ, SANTINO A | 720.00 | 0.00 |
| Z63540 | 2/6/2026 | ARA00 | ARANIEGO, CIARA | 693.26 | 0.00 |
| Z63541 | 2/6/2026 | CAS02 | CASTILLO-KUD, JADE A | 754.43 | 0.00 |
| Z63542 | 2/6/2026 | CLA01 | CLARK, TRENTON J | 843.57 | 0.00 |
| Z63543 | 2/6/2026 | CLO01 | CLOUD, LEILA I | 688.50 | 0.00 |
| Z63544 | 2/6/2026 | COL02 | COLLINS, JAMIR R | 702.00 | 0.00 |
| Z63545 | 2/6/2026 | COR05 | CORTES, CRISTIAN A | 479.17 | 0.00 |
| Z63546 | 2/6/2026 | DOW01 | DOWNEY, JEFFREY D | 4,795.56 | 0.00 |
| Z63547 | 2/6/2026 | ESP02 | ESPERANZA-IB, TRISTAN M | 393.94 | 0.00 |

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|---|---|---|---|---|---|
| Z63548 | 2/6/2026 | FLO02 | FLORES, GLADIS | 126.00 | 0.00 |
| Z63549 | 2/6/2026 | GAT01 | GATMEN, JOSEPH J | 4,242.01 | 0.00 |
| Z63550 | 2/6/2026 | GID02 | GIDDINGS, KAMANI | 835.15 | 0.00 |
| Z63551 | 2/6/2026 | HAT01 | HATTEN, KAREN S. | 305.60 | 0.00 |
| Z63552 | 2/6/2026 | HUL01 | HULL, JANET | 7,756.86 | 0.00 |
| Z63553 | 2/6/2026 | JAC01 | JACKSON, TRISTAN K | 749.33 | 0.00 |
| Z63554 | 2/6/2026 | JON03 | JONES, JANINE S | 529.65 | 0.00 |
| Z63555 | 2/6/2026 | KIN02 | KING, KATHLEEN S | 3,242.54 | 0.00 |
| Z63556 | 2/6/2026 | LIN02 | LINCOLN-BERR, SOLANGE | 835.99 | 0.00 |
| Z63557 | 2/6/2026 | LOP04 | LOPEZ, VANESSA A | 930.85 | 0.00 |
| Z63558 | 2/6/2026 | LUN03 | LUNA, OSCAR N | 825.80 | 0.00 |
| Z63559 | 2/6/2026 | MCH01 | MCHENRY, HAYLEY J | 3,815.33 | 0.00 |
| Z63560 | 2/6/2026 | MOR01 | MORA, MARVIN J | 5,123.96 | 0.00 |
| Z63561 | 2/6/2026 | PAN01 | PANTOJA, FERNANDO J | 1,818.88 | 0.00 |
| Z63562 | 2/6/2026 | PER06 | PERRY, GIZELLE ANNE | 2,728.00 | 0.00 |
| Z63563 | 2/6/2026 | POR02 | PORTER, RAYE B | 754.43 | 0.00 |
| Z63564 | 2/6/2026 | POR01 | PORTER, TAI R | 998.14 | 0.00 |
| Z63565 | 2/6/2026 | RAM02 | RAMIREZ, CHRISTOPHER A | 176.13 | 0.00 |
| Z63566 | 2/6/2026 | RAN01 | RANSOM, ADRIANNA C | 651.31 | 0.00 |
| Z63567 | 2/6/2026 | SAE02 | SAEED, MOHAMED | 1,242.18 | 0.00 |
| Z63568 | 2/6/2026 | SAL06 | SALCEDA, BEYONCE O | 985.05 | 0.00 |
| Z63569 | 2/6/2026 | SAL08 | SALCEDA, KRISTINE | 423.00 | 0.00 |
| Z63570 | 2/6/2026 | SAN09 | SANTOS, ASHLEY D | 462.22 | 0.00 |
| Z63571 | 2/6/2026 | SCR01 | SCRIVNER, MARINA H | 648.00 | 0.00 |
| Z63572 | 2/6/2026 | SIM01 | SIMMONS, KAREN R | 840.40 | 0.00 |
| Z63573 | 2/6/2026 | SIN01 | SINGLEY, JUSTEEN K | 2,915.20 | 0.00 |
| Z63574 | 2/6/2026 | TAT01 | TATNEY-MORRI, MONICA L | 777.37 | 0.00 |
| Z63575 | 2/6/2026 | THO00 | THOMPSON, AMARIYAE P. | 744.24 | 0.00 |
| Z63576 | 2/6/2026 | TKA01 | TKACZ, OLIVIA F | 919.19 | 0.00 |
| Z63577 | 2/6/2026 | VIL01 | VILLANUEVA, TREVOR A | 1,106.16 | 0.00 |
| Z63578 | 2/6/2026 | WAG01 | WAGNER, LUKAS P | 679.50 | 0.00 |
| Z63579 | 2/6/2026 | WHA01 | WHALEY, JUDE | 535.76 | 0.00 |
| Z63580 | 2/20/2026 | BER05 | BERBER, KATRINA C | 2,640.00 | 0.00 |
| Z63581 | 2/20/2026 | BER03 | BERMUDEZ, JIM | 9,562.31 | 0.00 |
| Z63582 | 2/20/2026 | ESC05 | ESCOBAR, SHARON | 2,514.40 | 0.00 |
| Z63583 | 2/20/2026 | MER01 | MERCADO-MART, GLORIA | 3,289.15 | 0.00 |
| Z63584 | 2/20/2026 | NAS01 | NASH, ASHLEY A | 3,028.86 | 0.00 |
| Z63585 | 2/20/2026 | PEN01 | PENLAND, CHRISTINA Y | 8,677.94 | 0.00 |
| Z63586 | 2/20/2026 | PRE01 | PREBULA, BRET T | 11,690.01 | 0.00 |
| Z63587 | 2/20/2026 | VAS01 | VASQUEZ, BIANCA M | 2,947.20 | 0.00 |
| Z63588 | 2/20/2026 | VAN00 | VANG, CHAO C | 2,885.54 | 0.00 |
| Z63589 | 2/20/2026 | ADA01 | ADAMS, ELISHA R | 3,177.60 | 0.00 |
| Z63590 | 2/20/2026 | AND01 | ANDERSON, PHYLLIS | 3,088.80 | 0.00 |
| Z63591 | 2/20/2026 | JOH03 | JOHNSON, AUZUNIQUE | 2,336.00 | 0.00 |
| Z63592 | 2/20/2026 | WOO02 | WOODEN, APRIL E | 2,405.00 | 0.00 |
| Z63593 | 2/20/2026 | DAW02 | DAWSON, JENALEE M | 1,110.08 | 0.00 |
| Z63594 | 2/20/2026 | HER00 | HERNANDEZ, ALMA R | 614.74 | 0.00 |
| Z63595 | 2/20/2026 | PAL01 | PAL, AMIT | 100.00 | 0.00 |
| Z63596 | 2/20/2026 | SHE02 | SHEPHERD, PARISE S | 597.24 | 0.00 |
| Z63597 | 2/20/2026 | SKI02 | SKINNER, ANITA L | 544.57 | 0.00 |
| Z63598 | 2/20/2026 | TEW01 | TEWARI, VINAY P | 203.78 | 0.00 |
| Z63599 | 2/20/2026 | WAS02 | WASHINGTON, PRINCESS K | 1,210.08 | 0.00 |
| Z63600 | 2/20/2026 | CAR09 | CARDENAS, SARA C | 1,307.16 | 0.00 |
| Z63601 | 2/20/2026 | COR03 | CORRALES, SHERRI L. | 3,161.31 | 0.00 |
| Z63602 | 2/20/2026 | DAN01 | DANIEL, ROBERTA J. | 3,985.66 | 0.00 |

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|---|---|---|---|---|---|
| Z63603 | 2/20/2026 | DEO01 | DEOL, LAKHWINDER K | 8,765.34 | 0.00 |
| Z63604 | 2/20/2026 | DUM01 | DUM, AMANDA | 4,851.57 | 0.00 |
| Z63605 | 2/20/2026 | LIT01 | LITTLES, DIANA A. | 4,102.64 | 0.00 |
| Z63606 | 2/20/2026 | LOP05 | LOPEZ, CHRISTIAN G | 5,331.29 | 0.00 |
| Z63607 | 2/20/2026 | LUN01 | LUNA, ELIZABETH N. | 6,178.36 | 0.00 |
| Z63608 | 2/20/2026 | MAR03 | MARTIN, SHERRON L. | 3,402.61 | 0.00 |
| Z63609 | 2/20/2026 | ROM03 | ROMERO, MARIA L | 2,898.86 | 0.00 |
| Z63610 | 2/20/2026 | TOD02 | TODD, KATIE A | 2,768.80 | 0.00 |
| Z63611 | 2/20/2026 | ANT01 | ANTES, DARREN J | 560.00 | 0.00 |
| Z63612 | 2/20/2026 | BRA05 | BRASSFIELD, JASON C | 6,908.76 | 0.00 |
| Z63613 | 2/20/2026 | COL01 | COLIN, JOSE L | 6,327.60 | 0.00 |
| Z63614 | 2/20/2026 | DAN02 | DANNER, JOSHUA S | 7,032.79 | 0.00 |
| Z63615 | 2/20/2026 | DUC01 | DUCHSCHER, JUSTIN M | 6,400.82 | 0.00 |
| Z63616 | 2/20/2026 | ESP00 | ESPARZA, RYAN J | 6,094.04 | 0.00 |
| Z63617 | 2/20/2026 | FAR01 | FARRELL, ANDREW L | 6,369.12 | 0.00 |
| Z63618 | 2/20/2026 | HEL01 | HELTON, JACOB T | 6,543.93 | 0.00 |
| Z63619 | 2/20/2026 | KEG01 | KEGLE, ANDREW D | 9,296.44 | 0.00 |
| Z63620 | 2/20/2026 | LEM01 | LEMING, AARON P | 6,860.54 | 0.00 |
| Z63621 | 2/20/2026 | LOP03 | LOPEZ, BRAD L | 5,137.92 | 0.00 |
| Z63622 | 2/20/2026 | LUJ01 | LUJAN, CHRISTOPHER J | 7,609.59 | 0.00 |
| Z63623 | 2/20/2026 | MAR15 | MARTIN, DEAN R | 7,177.92 | 0.00 |
| Z63624 | 2/20/2026 | REN01 | RENUCCI, GREG M | 8,015.34 | 0.00 |
| Z63625 | 2/20/2026 | RIV03 | RIVERA, LUIS R | 6,167.82 | 0.00 |
| Z63626 | 2/20/2026 | SOT02 | SOTO-POMEROY, FRANCISCO J | 6,534.57 | 0.00 |
| Z63627 | 2/20/2026 | VAN01 | VANDER MEER, JASON S | 4,797.95 | 0.00 |
| Z63628 | 2/20/2026 | ZUN02 | ZUNINO, MICHELLE E. | 3,488.01 | 0.00 |
| Z63629 | 2/20/2026 | GOL03 | GOLTIAO, JASON R | 5,000.17 | 0.00 |
| Z63630 | 2/20/2026 | LOP00 | LOPEZ-DE LOA, BELTHZABEL | 3,221.60 | 0.00 |
| Z63631 | 2/20/2026 | MUN01 | MUNOZ, MARIA L | 3,471.60 | 0.00 |
| Z63632 | 2/20/2026 | ROB03 | ROBERTS, ROWLAND H. | 7,968.77 | 0.00 |
| Z63633 | 2/20/2026 | VAL01 | VALDE, JASON D | 3,765.63 | 0.00 |
| Z63634 | 2/20/2026 | ABD01 | ABDELAZIZ, SHARIF S | 7,469.35 | 0.00 |
| Z63635 | 2/20/2026 | ALE01 | ALEXANDER, HALEY C | 6,838.71 | 0.00 |
| Z63636 | 2/20/2026 | CAM02 | CAMIGI, TYLER J | 7,316.41 | 0.00 |
| Z63637 | 2/20/2026 | CAN02 | CANGCO, ALVIN J | 7,154.72 | 0.00 |
| Z63638 | 2/20/2026 | CAR06 | CARLOCK, LISA A. | 7,115.98 | 0.00 |
| Z63639 | 2/20/2026 | COL03 | COLLINS, TAYLOR | 3,850.73 | 0.00 |
| Z63640 | 2/20/2026 | CON05 | CONAMA, TIFFANY N | 5,371.62 | 0.00 |
| Z63641 | 2/20/2026 | COO01 | COOK, BRANDI | 3,606.20 | 0.00 |
| Z63642 | 2/20/2026 | DEM03 | DEMELLO, RYAN A | 8,620.13 | 0.00 |
| Z63643 | 2/20/2026 | DOO01 | DOOLEY, CHRISTOPHER J | 7,486.01 | 0.00 |
| Z63644 | 2/20/2026 | FIE01 | FIERRO, ALEXANDER | 6,842.60 | 0.00 |
| Z63645 | 2/20/2026 | FLO00 | FLORES, AISHA | 7,933.33 | 0.00 |
| Z63646 | 2/20/2026 | GAL04 | GALLEGOS-ARE, NOE | 6,968.01 | 0.00 |
| Z63647 | 2/20/2026 | HEA01 | HEALY, DANIEL J. | 8,330.30 | 0.00 |
| Z63648 | 2/20/2026 | HEI03 | HEINE, SCOTT J | 9,696.56 | 0.00 |
| Z63649 | 2/20/2026 | HEN02 | HENDERSON, JEFF T. | 8,330.30 | 0.00 |
| Z63650 | 2/20/2026 | KEN02 | KENT, AMBER M. | 6,328.81 | 0.00 |
| Z63651 | 2/20/2026 | KEN03 | KENT, EMILY M | 2,737.42 | 0.00 |
| Z63652 | 2/20/2026 | KHA01 | KHANTIGNA, FRANKIE | 8,155.48 | 0.00 |
| Z63653 | 2/20/2026 | KIN00 | KING, CAMRYN R | 4,052.90 | 0.00 |
| Z63654 | 2/20/2026 | LAZ00 | LAZARO, JULIA M | 13,051.40 | 0.00 |
| Z63655 | 2/20/2026 | LEH01 | LE, HOANG D | 6,290.11 | 0.00 |
| Z63656 | 2/20/2026 | LET01 | LETTERMAN, THOMAS | 6,934.09 | 0.00 |
| Z63657 | 2/20/2026 | LOM01 | LOMBARD, TIFFANEY | 5,788.94 | 0.00 |

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|---|---|---|---|---|---|
| Z63658 | 2/20/2026 | MAR18 | MARQUITZ, BRIANNA D | 6,253.31 | 0.00 |
| Z63659 | 2/20/2026 | MAR19 | MARTINEZ, CAROLANN E | 3,051.25 | 0.00 |
| Z63660 | 2/20/2026 | MUR00 | MURPHY, HAYLEY A | 2,259.42 | 0.00 |
| Z63661 | 2/20/2026 | NER01 | NERI, SIGFRED D | 10,999.59 | 0.00 |
| Z63662 | 2/20/2026 | OKO01 | OKODOGBE, NICHOLAS | 8,419.75 | 0.00 |
| Z63663 | 2/20/2026 | OLS02 | OLSEN, JAMES C | 11,551.04 | 0.00 |
| Z63664 | 2/20/2026 | ROB00 | ROBINSON, KARA C | 3,681.87 | 0.00 |
| Z63665 | 2/20/2026 | ROT01 | ROTH, AARON C | 11,527.85 | 0.00 |
| Z63666 | 2/20/2026 | SAG01 | SAGAMI, ANNE | 6,226.59 | 0.00 |
| Z63667 | 2/20/2026 | SAN02 | SANCHEZ, JESSE A | 6,168.68 | 0.00 |
| Z63668 | 2/20/2026 | SEL01 | SELBY, KAYLEY E | 5,371.62 | 0.00 |
| Z63669 | 2/20/2026 | SHI01 | SHING-CHUN, HARRISON | 11,088.57 | 0.00 |
| Z63670 | 2/20/2026 | VER02 | VERA, ERIC | 8,236.74 | 0.00 |
| Z63671 | 2/20/2026 | WAD01 | WADDELL, ANEKKA S | 2,537.42 | 0.00 |
| Z63672 | 2/20/2026 | ZAR01 | ZARAGOZA, ERNESTO Z | 7,839.49 | 0.00 |
| Z63673 | 2/20/2026 | CAP01 | CAPERTON, RICKY | 8,531.70 | 0.00 |
| Z63674 | 2/20/2026 | ELM01 | ELM, MICHAEL L | 3,007.48 | 0.00 |
| Z63675 | 2/20/2026 | KEA02 | KEARNS, JOHN T. | 5,660.11 | 0.00 |
| Z63676 | 2/20/2026 | BAR05 | BARAJAS, HILO | 2,633.20 | 0.00 |
| Z63677 | 2/20/2026 | BLO01 | BLOCK JR, DELBERT R | 2,768.80 | 0.00 |
| Z63678 | 2/20/2026 | BRY02 | BRYAN, JOHN E. | 3,929.60 | 0.00 |
| Z63679 | 2/20/2026 | COR02 | CORTEZ, JUAN M. | 622.84 | 0.00 |
| Z63680 | 2/20/2026 | DEL03 | DE LA CRUZ, MARIBEL | 4,740.35 | 0.00 |
| Z63681 | 2/20/2026 | DIA01 | DIAZ II, NAPOLEON W. | 3,826.94 | 0.00 |
| Z63682 | 2/20/2026 | ESC04 | ESCOBEDO, NICHOLAS J | 2,766.80 | 0.00 |
| Z63683 | 2/20/2026 | GEL01 | GELUZ, GEMMA V. | 3,513.01 | 0.00 |
| Z63684 | 2/20/2026 | HER01 | HERROD, JAMES A. | 6,137.37 | 0.00 |
| Z63685 | 2/20/2026 | LOZ01 | LOZANO, NICODEMUS G | 5,764.78 | 0.00 |
| Z63686 | 2/20/2026 | ORT03 | ORTIZ GARCIA, JOSE O | 3,306.79 | 0.00 |
| Z63687 | 2/20/2026 | PEC01 | PECH, LUIS | 2,383.20 | 0.00 |
| Z63688 | 2/20/2026 | PER04 | PERGAMIT, MICHAEL W | 3,415.34 | 0.00 |
| Z63689 | 2/20/2026 | PRI01 | PRIEST, CLAUDERICK M | 4,089.56 | 0.00 |
| Z63690 | 2/20/2026 | ROB05 | ROBLES CASTI, JUAN D | 2,647.60 | 0.00 |
| Z63691 | 2/20/2026 | SAL03 | SALT, TEVITA VAEA P | 3,753.82 | 0.00 |
| Z63692 | 2/20/2026 | SAM02 | SAMO, JERAMY J. | 7,400.17 | 0.00 |
| Z63693 | 2/20/2026 | SIF01 | SIFUENTES, JONATHAN | 2,319.35 | 0.00 |
| Z63694 | 2/20/2026 | SIL01 | SILVA ZAMORA, BRAYAN O | 2,900.80 | 0.00 |
| Z63695 | 2/20/2026 | VUE00 | VUE, LUE | 2,858.78 | 0.00 |
| Z63696 | 2/20/2026 | VUE01 | VUE, NOUAE A | 9,266.01 | 0.00 |
| Z63697 | 2/20/2026 | YAN01 | YANG, GE H | 3,007.20 | 0.00 |
| Z63698 | 2/20/2026 | ALL01 | ALLEN, RYAN D | 3,138.36 | 0.00 |
| Z63699 | 2/20/2026 | ALV01 | ALVAREZ, SANTINO A | 522.00 | 0.00 |
| Z63700 | 2/20/2026 | ARA00 | ARANIEGO, CIARA | 876.77 | 0.00 |
| Z63701 | 2/20/2026 | CAS02 | CASTILLO-KUD, JADE A | 652.48 | 0.00 |
| Z63702 | 2/20/2026 | CLA01 | CLARK, TRENTON J | 723.06 | 0.00 |
| Z63703 | 2/20/2026 | CLO01 | CLOUD, LEILA I | 765.00 | 0.00 |
| Z63704 | 2/20/2026 | COL02 | COLLINS, JAMIR R | 738.00 | 0.00 |
| Z63705 | 2/20/2026 | COR05 | CORTES, CRISTIAN A | 423.09 | 0.00 |
| Z63706 | 2/20/2026 | DOW01 | DOWNEY, JEFFREY D | 4,630.66 | 0.00 |
| Z63707 | 2/20/2026 | ESP02 | ESPERANZA-IB, TRISTAN M | 294.14 | 0.00 |
| Z63708 | 2/20/2026 | FLO02 | FLORES, GLADIS | 189.00 | 0.00 |
| Z63709 | 2/20/2026 | GAT01 | GATMEN, JOSEPH J | 4,242.01 | 0.00 |
| Z63710 | 2/20/2026 | GID02 | GIDDINGS, KAMANI | 1,003.23 | 0.00 |
| Z63711 | 2/20/2026 | HAT01 | HATTEN, KAREN S. | 305.60 | 0.00 |
| Z63712 | 2/20/2026 | HUL01 | HULL, JANET | 7,756.86 | 0.00 |

| | | | | | |
|---|---|---|---|---|---|
| Z63713 | 2/20/2026 | JAC01 | JACKSON, TRISTAN K | 902.26 | 0.00 |
| Z63714 | 2/20/2026 | JON03 | JONES, JANINE S | 653.40 | 0.00 |
| Z63715 | 2/20/2026 | KIN02 | KING, KATHLEEN S | 3,350.99 | 0.00 |
| Z63716 | 2/20/2026 | LIN02 | LINCOLN-BERR, SOLANGE | 994.01 | 0.00 |
| Z63717 | 2/20/2026 | LOP04 | LOPEZ, VANESSA A | 1,093.46 | 0.00 |
| Z63718 | 2/20/2026 | LUN03 | LUNA, OSCAR N | 948.14 | 0.00 |
| Z63719 | 2/20/2026 | MCH01 | MCHENRY, HAYLEY J | 3,815.33 | 0.00 |
| Z63720 | 2/20/2026 | MOR01 | MORA, MARVIN J | 5,123.96 | 0.00 |
| Z63721 | 2/20/2026 | PAN01 | PANTOJA, FERNANDO J | 2,013.76 | 0.00 |
| Z63722 | 2/20/2026 | PER06 | PERRY, GIZELLE ANNE | 2,728.00 | 0.00 |
| Z63723 | 2/20/2026 | PIC02 | PICKERING, KAILEY I | 1,300.94 | 0.00 |
| Z63724 | 2/20/2026 | POR02 | PORTER, RAYE B | 907.36 | 0.00 |
| Z63725 | 2/20/2026 | POR01 | PORTER, TAI R | 1,295.33 | 0.00 |
| Z63726 | 2/20/2026 | RAM02 | RAMIREZ, CHRISTOPHER A | 296.64 | 0.00 |
| Z63727 | 2/20/2026 | RAN01 | RANSOM, ADRIANNA C | 887.67 | 0.00 |
| Z63728 | 2/20/2026 | SAE02 | SAEED, MOHAMED | 695.25 | 0.00 |
| Z63729 | 2/20/2026 | SAL06 | SALCEDA, BEYONCE O | 920.70 | 0.00 |
| Z63730 | 2/20/2026 | SAL08 | SALCEDA, KRISTINE | 621.00 | 0.00 |
| Z63731 | 2/20/2026 | SAN09 | SANTOS, ASHLEY D | 845.65 | 0.00 |
| Z63732 | 2/20/2026 | SCR01 | SCRIVNER, MARINA H | 576.00 | 0.00 |
| Z63733 | 2/20/2026 | SIM01 | SIMMONS, KAREN R | 764.00 | 0.00 |
| Z63734 | 2/20/2026 | SIN01 | SINGLEY, JUSTEEN K | 2,809.84 | 0.00 |
| Z63735 | 2/20/2026 | STE05 | STEPHENS, HANNA D | 90.00 | 0.00 |
| Z63736 | 2/20/2026 | TAT01 | TATNEY-MORRI, MONICA L | 819.39 | 0.00 |
| Z63737 | 2/20/2026 | TAY02 | TAYLOR, AMIA C | 360.00 | 0.00 |
| Z63738 | 2/20/2026 | THO00 | THOMPSON, AMARIYAE P. | 820.70 | 0.00 |
| Z63739 | 2/20/2026 | TKA01 | TKACZ, OLIVIA F | 1,265.85 | 0.00 |
| Z63740 | 2/20/2026 | VIL01 | VILLANUEVA, TREVOR A | 1,131.65 | 0.00 |
| Z63741 | 2/20/2026 | WAG01 | WAGNER, LUKAS P | 706.50 | 0.00 |
| Z63742 | 2/20/2026 | WHA01 | WHALEY, JUDE | 470.62 | 0.00 |
| | | | | | |
| | | | | | 23,090.65 |

# *FINANCE DEPARTMENT*

*City of Suisun City, 701 Civic Center Blvd, Suisun, CA 94585*
*Telephone (707) 421-7320 Fax (707) 421-7366*

## *MEMORANDUM*

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DATE: March 9, 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

**February 2026**

**Total for GENERAL FUND & OTHER A/P $4,357,236.17**

SUISUN CITY, CA

# Check Report

By Check Number

Date Range: 02/01/2026 - 02/28/2026

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| **Bank Code: WestAmerica Bank-General Checking Account** | | | | | | |
| AMA00 | AMAZON CAPITAL SERVICES | 02/16/2026 | EFT | 0.00 | 2,349.57 | 1014 |
| KIN15 | ANISA KINSEY | 02/16/2026 | EFT | 0.00 | 996.00 | 1015 |
| ATH05 | ATHENS INSURANCE SERVICE, | 02/16/2026 | EFT | 0.00 | 3,003.00 | 1016 |
| HAT00 | DONALD HATTALA | 02/16/2026 | EFT | 0.00 | 1,174.00 | 1017 |
| V00711 | STOEL RIVES LLP | 02/16/2026 | EFT | 0.00 | 161,837.67 | 1018 |
| WEX00 | WEX INC | 02/16/2026 | EFT | 0.00 | 14,087.00 | 1019 |
| AMA00 | AMAZON CAPITAL SERVICES | 02/13/2026 | EFT | 0.00 | 3,028.61 | 1020 |
| ATH04 | ATHENS INSURANCE SERVICE, | 02/13/2026 | EFT | 0.00 | 37,087.90 | 1021 |
| V00860 | JARRETT CATLIN | 02/13/2026 | EFT | 0.00 | 9,000.00 | 1022 |
| GAM01 | JUDY GAMET | 02/13/2026 | EFT | 0.00 | 857.00 | 1023 |
| V00554 | OHAWAIIFORNIA LLC | 02/13/2026 | EFT | 0.00 | 600.00 | 1024 |
| V00413 | OPTIMIZED INVESTMENT PARTNERS LLC | 02/13/2026 | EFT | 0.00 | 3,018.33 | 1025 |
| AMP00 | ROBERT BELL SR. | 02/13/2026 | EFT | 0.00 | 2,331.00 | 1026 |
| COR16 | US BANK | 02/20/2026 | EFT | 0.00 | 41,230.23 | 1027 |
| AMA00 | AMAZON CAPITAL SERVICES | 02/23/2026 | EFT | 0.00 | 2,414.68 | 1039 |
| LOP06 | DEBORAH FAYE LOPEZ | 02/23/2026 | EFT | 0.00 | 1,275.00 | 1040 |
| PIT07 | PURCHASE POWER | 02/23/2026 | EFT | 0.00 | 2,000.00 | 1041 |
| V00536 | RICHARDS, WATSON & GERSHON | 02/23/2026 | EFT | 0.00 | 76,466.58 | 1042 |
| AMA00 | AMAZON CAPITAL SERVICES | 02/27/2026 | EFT | 0.00 | 3,282.61 | 1043 |
| AAA04 | AAA VINTAGE GASSES, INC. | 02/06/2026 | Regular | 0.00 | 58.00 | 158466 |
| ALA02 | ALAMEDA ELECTRICAL DISTRI | 02/06/2026 | Regular | 0.00 | 7.32 | 158467 |
| ALK01 | ALKAR | 02/06/2026 | Regular | 0.00 | 1,464.75 | 158468 |
| APW01 | AMER PUBLIC WORKS ASSOC | 02/06/2026 | Regular | 0.00 | 1,491.80 | 158469 |
| V00631 | ANCHOR QEA, INC | 02/06/2026 | Regular | 0.00 | 37,714.75 | 158470 |
| ASS04 | ASSOCIATED SERVICES CO | 02/06/2026 | Regular | 0.00 | 520.58 | 158471 |
| AT&16 | AT&T | 02/06/2026 | Regular | 0.00 | 3,519.48 | 158472 |
| AT&11 | AT&T | 02/06/2026 | Regular | 0.00 | 123.46 | 158473 |
| AT&18 | AT&T-1714, 7335 | 02/06/2026 | Regular | 0.00 | 380.68 | 158474 |
| AXO00 | AXON ENTERPRISES, INC. | 02/06/2026 | Regular | 0.00 | 92,820.51 | 158475 |
| C&J02 | C & J PAINTING | 02/06/2026 | Regular | 0.00 | 4,500.00 | 158476 |
| CAS23 | CAST IRON GRILL & BAR | 02/06/2026 | Regular | 0.00 | 6,080.01 | 158477 |
| V00882 | CHANTE EBUEN | 02/06/2026 | Regular | 0.00 | 445.00 | 158478 |
| CIN01 | CINTAS CORPORATION #2 | 02/06/2026 | Regular | 0.00 | 164.01 | 158479 |
| CIT50 | CITY OF FAIRFIELD | 02/06/2026 | Regular | 0.00 | 37,080.00 | 158480 |
| SUI13 | CITY OF SUISUN CITY | 02/06/2026 | Regular | 0.00 | 319.45 | 158481 |
| COD01 | CODE THREE FIRE & SAFETY | 02/06/2026 | Regular | 0.00 | 270.00 | 158482 |
| COM48 | COMCAST | 02/06/2026 | Regular | 0.00 | 158.67 | 158483 |
| V00150 | CORETTA GRAYSON | 02/06/2026 | Regular | 0.00 | 119.00 | 158484 |
| CRE04 | CRESCO EQUIPMENT RENTALS | 02/06/2026 | Regular | 0.00 | 2,098.50 | 158485 |
| CUL04 | CULLIGAN OF SACRAMENTO | 02/06/2026 | Regular | 0.00 | 7.50 | 158486 |
| DCE02 | DC ELECTRIC GROUP, INC. | 02/06/2026 | Regular | 0.00 | 5,358.89 | 158487 |
| DEP25 | DEPARTMENT OF JUSTICE | 02/06/2026 | Regular | 0.00 | 320.00 | 158488 |
| DEP05 | DEPT OF TRANSPORTATION | 02/06/2026 | Regular | 0.00 | 2,851.09 | 158489 |
| DKS00 | DKS ASSOCIATES | 02/06/2026 | Regular | 0.00 | 6,098.75 | 158490 |
| LUN01 | ELIZABETH LUNA | 02/06/2026 | Regular | 0.00 | 400.97 | 158491 |
| V00881 | FLEX TECHNOLOGY GROUP LLC | 02/06/2026 | Regular | 0.00 | 56.44 | 158492 |
| V00886 | FOLGERGRAPHICS, INC. | 02/06/2026 | Regular | 0.00 | 4,709.05 | 158493 |
| V00885 | FORCE SCIENCE, LTD. | 02/06/2026 | Regular | 0.00 | 1,695.00 | 158494 |
| HDL02 | HDL COREN & CONE | 02/06/2026 | Regular | 0.00 | 4,196.58 | 158495 |
| QPC01 | INTELLISITE, LLC. | 02/06/2026 | Regular | 0.00 | 2,982.00 | 158496 |
| 2-E00 | JAMES BRADLEY BLESSO | 02/06/2026 | Regular | 0.00 | 200.30 | 158497 |
| JCN01 | JC NELSON SUPPLY CO | 02/06/2026 | Regular | 0.00 | 313.94 | 158498 |
| V00562 | JOE A GONZALVES & SON | 02/06/2026 | Regular | 0.00 | 4,000.00 | 158499 |
| LIF01 | LIFE-ASSIST INC | 02/06/2026 | Regular | 0.00 | 63.09 | 158500 |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| LIN11 | LINDE GAS & EQUIPMENT, IN | 02/06/2026 | Regular | 0.00 | 191.66 | 158501 |
| MCKREC | MCKENZIE HARDWARE | 02/06/2026 | Regular | 0.00 | 506.01 | 158502 |
| MCFIRE | MCKENZIE HARDWARE-2 | 02/06/2026 | Regular | 0.00 | 183.19 | 158503 |
| MCKPD | MCKENZIE HARDWARE-PD | 02/06/2026 | Regular | 0.00 | 26.15 | 158504 |
| MCKPW | MCKENZIE HARDWARE-PW | 02/06/2026 | Regular | 0.00 | 408.22 | 158505 |
| NBS01 | NBS GOVT FINANCE GROUP | 02/06/2026 | Regular | 0.00 | 2,181.96 | 158506 |
| V00884 | NICOLA PARR | 02/06/2026 | Regular | 0.00 | 222.00 | 158507 |
| NOR60 | NORTHERN CALIF GLOVES | 02/06/2026 | Regular | 0.00 | 1,878.72 | 158508 |
| V00883 | PATIENCE ESSANG | 02/06/2026 | Regular | 0.00 | 445.00 | 158509 |
| PG&01 | PG&E | 02/06/2026 | Regular | 0.00 | 23,503.37 | 158510 |
| V00361 | SHAW HR CONSULTING INC | 02/06/2026 | Regular | 0.00 | 1,100.00 | 158512 |
| SOL19 | SOLANO IRRIGATION DIST | 02/06/2026 | Regular | 0.00 | 402,090.13 | 158513 |
| STA56 | STAPLES ADVANTAGE | 02/06/2026 | Regular | 0.00 | 564.13 | 158514 |
| TRA40 | TRANSUNION RISK AND ALTER | 02/06/2026 | Regular | 0.00 | 180.55 | 158515 |
| V00529 | TRIPEPI SMITH AND ASSOCIATES, INC. | 02/06/2026 | Regular | 0.00 | 2,574.50 | 158516 |
| TWI00 | TWIN CITY STEPPERS | 02/06/2026 | Regular | 0.00 | 600.00 | 158517 |
| V00333 | TYLER CAMIGI | 02/06/2026 | Regular | 0.00 | 1,002.79 | 158518 |
| USB03 | U S BANK | 02/06/2026 | Regular | 0.00 | 1,000.00 | 158519 |
| 5ST00 | 5 STAR DETAIL & WASH INC. | 02/13/2026 | Regular | 0.00 | 161.72 | 158522 |
| SEN01 | AARON DANTE SENCIL | 02/13/2026 | Regular | 0.00 | 100.00 | 158523 |
| AIR10 | AIRGAS USA, LLC | 02/13/2026 | Regular | 0.00 | 359.81 | 158524 |
| V00741 | AISHA FLORES | 02/13/2026 | Regular | 0.00 | 203.86 | 158525 |
| ALK01 | ALKAR | 02/13/2026 | Regular | 0.00 | 1,506.60 | 158526 |
| ASS06 | ASSISTANCE PLUS | 02/13/2026 | Regular | 0.00 | 1,416.05 | 158527 |
| AT&11 | AT&T | 02/13/2026 | Regular | 0.00 | 62.37 | 158528 |
| V00360 | BBP ADMIN | 02/13/2026 | Regular | 0.00 | 76.05 | 158529 |
| BRA30 | BRADY COMPANIES, LLC | 02/13/2026 | Regular | 0.00 | 429.90 | 158530 |
| V00888 | BRIANNA MARQUITZ | 02/13/2026 | Regular | 0.00 | 18.83 | 158531 |
| VUL00 | CALMAT CO | 02/13/2026 | Regular | 0.00 | 846.72 | 158532 |
| CALI0 | CALSAC | 02/13/2026 | Regular | 0.00 | 1,500.00 | 158533 |
| ROS21 | CAROLINA ROSARIO | 02/13/2026 | Regular | 0.00 | 434.00 | 158534 |
| CIN01 | CINTAS CORPORATION #2 | 02/13/2026 | Regular | 0.00 | 2,261.10 | 158535 |
| CIT52 | CITYGATE ASSOCIATES, LLC | 02/13/2026 | Regular | 0.00 | 36,974.74 | 158536 |
| COL43 | COLLICUTT SERVICES, INC. | 02/13/2026 | Regular | 0.00 | 793.65 | 158537 |
| COM59 | COMCAST | 02/13/2026 | Regular | 0.00 | 1,578.43 | 158538 |
| V00768 | COMCAST BUSINESS | 02/13/2026 | Regular | 0.00 | 483.30 | 158539 |
| COP03 | COPWARE INC | 02/13/2026 | Regular | 0.00 | 705.00 | 158540 |
| CUL04 | CULLIGAN OF SACRAMENTO | 02/13/2026 | Regular | 0.00 | 101.40 | 158541 |
| DAT02 | DATCO SERVICES | 02/13/2026 | Regular | 0.00 | 387.00 | 158542 |
| DEL68 | DELL FINANCIAL SVCS LLC | 02/13/2026 | Regular | 0.00 | 716.35 | 158543 |
| LEB02 | DONNA M LEBLANC | 02/13/2026 | Regular | 0.00 | 100.00 | 158544 |
| FIR26 | FIRST VANGUARD RENTALS & | 02/13/2026 | Regular | 0.00 | 2,964.25 | 158545 |
| FOR20 | FORD LINCOLN FAIRFIELD | 02/13/2026 | Regular | 0.00 | 111.40 | 158546 |
| V00889 | GIZELLE PERRY | 02/13/2026 | Regular | 0.00 | 111.36 | 158547 |
| GRN00 | GRN VLY ALOHA SAW & MOWER | 02/13/2026 | Regular | 0.00 | 222.07 | 158548 |
| V00758 | HOLMAN TEAGUE ROCHE ANGLIN LLP | 02/13/2026 | Regular | 0.00 | 7,125.00 | 158549 |
| HUN12 | HUNTERS SERVICES INC. | 02/13/2026 | Regular | 0.00 | 720.00 | 158550 |
| INH00 | IN HOUSE LEASING, INCORPO | 02/13/2026 | Regular | 0.00 | 4,000.86 | 158551 |
| V00892 | IRENE YOLANGCO | 02/13/2026 | Regular | 0.00 | 445.00 | 158552 |
| V00890 | IRISH GONZALEZ | 02/13/2026 | Regular | 0.00 | 445.00 | 158553 |
| JCN01 | JC NELSON SUPPLY CO | 02/13/2026 | Regular | 0.00 | 11.96 | 158554 |
| HAR63 | JOHN WESLEY HARTER | 02/13/2026 | Regular | 0.00 | 100.00 | 158555 |
| V00643 | JUAN M SALGADO VAZQUEZ | 02/13/2026 | Regular | 0.00 | 100.00 | 158556 |
| V00491 | KARSTE CONSULTING INC | 02/13/2026 | Regular | 0.00 | 2,500.00 | 158557 |
| LEX05 | LEXIPOL LLC | 02/13/2026 | Regular | 0.00 | 8,090.94 | 158558 |
| LEX04 | LEXISNEXIS COPLOGIC SOLUT | 02/13/2026 | Regular | 0.00 | 1,049.02 | 158559 |
| LIF01 | LIFE-ASSIST INC | 02/13/2026 | Regular | 0.00 | 49.80 | 158560 |
| V00869 | MELISSA MARTINEZ | 02/13/2026 | Regular | 0.00 | 100.00 | 158561 |
| V00663 | MISSION SAMOA INC. | 02/13/2026 | Regular | 0.00 | 4,853.00 | 158562 |
| PG&01 | PG&E | 02/13/2026 | Regular | 0.00 | 3,108.96 | 158563 |
| PIT11 | PIT STOP AUTO REPAIR | 02/13/2026 | Regular | 0.00 | 1,204.05 | 158564 |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| RAM09 | RAMOS OIL COMPANY, INC | 02/13/2026 | Regular | 0.00 | 482.34 | 158565 |
| V00807 | RENTOKIL NORTH AMERICA INC | 02/13/2026 | Regular | 0.00 | 146.00 | 158566 |
| REP05 | REPUBLIC SERVICES #846 | 02/13/2026 | Regular | 0.00 | 6,286.25 | 158567 |
| V00361 | SHAW HR CONSULTING INC | 02/13/2026 | Regular | 0.00 | 1,025.00 | 158568 |
| SHE02 | SHELDON GAS COMPANY | 02/13/2026 | Regular | 0.00 | 96.64 | 158569 |
| V00337 | SOLANO FAMILY & CHILDREN'S COUNCIL | 02/13/2026 | Regular | 0.00 | 445.00 | 158570 |
| SOLH1 | SOLITUDE LAKE MANAGEMENT | 02/13/2026 | Regular | 0.00 | 849.00 | 158571 |
| SPE22 | SPEAKWRITE LLC | 02/13/2026 | Regular | 0.00 | 204.71 | 158572 |
| STE33 | STERICYCLE, INC. | 02/13/2026 | Regular | 0.00 | 950.24 | 158573 |
| SUI38 | SUISUN UNIFORMS TT LLC | 02/13/2026 | Regular | 0.00 | 150.00 | 158574 |
| SUP07 | SUPERIOR BUILDING SERVICE | 02/13/2026 | Regular | 0.00 | 8,372.73 | 158575 |
| V00656 | TERESA DE LOS SANTOS | 02/13/2026 | Regular | 0.00 | 434.00 | 158576 |
| V00893 | TERRA REALTY ADVISORS, INC. | 02/13/2026 | Regular | 0.00 | 5,272.34 | 158577 |
| V00887 | THE EDGE COMMUNITY CHURCH | 02/13/2026 | Regular | 0.00 | 2,500.00 | 158578 |
| V00479 | THE HALLE GROUP LLC | 02/13/2026 | Regular | 0.00 | 687.50 | 158579 |
| V00531 | TRACTOR SUPPLY CREDIT PLAN | 02/13/2026 | Regular | 0.00 | 141.64 | 158580 |
| V00529 | TRIPEPI SMITH AND ASSOCIATES, INC. | 02/13/2026 | Regular | 0.00 | 9,750.75 | 158581 |
| V00382 | VESTIS GROUP INC | 02/13/2026 | Regular | 0.00 | 134.94 | 158582 |
| V00644 | WILLIE JAMES NICKSON JR | 02/13/2026 | Regular | 0.00 | 100.00 | 158583 |
| V00851 | ZANJERO, LLC | 02/13/2026 | Regular | 0.00 | 19,717.50 | 158584 |
| ALK01 | ALKAR | 02/20/2026 | Regular | 0.00 | 2,720.32 | 158587 |
| V00631 | ANCHOR QEA, INC | 02/20/2026 | Regular | 0.00 | 4,449.00 | 158588 |
| V00771 | APEX TECHNOLOGY MANAGEMENT, LLC | 02/20/2026 | Regular | 0.00 | 14,647.00 | 158589 |
| V00362 | ARROWHEAD EVALUATION SVCS INC | 02/20/2026 | Regular | 0.00 | 3,975.00 | 158590 |
| ASS06 | ASSISTANCE PLUS | 02/20/2026 | Regular | 0.00 | 657.26 | 158591 |
| AT&11 | AT&T | 02/20/2026 | Regular | 0.00 | 1,782.66 | 158592 |
| BAY23 | BAYLESS ENTERPRISES, INC. | 02/20/2026 | Regular | 0.00 | 291.73 | 158593 |
| BRA30 | BRADY COMPANIES, LLC | 02/20/2026 | Regular | 0.00 | 212.49 | 158594 |
| V00888 | BRIANNA MARQUITZ | 02/20/2026 | Regular | 0.00 | 172.58 | 158595 |
| V00897 | CA POLICE ACTIVITIES LEAGUE | 02/20/2026 | Regular | 0.00 | 475.00 | 158596 |
| V00895 | CARISSA CACCAN | 02/20/2026 | Regular | 0.00 | 445.00 | 158597 |
| CON41 | CED FAIRFIELD | 02/20/2026 | Regular | 0.00 | 179.03 | 158598 |
| CIN01 | CINTAS CORPORATION #2 | 02/20/2026 | Regular | 0.00 | 613.71 | 158599 |
| CIT06 | CITY OF FAIRFIELD | 02/20/2026 | Regular | 0.00 | 2,000.00 | 158600 |
| FAD00 | FAD-ENGELL COMPANY, LLC | 02/20/2026 | Regular | 0.00 | 200.00 | 158601 |
| V00881 | FLEX TECHNOLOGY GROUP LLC | 02/20/2026 | Regular | 0.00 | 2,201.43 | 158602 |
| FOR20 | FORD LINCOLN FAIRFIELD | 02/20/2026 | Regular | 0.00 | 2,829.72 | 158603 |
| V00735 | GINA BROWN | 02/20/2026 | Regular | 0.00 | 445.00 | 158604 |
| WHI17 | HD SUPPLY CONST. & INDUST | 02/20/2026 | Regular | 0.00 | 171.79 | 158605 |
| INF03 | INFINITY TECHNOLOGIES | 02/20/2026 | Regular | 0.00 | 345.00 | 158606 |
| V00896 | JOY TRAN | 02/20/2026 | Regular | 0.00 | 445.00 | 158607 |
| KRA00 | KRAMER WORKPLACE INVESTIG | 02/20/2026 | Regular | 0.00 | 2,074.00 | 158608 |
| CUR02 | LN CURTIS & SONS | 02/20/2026 | Regular | 0.00 | 85.82 | 158609 |
| GRA41 | MARK GRAHAM | 02/20/2026 | Regular | 0.00 | 700.00 | 158610 |
| MGT00 | MGT OF AMERICA, INC | 02/20/2026 | Regular | 0.00 | 12,900.00 | 158611 |
| V00463 | MOTOROLA SOLUTIONS, INC. | 02/20/2026 | Regular | 0.00 | 30,851.73 | 158612 |
| NBS01 | NBS GOVT FINANCE GROUP | 02/20/2026 | Regular | 0.00 | 7,356.25 | 158613 |
| NOR42 | NORTHBAY HEALTH MEDICAL FOUNDATION | 02/20/2026 | Regular | 0.00 | 375.00 | 158614 |
| OFF02 | OFFICE DEPOT | 02/20/2026 | Regular | 0.00 | 272.98 | 158615 |
| PG&01 | PG&E | 02/20/2026 | Regular | 0.00 | 7,613.29 | 158616 |
| PIT05 | PITNEY BOWES INC | 02/20/2026 | Regular | 0.00 | 1,248.00 | 158617 |
| RAM09 | RAMOS OIL COMPANY, INC | 02/20/2026 | Regular | 0.00 | 644.78 | 158618 |
| V00894 | RESOURCE DEVELOPMENT CO, LLC | 02/20/2026 | Regular | 0.00 | 240,751.85 | 158619 |
| V00361 | SHAW HR CONSULTING INC | 02/20/2026 | Regular | 0.00 | 1,375.00 | 158620 |
| SHR01 | SHRED-IT | 02/20/2026 | Regular | 0.00 | 400.30 | 158621 |
| SOL54 | SOLANO COUNTY DIST ATTY | 02/20/2026 | Regular | 0.00 | 272.00 | 158622 |
| SOL61 | SOLANO COUNTY SHERIFF'S OFFICE | 02/20/2026 | Regular | 0.00 | 7,855.65 | 158623 |
| STA54 | STATE WATER RESOURCES CON | 02/20/2026 | Regular | 0.00 | 835.00 | 158624 |
| STE33 | STERICYCLE, INC. | 02/20/2026 | Regular | 0.00 | 582.00 | 158625 |
| USP01 | US POSTMASTER | 02/20/2026 | Regular | 0.00 | 3,200.00 | 158626 |
| ALA03 | ALAMEDA CO SHERIFF'S OFFICE | 02/27/2026 | Regular | 0.00 | 324.00 | 158627 |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| ALA06 | ALARMTECH SECURITY SYSTEM | 02/27/2026 | Regular | 0.00 | 364.00 | 158628 |
| ALK01 | ALKAR | 02/27/2026 | Regular | 0.00 | 1,506.60 | 158629 |
| ASS04 | ASSOCIATED SERVICES CO | 02/27/2026 | Regular | 0.00 | 647.46 | 158630 |
| AT&11 | AT&T | 02/27/2026 | Regular | 0.00 | 65.93 | 158631 |
| AT&15 | AT&T | 02/27/2026 | Regular | 0.00 | 877.28 | 158632 |
| BPX00 | BPXPRESS REPROGRAPHICS | 02/27/2026 | Regular | 0.00 | 120.02 | 158633 |
| BRA30 | BRADY COMPANIES, LLC | 02/27/2026 | Regular | 0.00 | 719.15 | 158634 |
| V00888 | BRIANNA MARQUITZ | 02/27/2026 | Regular | 0.00 | 156.55 | 158635 |
| CHAVI | CHAVAN & ASSOCIATES, LLP | 02/27/2026 | Regular | 0.00 | 2,250.00 | 158636 |
| CIN01 | CINTAS CORPORATION #2 | 02/27/2026 | Regular | 0.00 | 613.71 | 158637 |
| CIT06 | CITY OF FAIRFIELD | 02/27/2026 | Regular | 0.00 | 15,889.86 | 158638 |
| V00639 | CITY OF FAIRFIELD | 02/27/2026 | Regular | 0.00 | 715.97 | 158639 |
| CLE01 | CLEAR IMAGE SIGN COMPANY | 02/27/2026 | Regular | 0.00 | 1,092.49 | 158640 |
| COM51 | COMCAST | 02/27/2026 | Regular | 0.00 | 219.78 | 158641 |
| COM57 | COMCAST | 02/27/2026 | Regular | 0.00 | 64.30 | 158642 |
| COR01 | CORBIN WILLITS SYSTEM INC | 02/27/2026 | Regular | 0.00 | 500.00 | 158643 |
| DAI01 | DAILY REPUBLIC | 02/27/2026 | Regular | 0.00 | 156.94 | 158644 |
| V00555 | DAVID GONZALEZ | 02/27/2026 | Regular | 0.00 | 150.00 | 158645 |
| DEP25 | DEPARTMENT OF JUSTICE | 02/27/2026 | Regular | 0.00 | 64.00 | 158646 |
| V00900 | DEV PATEL | 02/27/2026 | Regular | 0.00 | 45.00 | 158647 |
| FOR20 | FORD LINCOLN FAIRFIELD | 02/27/2026 | Regular | 0.00 | 67.14 | 158648 |
| GRN00 | GRN VLY ALOHA SAW & MOWER | 02/27/2026 | Regular | 0.00 | 27.04 | 158649 |
| V00901 | HILO BARAJAS | 02/27/2026 | Regular | 0.00 | 306.50 | 158650 |
| INT43 | INTERACTIVE RESOURCES, IN | 02/27/2026 | Regular | 0.00 | 18,614.20 | 158651 |
| V00904 | INVICTUS APPS, INC. | 02/27/2026 | Regular | 0.00 | 31,619.00 | 158652 |
| RAM25 | J RAMIREZ TOWING | 02/27/2026 | Regular | 0.00 | 125.00 | 158653 |
| JCN01 | JC NELSON SUPPLY CO | 02/27/2026 | Regular | 0.00 | 851.18 | 158654 |
| V00903 | KASHMIR JOHAL | 02/27/2026 | Regular | 0.00 | 325.00 | 158655 |
| LIF01 | LIFE-ASSIST INC | 02/27/2026 | Regular | 0.00 | 337.21 | 158656 |
| V00899 | NAPA AUTO PARTS | 02/27/2026 | Regular | 0.00 | 535.00 | 158657 |
| PG&01 | PG&E | 02/27/2026 | Regular | 0.00 | 3,195.65 | 158658 |
| PIT11 | PIT STOP AUTO REPAIR | 02/27/2026 | Regular | 0.00 | 158.35 | 158659 |
| PIT06 | PITNEY BOWES | 02/27/2026 | Regular | 0.00 | 1,215.28 | 158660 |
| PLA22 | PLAN JPA | 02/27/2026 | Regular | 0.00 | 6,751.61 | 158661 |
| REA03 | READYREFRESH BY NESTLE | 02/27/2026 | Regular | 0.00 | 284.39 | 158662 |
| REC05 | RECDESK LLC | 02/27/2026 | Regular | 0.00 | 5,005.00 | 158663 |
| ROD27 | RODRIGUEZ MUSIC BOOSTERS | 02/27/2026 | Regular | 0.00 | 434.00 | 158664 |
| SHM00 | SH MECHANICAL INC | 02/27/2026 | Regular | 0.00 | 3,729.99 | 158665 |
| V00361 | SHAW HR CONSULTING INC | 02/27/2026 | Regular | 0.00 | 3,450.00 | 158666 |
| SHE02 | SHELDON GAS COMPANY | 02/27/2026 | Regular | 0.00 | 410.21 | 158667 |
| SOL19 | SOLANO IRRIGATION DIST | 02/27/2026 | Regular | 0.00 | 594,105.76 | 158668 |
| V00374 | SRV CONSTRUCTION INC | 02/27/2026 | Regular | 0.00 | 10,950.00 | 158669 |
| STO10 | STONEYARD MASONRY | 02/27/2026 | Regular | 0.00 | 10,324.66 | 158670 |
| V00605 | THE COPY CORNER | 02/27/2026 | Regular | 0.00 | 213.27 | 158671 |
| V00508 | TPX COMMUNICATIONS | 02/27/2026 | Regular | 0.00 | 2,850.74 | 158672 |
| V00333 | TYLER CAMIGI | 02/27/2026 | Regular | 0.00 | 293.39 | 158673 |
| USP01 | US POSTMASTER | 02/27/2026 | Regular | 0.00 | 370.00 | 158674 |
| VAC19 | VACAVILLE TRAILER SALES, INC | 02/27/2026 | Regular | 0.00 | 37.62 | 158675 |
| VER08 | VERIZON WIRELESS | 02/27/2026 | Regular | 0.00 | 2,153.64 | 158676 |
| VER16 | VERIZON WIRELESS | 02/27/2026 | Regular | 0.00 | 191.85 | 158677 |
| VER01 | VERIZON WIRELESS | 02/27/2026 | Regular | 0.00 | 3,634.78 | 158678 |
| VER09 | VERIZON WIRELESS | 02/27/2026 | Regular | 0.00 | 1,514.26 | 158679 |
| V00382 | VESTIS GROUP INC | 02/27/2026 | Regular | 0.00 | 134.94 | 158680 |
| WES57 | WEST COAST CODE CONSULTANT INC | 02/27/2026 | Regular | 0.00 | 26,542.64 | 158681 |
| SUI13 | CITY OF SUISUN CITY | 02/28/2026 | Regular | 0.00 | 20,021.99 | 158682 |
| V00095 | INTUIT-SUISUN CITY FIRE DEPARTMENT | 02/02/2026 | Bank Draft | 0.00 | 6.33 | DFT0001651 |
| V00154 | CLOVER | 02/02/2026 | Bank Draft | 0.00 | 164.87 | DFT0001652 |
| V00100 | CITY OF SUISUN HOUSING AUTHORITY | 02/02/2026 | Bank Draft | 0.00 | 384,504.26 | DFT0001653 |
| V00305 | Paymentech LLC | 02/04/2026 | Bank Draft | 0.00 | 19,680.74 | DFT0001654 |
| V00155 | AMERICAN EXPRESS | 02/05/2026 | Bank Draft | 0.00 | 368.46 | DFT0001655 |
| INT42 | INTERNAL REVENUE SERVICE | 02/06/2026 | Bank Draft | 0.00 | 92,232.60 | DFT0001656 |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| V00078 | CAL PERS RETIREMENT SYSTEM | 02/06/2026 | Bank Draft | 0.00 | 222,755.55 | DFT0001657 |
| INT42 | INTERNAL REVENUE SERVICE | 02/10/2026 | Bank Draft | 0.00 | 72.36 | DFT0001658 |
| WES44 | WESTAMERICA BANK | 02/10/2026 | Bank Draft | 0.00 | 171.00 | DFT0001659 |
| V00154 | CLOVER | 02/11/2026 | Bank Draft | 0.00 | 84.95 | DFT0001660 |
| V00079 | FRANCHISE TAX BOARD | 02/11/2026 | Bank Draft | 0.00 | 29,889.72 | DFT0001661 |
| V00079 | FRANCHISE TAX BOARD | 02/11/2026 | Bank Draft | 0.00 | 13.05 | DFT0001662 |
| V00082 | CHILD SUPPORT SERVICES | 02/11/2026 | Bank Draft | 0.00 | 1,729.83 | DFT0001663 |
| V00100 | CITY OF SUISUN HOUSING AUTHORITY | 02/11/2026 | Bank Draft | 0.00 | 6,211.00 | DFT0001664 |
| PAR02 | PARS | 02/11/2026 | Bank Draft | 0.00 | 82.00 | DFT0001665 |
| V00657 | INSURANCE AND BENEFITS TRUST OF PORAC | 02/09/2026 | Bank Draft | 0.00 | 832.00 | DFT0001666 |
| V00456 | SCPFA | 02/09/2026 | Bank Draft | 0.00 | 119.99 | DFT0001667 |
| V00088 | SCPOA | 02/09/2026 | Bank Draft | 0.00 | 2,105.00 | DFT0001668 |
| V00085 | SEIU UNION | 02/09/2026 | Bank Draft | 0.00 | 788.60 | DFT0001669 |
| V00079 | FRANCHISE TAX BOARD | 02/09/2026 | Bank Draft | 0.00 | 5,701.44 | DFT0001670 |
| V00086 | SCMPEA | 02/09/2026 | Bank Draft | 0.00 | 192.00 | DFT0001671 |
| V00084 | INTERNATIONAL ASSOCATION OF FIRE FIGHTER | 02/09/2026 | Bank Draft | 0.00 | 1,200.03 | DFT0001672 |
| V00080 | MISSION SQUARE | 02/09/2026 | Bank Draft | 0.00 | 1,572.14 | DFT0001673 |
| V00080 | MISSION SQUARE | 02/09/2026 | Bank Draft | 0.00 | 33,949.94 | DFT0001674 |
| PAR02 | PARS | 02/09/2026 | Bank Draft | 0.00 | 2,562.90 | DFT0001675 |
| V00078 | CAL PERS RETIREMENT SYSTEM | 02/12/2026 | Bank Draft | 0.00 | 120,909.06 | DFT0001676 |
| V00128 | FAIRFIELD-SUISUN SEWER DISTRICT | 02/13/2026 | Bank Draft | 0.00 | 479,492.86 | DFT0001677 |
| WES44 | WESTAMERICA BANK | 02/17/2026 | Bank Draft | 0.00 | 1,568.34 | DFT0001678 |
| V00079 | FRANCHISE TAX BOARD | 02/23/2026 | Bank Draft | 0.00 | 38,470.06 | DFT0001679 |
| V00095 | INTUIT-SUISUN CITY FIRE DEPARTMENT | 02/23/2026 | Bank Draft | 0.00 | 12.41 | DFT0001680 |
| V00080 | MISSION SQUARE | 02/23/2026 | Bank Draft | 0.00 | 1,525.97 | DFT0001681 |
| V00086 | SCMPEA | 02/23/2026 | Bank Draft | 0.00 | 192.00 | DFT0001682 |
| PAR02 | PARS | 02/23/2026 | Bank Draft | 0.00 | 2,882.20 | DFT0001683 |
| V00084 | INTERNATIONAL ASSOCATION OF FIRE FIGHTER | 02/23/2026 | Bank Draft | 0.00 | 1,200.03 | DFT0001684 |
| V00080 | MISSION SQUARE | 02/23/2026 | Bank Draft | 0.00 | 33,787.83 | DFT0001685 |
| V00078 | CAL PERS RETIREMENT SYSTEM | 02/24/2026 | Bank Draft | 0.00 | 119,399.71 | DFT0001686 |
| V00456 | SCPFA | 02/24/2026 | Bank Draft | 0.00 | 119.99 | DFT0001687 |
| V00088 | SCPOA | 02/24/2026 | Bank Draft | 0.00 | 2,105.00 | DFT0001688 |
| V00085 | SEIU UNION | 02/24/2026 | Bank Draft | 0.00 | 719.71 | DFT0001689 |
| V00082 | CHILD SUPPORT SERVICES | 02/24/2026 | Bank Draft | 0.00 | 1,729.83 | DFT0001690 |
| V00140 | U.S. BANK (BONDS) | 02/25/2026 | Bank Draft | 0.00 | 109,892.51 | DFT0001691 |
| V00140 | U.S. BANK (BONDS) | 02/25/2026 | Bank Draft | 0.00 | 145,793.75 | DFT0001692 |
| AME60 | AMERICAN FIDELITY ADMIN SVCS, LLC. | 02/26/2026 | Bank Draft | 0.00 | 2,073.46 | DFT0001693 |
| V00391 | MUTUAL OF OMAHA | 02/26/2026 | Bank Draft | 0.00 | 21,328.77 | DFT0001694 |
| AME60 | AMERICAN FIDELITY ADMIN SVCS, LLC. | 02/27/2026 | Bank Draft | 0.00 | 6,334.90 | DFT0001695 |
| V00096 | ENTERPRISE FLEET MANAGEMENT | 02/20/2026 | Bank Draft | 0.00 | 1,027.88 | DFT0001696 |
| V00096 | ENTERPRISE FLEET MANAGEMENT | 02/20/2026 | Bank Draft | 0.00 | 19,869.93 | DFT0001697 |
| V00096 | ENTERPRISE FLEET MANAGEMENT | 02/20/2026 | Bank Draft | 0.00 | 108.71 | DFT0001698 |
| V00096 | ENTERPRISE FLEET MANAGEMENT | 02/20/2026 | Bank Draft | 0.00 | 30,321.59 | DFT0001699 |
| INT42 | INTERNAL REVENUE SERVICE | 02/20/2026 | Bank Draft | 0.00 | 99,838.95 | DFT0001700 |

**Bank Code WestAmerica Bank Summary**

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 390 | 212 | 0.00 | 1,943,500.78 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 50 | 50 | 0.00 | 2,047,696.21 |
| EFT's | 244 | 19 | 0.00 | 366,039.18 |
| | **684** | **281** | **0.00** | **4,357,236.17** |

# All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 390 | 212 | 0.00 | 1,943,500.78 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 50 | 50 | 0.00 | 2,047,696.21 |
| EFT's | 244 | 19 | 0.00 | 366,039.18 |
| | **684** | **281** | **0.00** | **4,357,236.17** |

# Fund Summary

| Fund | Name | Period | Amount |
|---|---|---|---|
| 990 | POOLED CASH FUND | 2/2026 | 4,357,236.17 |
| | | | **4,357,236.17** |

**AGENDA ITEM NO. 15.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:** Joint City Council and Housing Authority Technical and Administrative Updates to the Investment Policy:

a. Council Adoption of Resolution No. 2026-___: Adopting a Revised City Investment Policy to Reflect Technical and Administrative Updates; and
b. Housing Authority Adoption of Resolution No. HA 2026-___: Adopting a Revised Authority Investment Policy to Reflect Technical and Administrative Updates.

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

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**STRATEGIC PLAN:** Ensure Fiscal Solvency; Provide Good Governance.

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**BACKGROUND:** The Investment Policy ("Policy") should be reviewed from time to time to ensure compliance with the California Government Code sections that regulate the investment of public funds and to include the most up to date "best practices" that are recommended by the Government Finance Officers Association ("GFOA") and the Association of Public Treasurers of the U.S. and Canada ("APT"). The Policy was last updated on December 7, 2021.

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**STAFF REPORT:** The purpose of the Policy is to establish a prudent and systematic investment policy and to organize and formalize investment-related activities. The updates recommended herein will not change the purpose or fundamental objectives of the Policy. It will increase investment opportunities for the City.

Staff has completed its review of the City's Investment Policy. Below is a summary of the edits we recommend be made in the Policy's Allowable Investments section.

- To increase investment opportunities, the City may want to consider adding the following investment type as a permitted investment: 53601(a) Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.
- California Government Code does not place minimum credit rating requirements or maximum allocations on municipal securities. We recommend removing the 30% maximum allocation.
- Update section 7 to reflect the following: Purchase and sale of securities shall be conducted in a manner designed to achieve competitive market pricing and best execution. Transactions shall be executed through approved broker-dealers or financial institutions, and pricing shall be documented to demonstrate that it is consistent with prevailing market conditions at the time of trade.
- Changes recommended in the Policy's commercial paper paragraph and reporting requirements paragraph will bring the Policy's language in line with current Code language.

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**STAFF RECOMMENDATION:**

1. Council adopt Resolution No. 2026-___: Adopting a Revised City Investment Policy to Reflect Technical and Administrative Updates; and
2. Housing Authority adopt Resolution No. HA 2026-___: Adopting a Revised Authority Investment Policy to Reflect Technical and Administrative Updates.

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**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2026-___: Adopting a Revised City Investment Policy to Reflect Technical and Administrative Updates
2. Housing Authority Adoption of Resolution No. HA 2026-___: Adopting a Revised Authority Investment Policy to Reflect Technical and Administrative Updates.
3. Investment Policy with the redlined version

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**PREPARED BY:** Elizabeth Luna, Finance Manager
**REVIEWED BY:** Lakhwinder Deol, Finance Director
**APPROVED BY:** Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Resolution Investment Policy.doc
2. Resolution Investment Policy Housing Authority.doc
3. FINAL - Suisun City Investment Policy RM version 2.25.26 redlined version.pdf

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**RESOLUTION NO. 2026-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY ADOPTING A REVISED CITY INVESTMENT POLICY TO REFLECT TECHNICAL AND ADMINISTRATIVE UPDATES**

**WHEREAS,** the City's Financial Investment Policy was developed in accordance with California Government Code Section 53600 *et seq*., which investment practices of local government agencies; and

**WHEREAS**, the City's Financial Investment Policy was developed in accordance with California Government Code Section 53600 *et seq*., which investment practices of local government agencies; and

**WHEREAS**, since the City last reviewed its Financial Investment Policy in December 2021, and the policy should be updated to ensure technical and administrative compliance with State law and financial prudence; and

**WHEREAS**, the City's Financial Investment Policy should include the most up to date "best practices" that are recommended by the Government Finance Officers Association ("GFOA") and the Association of Public Treasurers of the U.S. and Canada ("APT"); and

**NOW, THEREFORE, BE IT RESOLVED** that the City of Suisun City Council hereby approves the attached Investment Policy, which is hereby incorporated by this reference, and it shall be effective immediately upon adoption of this Resolution.

**PASSED AND ADOPTED** at the Regular Meeting of the City Council of the City of Suisun City duly held on March 17, 2026, by the following vote:

| | | |
|---|---|---|
| **AYES:** | Council Members: | _____ |
| **NOES:** | Council Members: | _____ |
| **ABSENT:** | Council Members: | _____ |
| **ABSTAIN:** | Council Members**:** | _____ |

**WITNESS** my hand and the seal of said City this 17h day of March 2026.

_____
Anita Skinner
City Clerk

# RESOLUTION NO. HA 2026-

## A RESOLUTION OF THE SUISUN CITY HOUSING AUTHORITY ADOPTING A REVISED CITY INVESTMENT POLICY TO REFLECT TECHNICAL AND ADMINISTRATIVE UPDATES

**WHEREAS**, the Suisun City Housing Authority utilizes the City of Suisun City's (the "City") Financial Investment Policy to govern its investment practices; and

**WHEREAS,** the City's Financial Investment Policy was developed in accordance with California Government Code Section 53600 *et seq*., which investment practices of local government agencies; and

**WHEREAS**, the City's Financial Investment Policy was developed in accordance with California Government Code Section 53600 *et seq*., which investment practices of local government agencies; and

**WHEREAS**, since the City last reviewed its Financial Investment Policy in December 2021, and the policy should be updated to ensure technical and administrative compliance with State law and financial prudence; and

**WHEREAS**, the City's Financial Investment Policy should include the most up to date "best practices" that are recommended by the Government Finance Officers Association ("GFOA") and the Association of Public Treasurers of the U.S. and Canada ("APT"); and

**NOW, THEREFORE, BE IT RESOLVED** that the Suisun City Housing Commission hereby approves the attached Investment Policy, which is hereby incorporated by this reference, and it shall be effective immediately upon adoption of this Resolution.

**PASSED AND ADOPTED** by the Suisun City Housing Authority at a Regular Meeting thereof held on March 17, 2026, by the following vote:

| | | |
|---|---|---|
| **AYES:** | **Commissioners**: | _____ |
| **NOES:** | **Commissioners**: | _____ |
| **ABSENT:** | **Commissioners**: | _____ |
| **ABSTAIN:** | **Commissioners:** | _____ |

**WITNESS** my hand and the seal of said City this 17h day of March 2026.

_____
Anita Skinner
City Clerk

# CITY OF SUISUN CITY

# INVESTMENT POLICY

## SECTION 1: INTRODUCTION

The City of Suisun City ("the City") has a fiduciary responsibility to maximize the productive use of assets entrusted to its care and to invest and manage these public funds wisely and prudently. The purpose of this document is to establish a prudent and systematic investment policy and to organize and formalize investment-related activities. The City shall strive to maintain investment of idle funds and always be within the safety, liquidity and maximum guidelines.

## SECTION 2: SCOPE

It is intended that this policy cover all funds and investment activities under direct authority of the City, including the City of Suisun City, the Successor Agency to the Redevelopment Agency of the City of Suisun City, the Suisun City Housing Authority, and the Suisun Solano Water Authority.

This Policy does not apply to any retiree pension or other post-employment benefit funds managed in an established trust or the proceeds of debt issues.

## SECTION 3: PRUDENCE

The City adheres to the "prudent investor standard" which obligates a fiduciary to insure that:
"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

## SECTION 4: OBJECTIVES:

The primary objectives, in order of priority, of the investment activities of the City shall be:

1. **Safety:** It is the primary duty and responsibility of the Director of Finance to protect, preserve and maintain cash and investment placed in his/her trust on behalf of the citizens of the City.
2. **Liquidity:** An adequate percentage of the City's portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets are highly recommended. Emphasis should be on marketable securities with low sensitivity to market risk.

3. **Yield:** The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash-flow characteristics of the portfolio, and the state and local laws, ordinances or resolutions that restrict investments.
4. **Diversification:** The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.
5. **Public Trust:** All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. In a diversified portfolio it must be recognized that occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

## SECTION 5: DELEGATION OF AUTHORITY

Idle cash management and investment transactions are the responsibility of the Director of Finance acting under the direction of the City Manager. The Director of Finance is responsible for auditing the investments for accuracy and compliance with this Investment Policy. The Director of Finance may delegate investment decision making and execution authority to an investment advisor. The advisor shall follow the Investment Policy and such other written instructions as provided.

## SECTION 6: ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

## SECTION 7: AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS

The Director of Finance will maintain a list of security broker/dealers selected by credit worthiness that are authorized to provide investment services in the State of California. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule).

No deposit shall be made except in a qualified public depository as established by the California Government Code.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Director of Finance with the following:

- Current audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Proof of State of California registration
- Written notification that they have read, and will abide by, the City's Investment Policy

Broker/dealers and financial institutions wishing to do business with the City will annually submit their latest audited financials for review.

If the City has an investment advisor, the investment advisor may use its list of authorized broker/dealers to execute transactions on behalf of the City.

Purchase and sale of securities shall be conducted in a manner designed to achieve competitive market pricing and best execution. Transactions shall be executed through approved broker-dealers or financial institutions, and pricing shall be documented to demonstrate that it is consistent with prevailing market conditions at the time of trade.

~~Purchase and sale of securities shall be made on the basis of competitive bids and offers with a minimum of three bids/quotes being obtained.~~

## SECTION 8: CASH MANAGEMENT STRATEGY:

Improved cash forecasting and management is the preferred by the City. Cash management activities include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations, and a short-term borrowing program, when needed, that coordinates working capital requirements and investment opportunity.

## SECTION 9: ALLOWABLE INVESTMENT INSTRUMENTS:

The City's allowable investments are governed by California Government Code Sections 53601, et seq. The City shall limit investments in any one non-government issuer, except investment pools, to no more than 5% regardless of security type. No investment shall be permitted in excess of five years. Allowable investments include the following:

1. **U.S. Treasuries.** United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest.
2. **Federal Agencies.** Federal agency or United States government-sponsored enterprise (GSE) obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. This shall include any mortgage pass through security issued and guaranteed by a Federal Agency with a maximum final maturity of five years. No more than 20% of the City's investment portfolio may be invested in Federal Agency-issued mortgage-backed securities; all other investments in Federal Agency securities are unrestricted.
3. **Supranational Bond/Note.** United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by a nationally recognized statistical rating organization (NRSRO) and shall not exceed 30% of the City's investment portfolio that may be invested pursuant to this section.

4. **Municipal Obligations.** Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.

   Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

   Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

   Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.

   Investments under this subdivision shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. ~~and shall not exceed 30% of the City's investment portfolio that may be invested pursuant to this section.~~

5. **Commercial Paper.** Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph a or paragraph b:

   a. The entity meets the following criteria: (i) Is organized and operating in the United States as a general corporation. (ii) Has total assets in excess of five hundred million dollars ($500,000,000). (iii) Has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO.

   b. The entity meets the following criteria: (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company. (ii) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond. (iii) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.

- Eligible commercial paper shall have a maximum maturity of ~~270~~ 397 days or less. No more than 25% of the City's investment portfolio may be invested in eligible commercial paper. No more than 10% of total investment assets in the commercial paper and medium-term notes of any one issuer.

6. **Time Deposits.** Non-negotiable deposits in a state or national bank, savings association or federal association, federal or state credit union in the State of

California. Preference should be given to banks located within the City boundaries, subject to the same restrictions set forth in this Section. In accordance with California Government Code Section 53635.2, to be eligible to receive City deposits, a financial institution shall have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities. CDs are required to be insured as to principal and interest by the FDIC. The City, at its discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. The City shall have a signed agreement with any depository accepting City funds per Government Code Section 53649. No deposits shall be made at any time in CDs issued by a state or federal credit union if a member of the City Council or the Director of Finance serves on the board of directors or any committee appointed by the board of directors of the credit union. In accordance with Government Code Section 53638, any deposit shall not exceed that total shareholder's equity of any depository bank, nor shall the deposit exceed the total net worth of any institution. No more than 30% of the City's investment portfolio may be invested in non-negotiable CDs.

7. **Passbook savings account demand deposits** and money market accounts insured up to the FDIC limit, or collateralized at 110% of the City's investment.

8. **Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies shall either:

   (i) Attain the highest-ranking letter or numerical rating provided by at least two NRSROs or

   (ii) Have retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds and with assets under management in excess of $500,000,000.

   No more than 20% of the City's investment portfolio may be invested in money market funds.

9. **State of California's Local Agency Investment Fund (LAIF)**

10. **Solano County Investment Pool**

11. **Local Government Investment Pools**. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in California Government Code Section 53601 subdivisions (a) to (r), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To

be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

(1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.

(2) The adviser has not less than five years of experience investing in the securities and obligations authorized in California Government Code Section 53601 subdivisions (a) to (q), inclusive.

(3) The adviser has assets under management in excess of five hundred million dollars ($500,000,000).

12. **Negotiable certificates of deposit** issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed 30 percent of the agency's moneys that may be invested pursuant to this section. For purposes of this section, negotiable certificates of deposit do not come within Article 2 (commencing with Section 53630), except that the amount so invested shall be subject to the limitations of Section 53638. The legislative body of a local agency and the treasurer or other official of the local agency having legal custody of the moneys are prohibited from investing local agency funds, or funds in the custody of the local agency, in negotiable certificates of deposit issued by a state or federal credit union if a member of the legislative body of the local agency, or a person with investment decision-making authority in the administrative office manager's office, budget office, auditor-controller's office, or treasurer's office of the local agency also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit. Investments under this subdivision shall not exceed 30% of the City's investment portfolio that may be invested pursuant to this section.

13. **Medium-term notes**, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this section and shall not exceed 30% of the City's investment portfolio that may be invested pursuant to this section.

14. **Asset-Backed and Mortgage-Backed Securities.** A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond. Securities eligible for investment under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by

an NRSRO and have a maximum remaining maturity of five years or less. Purchase of securities authorized by this subdivision shall not exceed 20% of the City's investment portfolio that may be invested pursuant to this section.

## SECTION 10: REVIEW OF INVESTMENT PORTFOLIO

The securities held by the City must be in compliance with Section 9 Allowable Investment Instruments at the time of purchase. Because some securities may not comply subsequent to the date of purchase, the Director of Finance should at least annually review the portfolio to identify those securities that do not comply. The Director of Finance should establish procedures to report to the City Council, major and critical incidences of noncompliance identified through the review of the portfolio. In the event of a credit downgrade beyond the minimum credit requirements, the investment advisor will notify the Director of Finance of the event, along with a recommended course of action.

## SECTION 11: INVESTMENT POOLS/MUTUAL FUNDS

A thorough investigation of the pool/fund is required prior to investing, and on a regular basis. Best efforts will be made to acquire the following information.

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced, and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

## SECTION 12: COLLATERALIZATION

Collateralization will be required on time certificates of deposit. To anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for Time Certificate of Deposits.

The City chooses to limit collateral to the following: US. Treasuries and Federal Agencies/GSEs. Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained. The right of collateral substitution is granted.

## SECTION 13: CUSTODY OF SECURITIES:

All securities owned by the City except time deposits and shares of investment pools, shall be kept in safekeeping by a third-party bank's trust department, acting as an agent for the City under the terms of a custody agreement executed by the bank and the City.

All securities will be received and delivered using standard delivery versus payment procedures.

## SECTION 14: INTERNAL CONTROLS

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, fraud or misuse.

Accordingly, the Director of Finance shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures**.**

## SECTION 15: PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The City's investment strategy is active. Given this strategy, the basis used by the Director of Finance to determine whether market yields are being achieved shall be to identify a comparable benchmark to the portfolio's investment duration. Benchmarks may change over time based on changes in market conditions or cash flow requirements.

## SECTION 16: REPORTING REQUIREMENTS:

The Director of Finance shall submit a list of quarterly investment transactions to the City Council.

The Director of Finance shall submit a quarterly investment report to the City Council. The report shall be submitted ~~30~~ 45 days following the end of the quarter covered by the report and will include all elements prescribed by Government Code Section 53646. Insofar as all investment statements are not received in time to submit the Report to the Council at a regular meeting, the Report may be given to the Council prior to formal acceptance at a subsequent meeting of the Council.

The Investment Report shall include at least the following information.

1) Type of investment
2) Name of issuer
3) Date of maturity
4) Amount of deposit or cost of security
5) Current market value of security as of the date of the report, including source of valuation, except those under LAIF
6) Yield to maturity
7) Percent distribution of each category of investment
8) Statement confirming the portfolio's compliance with the City's Investment Policy, and that there are sufficient funds to meet the City's next six months' of financial obligations

## SECTION 17: POLICY REVIEW

The Investment Policy will be reviewed annually by the Director of Finance. It will be included in the Annual Budget Document approved by the City Council. Any recommended revisions to the policy will be presented to the City Council for consideration at a properly noticed public meeting.

## GLOSSARY

**AGENCIES**: Federal agency securities and/or Government Sponsored Enterprises (GSE) which include Federal Home Loan Bank (FHLB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Federal Farm Credit Bank (FFCB), and Federal Agricultural Mortgage Association (Farmer Mac).

**ASKED**: The price at which securities are offered.

**BANKERS' ACCEPTANCE (BA):** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BENCHMARK**: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BID**: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**BROKER**: A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD)**: A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.

**COLLATERAL**: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (ANNUAL REPORT):** The official annual report of the City. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**COUPON**: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER**: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DEBENTURE**: A bond secured only by the general credit of the issuer.

**DELIVERY VERSUS PAYMENT**: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of

securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DERIVATIVES**: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**DISCOUNT**: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES**: Noninterest-bearing money market instruments that are issued a discount and redeemed at maturity for full face value *(e.g., U.S. Treasury Bills.)*

**DIVERSIFICATION**: Dividing investment funds among a variety of securities offering independent returns.

**DURATION**: A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to $250,000 per entity.

**FEDERAL FUNDS RATE**: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL GOVERNMENT INVESTMENT POOL (LGIP)**: The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARKET VALUE**: The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT**: A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

**MATURITY**: The date upon which the principal or stated value of an investment becomes due and payable.

**MEDIUM TERM NOTES:** Corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**OFFER**: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

**PORTFOLIO**: Collection of securities held by an investor.

**PRIMARY DEALER**: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

**PRUDENT PERSON RULE**: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**RATE OF RETURN**: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**REPURCHASE AGREEMENT (REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this.

**REVERSE REPURCHASE AGREEMENT (REVERSE REPO)**: A reverse-repurchase agreement (reverse repo) involves an investor borrowing cash from a financial institution in exchange for securities. The investor agrees to repurchase the securities at a specified date for the same cash value plus an agreed upon interest rate. Although the transaction is similar to a repo, the purpose of entering into a reverse repo is quite different. While a repo is a straightforward investment of public funds, the reverse repo is a borrowing.

**SAFEKEEPING**: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECONDARY MARKET**: A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION**: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SEC RULE 15C3-1:** See Uniform Net Capital Rule.

**STRUCTURED NOTES**: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, FHLMC, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

**SUPRANATIONALS**: A supranational organization is formed by a group of countries through an international treaty with specific objectives such as promoting economic development. Supranational organizations also issue debt in the United States. The most commonly recognized supranational debt is the International Bank for Reconstruction and Development (IBRD or World Bank), International Finance Corporation (IFC) and Inter-American Development Bank (IADB).

**TREASURY BILLS**: A noninterest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS**: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

**TREASURY NOTES**: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond

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**AGENDA ITEM NO. 16.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:** Successor Agency Adoption of Resolution No. SA 2026-___ : Declaring Certain Property Located Generally at the Southwest Corner of Solano Street and Main Street, in the City of Suisun City, Assessor Parcel Numbers 0032-130-010 (701 Main Street / 0.10 Acres), 0032-130-030 (711 Main Street / 0.05 Acres), 0032-130-040 (713 Main Street / 0.02 Acres), and 0032-130-060 (717 Main Street / 0.05 Acres) (Properties) Exempt Surplus Land Pursuant to the Surplus Land Act (Government Code Sections 54220 Et Seq.)

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**FISCAL IMPACT:** Direct costs for undergoing the sale of the Properties involve an appraisal(s) and traditional real estate broker services, which will be offset by any proceeds received from the sale of the Properties. The exact final costs for these services are not known given the complexity and unknown factors that can occur when negotiating under the SLA process.

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**STRATEGIC PLAN:** Sustainability and Stewardship. Community Vibrancy.

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**BACKGROUND:** On June 24, 2025, the Suisun City Council declared certain properties as "exempt surplus" as part of an effort to facilitate the disposal of government-owned properties for redevelopment and enhancement of the downtown area. However, a typographical error in the action incorrectly identified the City of Suisun City as the owner of the parcels. The parcels are actually owned by the Successor Agency to the Redevelopment Agency of Suisun City, which is the appropriate body to act on the declaration. Although the properties were previously owned by the City, ownership reverted to the Successor Agency in or around 2014. As a result, the prior action declaring the parcels surplus must be retaken by the Successor Agency rather than the Suisun City Council.

The City of Suisun City requests authorization to pursue the potential sale of properties owned by the Successor Agency to the Redevelopment Agency of Suisun City (the "Properties"), as identified in Table 1, Proposed Surplus Land. As part of the disposition process, the City must comply with the requirements of the Surplus Land Act (SLA). The first step in exploring alternative uses and the potential sale of the Properties is to initiate the Surplus Land Act process by declaring the Properties as "exempt surplus properties."

As shown in Attachment 2, SLA Property Locations, the Successor Agency to the Redevelopment Agency of Suisun City (Successor Agency) owns real property located in the City of Suisun City (APNs 0032-130-010, 0032-130-030, 0032-130-040, and 0032-130-060), consisting of approximately 0.22 cumulative acres, located on the southwest block of Main Street and Solano Street.

**TABLE 1**
**Proposed Surplus Land**

| APN / Address | Ownership | Acres | Designation | Zoning | Existing Use |
|---|---|---|---|---|---|
| 0032-130-010 (701 Main St.) | Successor Agency | 0.10 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |

| | | | | | |
|---|---|---|---|---|---|
| 0032-130-030 (711 Main St.) | Successor Agency | 0.05 | Main Street Mixed use | Downtown Waterfront Specific Plan | Vacant Structure |
| 0032-130-040 (713 Main St.) | Successor Agency | 0.02 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |
| 0032-130-060 (717 Main St.) | Successor Agency | 0.10 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |

On October 9, 2019, Governor Newsom signed Assembly Bill (AB) 1486. Assembly Bill 1486, which amended the Surplus Land Act ("SLA"), effective January 1, 2020, changed the existing, long-standing definition of "surplus land"; providing that land no longer necessary for a local agency use shall be declared either "surplus land" or "exempt surplus land" before taking any action to sell or lease land. To that end, AB 1486 also added a new limitation providing that an agency's use" "shall not include commercial or industrial uses or activities, including nongovernmental retail, entertainment, or office development." or "property disposed of for the sole purpose of investment or generation or revenue." AB 1486 further prohibits a city from negotiating any disposition of property prior to compliance with the procedural requirements of the SLA.

On October 11, 2023, the Governor signed Assembly Bill 480 ("AB 480") and Senate Bill 747 ("SB 747") into law, which further clarify provisions of the Surplus Land Act. AB 480 and SB 747, which became effective on January 1, 2024, generally provide some increased flexibility as it pertains to the lease of public agency land, expands the definition of exempt surplus land, and the methodology for assessment of penalties for non-compliance (e.g. fair market value or sales price, whichever is greater).

Assembly Bill 480 ("AB 480") and Senate Bill 747 ("SB 747"), which became effective on January 1, 2024, further clarified the definition of exempt surplus land under the Surplus Land Act, including section 54221(f)(1)(B) which states that "Surplus land that is less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes.

Government Code Section 54221(b)(4) also "exempts a local agency, in specified instances, from making a declaration at a public meeting for land that is declared "exempt surplus land" if the local agency identifies the land in a notice that is published and available for public comment at least 30 days before the exemption takes effect."

**Prior SLA Actions**
On June 24, 2025, Council and Housing Authority declared a total of eight (8) properties (7 city-owned and 1 housing authority-owned) "exempt" surplus land which allowed for the City the ability to negotiate the disposition of those properties.

On October 21, 2025, Council and Housing Authority declared a total of five (5) properties (3 city-owned and 2 housing authority-owned) surplus land which allowed for the City to publish a written notice of availability (NOA) to begin the process of negotiating the disposition of those properties.

On November 18, 2025, Council declared two (2) properties "exempt" surplus which allowed for the City the ability to negotiate the disposition of those properties.

On December 16, 2025, the Council declared a total of eight (8) properties surplus land which allowed the City to move forward with the disposition of those properties.

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**STAFF REPORT:** As indicated above, the SLA, Government Code sections 54220 et seq., requires that public agencies first declare land "surplus land" or "exempt surplus land" before it can negotiate any disposition of the land, either for sale or for lease.

**Summary of Surplus Land Act Process**
The SLA, Government Code sections 54220 et seq., requires that public agencies first declare land "surplus land" or "exempt surplus land" before it can negotiate any disposition of the land, either for sale or for lease.

As required by California Government Code Section 54220, et seq. also known as the Surplus Land Act ("SLA" or "Act"), the City of Suisun City is providing the required notice, in accordance with the SLA, of its intent to declare certain property owned by the City as "exempt" surplus property.

Public Notice is hereby given that the following properties qualify and are to be declared "exempt" surplus land by the City of Suisun City in accordance with the Surplus Land Act.

Staff has determined that there is no further governmental use for the Properties and is recommending that the City Council declare the Properties as "exempt surplus land" and complete the surplus property disposition process in accordance with the SLA.

**Consistency with 2023-2031 Suisun City Housing Element**
If approved, the action would be consistent with the following of the 2023-2031 Suisun City Housing Element program:

- **Program 1.C.1** calls for the annual review and updating of the City's inventory of properties that are suitable for redevelopment/reuse.
- **Program 1.C.2** requires regulatory and financial incentives to increase the probability that residences will be constructed in commercial zones, either as single-use projects or in mixed-use developments, particularly within the Downtown/Waterfront Specific Plan Area.

**Land Use Designation and Zoning**
The Properties are designated as Main Street Mixed Use and zoned Downtown Waterfront Specific Plan. According to the Suisun City Waterfront District Specific Plan (November 2016), these mixed-use areas are primarily devoted to preserving and enhancing the mix of retail, entertainment, and destination uses in the Downtown Core and encourages a mix of uses.

**Environmental Review**
This action is exempt pursuant to California Environmental Quality Act (CEQA) Guidelines §151312 (Class 12: Surplus Government Property Sales) which consists of sales of surplus government property.

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**STAFF RECOMMENDATION:** Staff has determined that there is no further governmental use for the Properties and is recommending that the Successor Agency to the Redevelopment Agency of Suisun City declare the Properties as "exempt surplus land" and complete the surplus property disposition process in accordance with the SLA.

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**DOCUMENTS ATTACHED:**

1. Successor Agency Adoption of Resolution No. SA 2026-___ : Declaring Certain Property Located Generally at the Southwest Corner of Solano Street and Main Street, in the City of Suisun City, Assessor Parcel Numbers 0032-130-010 (701 Main Street / 0.10 Acres), 0032-130-030 (711 Main Street / 0.05 Acres), 0032-130-040 (713 Main Street / 0.02 Acres), and 0032-130-060 (717 Main Street / 0.05 Acres) (Properties) Exempt Surplus Land Pursuant to the Surplus Land Act (Government Code Sections 54220 Et Seq.)
2. SLA Property Locations

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**PREPARED BY:** John Kearns, Principal Planner
**REVIEWED BY:** Ricky Caperton, AICP, Development Services Dir.
**APPROVED BY:** Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Resolution SLA Main Street Lots
2. SLA Main Street Lots Property Locations

**RESOLUTION NO. SA 2026-___**

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY, CALIFORNIA, DECLARING CERTAIN PROPERTY LOCATED GENERALLY AT THE SOUTHWEST CORNER OF SOLANO STREET AND MAIN STREET, IN THE CITY OF SUISUN CITY, ASSESSOR PARCEL NUMBERS 0032-130-010 (701 MAIN STREET / 0.10 ACRES), 0032-130-030 (711 MAIN STREET / 0.05 ACRES), 0032-130-040 (713 MAIN STREET / 0.02 ACRES), AND 0032-130-060 (717 MAIN STREET / 0.05 ACRES) (PROPERTIES) EXEMPT SURPLUS LAND PURSUANT TO THE SURPLUS LAND ACT (GOVERNMENT CODE SECTIONS 54220 ET SEQ.)**

**WHEREAS,** the Successor Agency to the Redevelopment Agency of the City of Suisun City ("Successor Agency") owns certain real property consisting of four (4) parcels totaling approximately 0.22 acres, located generally at the southwest corner of Solano Street and Main Street (APNs: 0032-130-010 (0.10 acres), 0032-130-030 (0.05 acres), 0032-130-040 (0.02 acres), and 0032-130-060) (0.05 acres) ("Properties"), as shown in Exhibit "A";

**WHEREAS,** on October 9, 2019, Governor Newsom signed Assembly Bill ("AB") 1486. AB 1486 significantly amended the Surplus Land Act effective January 1, 2020. These amendments included, among others, changing the previous, long-standing definitions of "surplus land" and "exempt surplus land"; providing that property shall be declared either "surplus land" or "exempt surplus land" before a local agency may take any action to dispose of it; and adding a new limitation providing that an "agency's use" "shall not include commercial or industrial uses or activities, including nongovernmental retail, entertainment, or office development" or "property disposed of for the sole purpose of investment or generation or revenue";

**WHEREAS,** on October 11, 2023, the Governor signed Assembly Bill 480 ("AB 480") and Senate Bill 747 ("SB 747") into law, which further clarify provisions of the Surplus Land Act. AB 480 and SB 747 which became effective on January 1, 2024, and generally provide some increased flexibility as it pertains to the lease of public agency land, expands the definition of exempt surplus land, and clarifies the assessment of penalties for non-compliance; and

**WHEREAS,** Government Code Section 54221(f)(1)(B), further state that exempt surplus land shall include property that "is less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes;" and

**WHEREAS,** the subject Properties are less than one-half acre in area and not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes and would qualify as exempt surplus property under the SLA; and

**WHEREAS,** under the Surplus Land Act, Government Code section 54220 et seq., surplus land is land owned in fee simple by the City for which the City takes formal action in a regular public meeting declaring the land is surplus or exempt surplus land and not necessary for the City's use; and

**WHEREAS,** pursuant to the Surplus Land Act Guidelines issued by the California Department of Housing and Community Development (HCD) to interpret and implement the Surplus Land Act, the City's determination that the Properties are exempt surplus land must be provided to HCD for its review at least 30 days prior to disposition; and

**WHEREAS,** this action is exempt pursuant to California Environmental Quality Act (CEQA) Guidelines §151312 (Class 12: Surplus Government Property Sales) which consists of sales of surplus government property.

**NOW THEREFORE, BE IT RESOLVED** by the Successor Agency to the Redevelopment Agency of the City of Suisun City, as follows:

1. The foregoing recitals are hereby incorporated and adopted as the findings of the Successor Agency; and

2. For purposes of compliance with the Surplus Land Act, as amended, (APNs: 0032-130-010, 0032-130-030, 0032-130-040, and 0032-130-060) in the City of Suisun City, are hereby declared "exempt" surplus land.

3. The City Manager, or their designee, is directed to proceed with the notification and negotiation requirements of the Surplus Land Act, as amended, to facilitate the possible disposition and reuse of the property.

**PASSED AND ADOPTED** at a Regular Meeting of said Successor Agency to the Redevelopment Agency of the City of Suisun City duly held on Tuesday, this 17th day of March 2026, by the following vote:

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

**WITNESS** my hand and the seal of said City this 17th day of March 2026.

_____

Anita Skinner, CMC
City Clerk

# EXHIBIT A




| APN / Address | Ownership | Acres | Designation | Zoning | Existing Use |
|---|---|---|---|---|---|
| 0032-130-010 (701 Main St.) | Successor Agency | 0.10 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |
| 0032-130-030 (711 Main St.) | Successor Agency | 0.05 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |
| 0032-130-040 (713 Main St.) | Successor Agency | 0.02 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |
| 0032-130-060 (717 Main St.) | Successor Agency | 0.05 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |

**ATTACHMENT 2**
**SLA Property Locations**




| APN / Address | Ownership | Acres | Designation | Zoning | Existing Use |
|---|---|---|---|---|---|
| 0032-130-010 (701 Main St.) | Successor Agency | 0.10 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |
| 0032-130-030 (711 Main St.) | Successor Agency | 0.05 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |
| 0032-130-040 (713 Main St.) | Successor Agency | 0.02 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |
| 0032-130-060 (717 Main St.) | Successor Agency | 0.05 | Main Street Mixed Use | Downtown Waterfront Specific Plan | Vacant Structure |

**AGENDA ITEM NO. 17.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

**AGENDA ITEM: Public Hearing**: (Continue Public Hearing to April 7, 2026)
Introduction of 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 not fiscal impact associated with this item at this time.

**STRATEGIC PLAN:** Community Appeal.

**BACKGROUND:** The Suisun City Planning Commission held a public hearing and voted to forward a recommendation to the City Council, by a 4-0 vote (Chair Enault absent), to adopt an ordinance amending several sections of the Suisun City Municipal Code regarding updates to Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) as required by the California Department of Housing and Community Development (HCD).

**STAFF REPORT:** Following the publication of the City Council public notice, it was determined that staff needed additional time to finalize the amendments to ensure consistency with State ADU and JADU law. Following Planning Commission, a public hearing notice was published in the Daily Republic newspaper on March 4, 2026, for the March 17, 2026, City Council hearing, however, staff would like to request a continuation of the item to a date certain of April 7, 2026, allowing staff additional time to fine tune the ordinance amendments.

**STAFF RECOMMENDATION:** Staff recommends the City Council continue the public hearing to a date certain of April 7, 2026.

**PREPARED BY:** John Kearns, Principal Planner
**REVIEWED BY:** Ricky Caperton, AICP, Development Services Dir.
**APPROVED BY:** Bret Prebula, City Manager

**ATTACHMENTS:**

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**AGENDA ITEM NO. 18.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:**

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

a. Council Adoption of Resolution No. 2026-___: Approving an Organizational Realignment and Staffing Plan Amending the Citywide Classification Plan Supporting the Organizational Realignment and Strategic Staffing Plan to Eliminate Accounting Technician, Human Resources Technician I/II and Police Commander Classifications, Amend the Management Analyst I/II, Assistant/Associate/Associate Civil/Senior Associate/Senior Associate Civil Engineer, and Police Sergeant Classifications, and Establish Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior, Senior Civil Engineer, Police Captain and Police Lieutenant 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, Human Resources Technician I/II and Police Commander and Establish Salaries for Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior, Senior Civil Engineer, Police Captain and Police Lieutenant.

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**FISCAL IMPACT:** Enhancements to the organizational structure for greater efficiency, succession planning, and expanded opportunities for staff development in six (6) functional areas: the City Manager's Office, Finance Department, Human Resources Department, Police Department, Development Services Department, and Public Works Department, would result in a total estimated fiscal impact of approximately $655,000 to $720,000 on the FY 2026/27 budget, which represents salary and benefits changes resulting from the addition, deletion, and reclassification of the various positions.

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**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 organizational realignment strengthens operational coordination across departments, improves succession planning and staff development opportunities, and aligns staffing resources with the City's strategic priorities to support effective and responsive service delivery.

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**BACKGROUND:**

This item continues the discussion from the March 3, 2026, City Council meeting regarding the proposed Organizational Realignment and Strategic Staffing Plan (Staffing Plan), which includes targeted enhancements to the organizational structure across several City departments. The proposed Staffing Plan is provided as **Attachment 3, Proposed Realignment and Staffing Plan**.

The proposed organizational realignment, shown below, 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.

**City Manager's Office (Fiscal Impact: Less than $40,000)**

- 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
- Delete one (1) Administrative Assistant II (Limited-Term)
- Delete one (1) Administrative Technician (Limited-Term)

**Finance Department (Fiscal Impact: $160,000 to $180,000)**

- Add one (1) Finance Manager (Full-Time)
- Add one (1) Senior Accountant (Full-Time)
- Delete one (1) Accountant position (Full-Time)

**Development Services Department (Fiscal Impact: Neutral to Cost Savings)**

- No position changes
- Integrate Housing Division within Development Services Department

**Human Resources Department (Fiscal Impact: Neutral to $10,000)**

- 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)

**Public Works (Fiscal Impact: $190,000 to $220,000)**

- Restore three (3) Public Works Supervisors (Full-Time)
- Freeze three (3) Senior Maintenance Workers (Full-Time)
- Add one (1) Senior Civil Engineer (Full-Time)

**Police Department (Fiscal Impact: $195,000 to $210,000)**

- Reclass one (1) Police Commander to one (1) Police Captain (Full-Time)
- Reclass one (1) Police Commander to one (1) Police Lieutenant (Full-Time)
- Add one (1) Police Lieutenant (Full-Time)
- Add one (1) Police Officer (Full-Time)
- Add one (1) Dispatcher (Full-Time)
- Add two (2) Records Clerk I/II (Full-Time)
- Freeze one (1) Police Sergeant - Detective (Full-Time)

This staff report focuses on the policy rationale for the proposed organizational realignment and explains why these adjustments are necessary to sustain current service levels, strengthen operational capacity, and position the City to effectively respond to evolving community needs. Most importantly, the proposal represents a direct implementation of the City Council–adopted Five-Year Strategic Plan (2025–2030), approved in 2025 and included for reference as **Attachment 4, Adopted Strategic Plan**

**(2025-2030)**.

As adopted by the City Council, the Strategic Plan establishes the City's vision, mission, core values, and priority goal areas, and it serves as a foundational framework to guide budgeting decisions, organizational planning, and annual staff work programs.

Consistent with this direction, the proposed Staffing Plan operationalizes the Strategic Plan by aligning departmental structures, roles, and responsibilities with the Council's adopted priorities and long-term policy objectives.

The proposal is designed to strengthen the City's ability to deliver services efficiently and effectively, advance Council policy priorities, and ensure the organization remains responsive to the needs of the community. At the same time, the plan prioritizes responsible fiscal stewardship by minimizing budgetary impacts and maximizing the use of existing resources.

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. The proposal is intended to improve coordination across departments, clarify roles and responsibilities, and enhance the City's overall operational resilience.

In addition, the plan proactively addresses key organizational priorities including succession planning, employee retention, workforce development, and expanded opportunities for professional growth among existing staff. Collectively, the proposed Staffing Plan, which is summarized below, represents a balanced and forward-looking approach to organizational management. It supports the City's long-term strategic objectives while remaining mindful of fiscal constraints and limited resources.

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.

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**STAFF REPORT:**

The Five-Year Strategic Plan was adopted by Council in February 2025, which included input from leadership, Council, employees, and the community, 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 proposed organizational realignment has been intentionally designed to address issues identified within each of these areas while maintaining fiscal responsibility and minimizing impacts on the City's budget.

Below is a list of the specific SLOT areas the proposed staffing realignment would address.

**Strengths**

- Competent and Dedicated City Staff

**Limitations**

- Lack of Succession Planning for Staff
- Lack of Public Safety Resources
- City Staffing Levels
- Homelessness and Vacant Buildings
- Slow Development

**Opportunities**

- Improve Image by Addressing Social Issues
- Enhance Public Safety

**Threats**

- Increase in Homeless Population
- Population Growth Outpacing Public Safety Services
- Leadership Disconnect
- Staffing Recruitment and Retention
- Lack of Funding for City Departments

A key benefit of the realigned structure is its support for succession planning and workforce stability. Several departments face potential retirements in the coming years, and the proposed framework creates pathways for knowledge transfer, skill development, and internal advancement. By preparing existing staff for future leadership roles, the City can reduce operational disruption, strengthen employee retention, and lower long-term recruitment costs.

The proposal also recognizes the important role that administrative and operational departments play in supporting public safety operations. While public safety services are delivered by sworn personnel, departments such as Human Resources and Finance provide critical administrative support that enables these, and other, services to function effectively. The realigned structure improves coordination among these departments and the Police Department, strengthening the City's overall capacity to maintain service levels.

The proposed structure better aligns staffing resources with the City's operational needs and strategic priorities. Through targeted adjustments, including limited new positions and appropriate position reclassifications, the refresh strengthens service delivery while remaining mindful of fiscal constraints. These changes support staff retention, expand professional development opportunities, and enhance collaboration across departments to advance the goals outlined in the City's Strategic Plan and General Plan.

The proposal includes the addition of two (2) limited-term Management Analyst positions, focused on homelessness coordination and economic development and special projects. These roles would strengthen the City's ability to track initiatives, coordinate regional partnerships, and support the development and implementation of policy and programmatic responses to homelessness, while also advancing economic development initiatives and strategic projects.

A key component of the proposal is the integration of Housing and Development Services into a unified department. Given the significant overlap between housing policy, development review, and State housing mandates, consolidating these functions improves efficiency and coordination. For a city the size of Suisun City, this integrated approach increases organizational flexibility, strengthens internal collaboration, and reduces reliance on outside consultants for housing-related reporting and compliance requirements, and community development.

A unified department also improves the City's ability to monitor compliance with State housing mandates and pursue housing development opportunities by aligning housing policy, development coordination, and program oversight within a single organizational structure. In addition, this integration enhances organizational resilience during fluctuations in development activity by allowing staff to support related functions such as entitlement processing, housing policy development, and development review.

Further, this integration mirrors that of the State which integrates Housing and Community Development at a statewide level, as evidenced by the California Department of *Housing and Community Development*, recognizing the synergy between both functions.

This flexibility helps maintain consistent customer service while reducing operational silos that can occur when closely related functions are managed separately.

Overall, the organizational realignment reflects a collaborative effort among department heads to strengthen operational effectiveness and long-term stability. Council support of the proposal would demonstrate a commitment to implementing the Strategic Plan and ensuring that City staff are well positioned to respond to evolving community needs. A stable and supported workforce contributes to improved service delivery, increased staff morale, and stronger public confidence in the City's governance and leadership.

Finally, the proposal reflects the City's commitment to responsible fiscal stewardship. Recruitment and retention challenges continue to affect many local governments, and the proposed structure addresses these challenges by creating clearer career pathways and strengthening internal advancement opportunities. By maximizing existing resources and implementing targeted organizational adjustments, the City can improve operational efficiency while minimizing budget impacts.

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.

Staff recommends proceeding with the proposed classification and organizational adjustments at this time. These updates align the City's classification structure with current operational responsibilities, strengthen supervisory reporting relationships, and ensure that key functions such as engineering oversight, payroll administration, and police command responsibilities are supported by appropriate classifications. Implementing these changes will improve operational clarity, strengthen coordination across departments, and support workforce development and succession planning.

Advancing these adjustments also supports the City Council's adopted Five-Year Strategic Plan (2025–2030), particularly the priorities related to Good Governance, workforce stability and retention, and organizational adaptability. By modernizing classification structures and aligning staffing responsibilities with operational needs, the proposed changes position the City to respond effectively to evolving community needs while maintaining efficient and accountable service delivery.

Delaying these actions would limit the City's ability to implement the organizational structure described

in this report and would prolong operational inefficiencies the realignment is intended to address. In particular, postponing the classification updates would delay improvements to supervisory reporting structures, limit opportunities for cross-training and succession planning, and continue to place certain operational responsibilities within classifications that no longer accurately reflect the work being performed. Moving forward at this time will allow the City to implement the organizational realignment in a timely and orderly manner while providing clarity to employees regarding their roles within the updated structure.

**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 proposed organizational realignment supports this mission by strengthening the operational foundation of City departments and improving coordination across key service areas.

These changes position the City to improve service delivery, enhance workforce stability, and maintain effective public safety and community development operations.

One of the Strategic Plan's core values is Adaptability. The proposed realignment reflects this value by recognizing the evolving needs of the community and adjusting the City's organizational structure accordingly. By aligning staffing resources with strategic priorities, the proposal demonstrates the City's commitment to responsive governance and effective service delivery. Below are summaries and justifications for the proposed changes.

The organizational realignment also requires several updates to the City's classification plan and salary schedule to ensure the City's personnel framework accurately reflects the revised structure and reporting relationships.

**Classification and Compensation Actions Supporting Organizational Realignment**

In addition to the proposed organizational realignment, several administrative updates to the City's classification plan and salary schedule would also be required. These updates would ensure that the City's classification structure accurately reflects the revised organizational framework and provides clear career pathways for employees while maintaining consistency with the City's compensation practices.

<u>Management Analyst I/II (Minimum Qualification Update)</u>

The Management Analyst I/II classification specification will be amended to clarify the minimum qualifications required for appointment and to allow for the substitution of additional directly related experience in lieu of a portion of the education requirement. The revised language also clarifies the amount of qualifying experience required for appointment at the entry level of the classification series.

These updates recognize that many candidates develop strong analytical and administrative skills through professional experience in government or related fields. Allowing a substitution between education and experience broadens the pool of qualified candidates while still ensuring that incumbents possess the knowledge and abilities necessary to perform the work. The change also supports workforce

development by creating a clearer pathway for internal advancement into analyst-level positions.

Human Resources Technician I/II (Classification Deletion)

The existing Human Resources Technician I and II classifications will be deleted from the City's classification plan. These classifications will be replaced by the new Human Resources/Payroll Technician classification series described below. This change reflects the operational alignment of payroll administration within the Human Resources Department and the City's desire to cross-train staff across related functional areas.

Accounting Technician (Establish Accounting Technician I/II Series)

The existing Accounting Technician classification will be amended to establish an Accounting Technician I/II classification series. The revised series provides a broader financial technical support classification for use within the Finance Department in the future and creates a clear progression between entry-level and journey-level positions.

The Accounting Technician classification series will remain represented by the Suisun City Employees Association (SCEA/SEIU). The salary for Accounting Technician II will remain consistent with the current Accounting Technician salary, which is approximately $6,938 per month.

The salary for Accounting Technician I will be set at approximately ten percent (10%) below the journey level, at $6,307 per month, consistent with the City's standard salary differential between classification levels.

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

The organizational realignment includes the establishment of 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. This classification series will be flexibly staffed and designated as confidential and unrepresented due to the incumbents' access to information related to employer-employee relations.

Benefits for employees in this classification will be aligned with those provided to employees represented by SCEA/SEIU, and incumbents will continue to be eligible for the three percent (3%) confidential pay premium currently received.

The creation of this hybrid classification supports the recent administrative alignment of payroll functions within the Human Resources Department and provides several operational benefits. Payroll administration is closely tied to Human Resources functions including employee appointments, compensation adjustments, benefits administration, and interpretation of labor agreements. Historically, payroll responsibilities have largely been concentrated within a single position, which limits opportunities for cross-training and creates operational vulnerability should that position become unavailable.

Establishing a hybrid classification allows staff to develop proficiency in both human resources and payroll functions, improving operational redundancy, strengthening internal controls, and ensuring continuity of this mission-critical operation.

The structure also supports succession planning and employee development by creating additional opportunities for cross-training within the administrative services team.

Salary ranges for the classification series will align with the City's existing compensation framework. The salary for Human Resources/Payroll Technician II will remain consistent with the current Human Resources Technician II salary at approximately $6,938 per month. The salary for Human Resources/Payroll Technician I will be set at approximately ten percent (10%) below the journey level, at $6,307 per month, consistent with the prior Human Resources Technician I salary structure. The salary for Senior Human Resources/Payroll Technician will be set at approximately ten percent (10%) above the journey level, or approximately $7,641 per month, consistent with the City's standard salary differentials between classification levels.

Assistant/Associate/Associate Civil/Senior Associate/Senior Associate Civil Engineer (Classification Update)

The classification specification for the Assistant Engineer / Associate Engineer / Associate Civil Engineer / Senior Associate Engineer / Senior Associate Civil Engineer series will be amended to clarify licensing requirements and associated title designations. Under the revised specification, incumbents in the Associate Engineer and Senior Associate Engineer classifications will be required to obtain a California Civil Engineer license within one year of appointment. Upon obtaining their Civil Engineer license, their titles would reflect their license as Associate Civil Engineer and Senior Associate Civil Engineer.

Upon obtaining their Civil Engineer license, incumbents' working titles will be updated to Associate Civil Engineer and Senior Associate Civil Engineer, respectively, to reflect their professional licensure.

This update aligns the City's classification structure with standard industry practice for professional engineering classifications and ensures that employees performing higher-level engineering responsibilities possess the appropriate professional credentials. These revisions are administrative in nature and do not include any changes to the existing salary ranges for the classifications within this series.

Senior Civil Engineer (New Classification)

The proposal also establishes the classification of Senior Civil Engineer within the Development Services Department. This position will provide advanced professional engineering expertise and support project oversight, infrastructure planning, and technical review functions.

The classification will be represented by the Suisun City Mid-Management and Professional Employees Association (SCMPEA). The salary for the classification will be set at approximately ten percent (10%) above the Senior Associate Engineer salary, at $12,019 per month, consistent with the City's compensation practices for classification progression.

Police Department Command Staff (Reorganization)

The Police Department organizational structure will also be updated to establish clearer command hierarchy and operational oversight. The current structure includes two Commander positions reporting directly to the Police Chief. The revised structure will establish a Police Captain position that serves as the clear second-in-command within the department.

Under the revised structure, the Police Captain will report directly to the Police Chief, and two Police Lieutenant positions will report to the Captain.

The Police Captain classification will be designated as an unrepresented senior management

classification, with compensation and benefits aligned with those provided to employees represented by SCMPEA. The salary for the Police Captain classification will be set at approximately $17,548 per month, which reflects approximately ninety percent (90%) of the market median based on a salary survey of comparable agencies completed in September 2025. This salary level also incorporates the 2.5% cost-of-living adjustment provided to City employees in January 2026.

The Police Lieutenant classification will be represented by SCMPEA, with a salary set at approximately $14,863 per month, which reflects approximately ninety percent (90%) of the market median based on a salary survey of comparable agencies completed in September 2025, and includes the 2.5% cost-of-living adjustment provided to City employees in January 2026.

Elimination of the Commander Classification and Y-Rated Salary Adjustment

As part of the Police Department reorganization, the existing Commander classification will be eliminated. One incumbent will be reclassified to the new Police Captain classification, and the second incumbent will be reclassified to Police Lieutenant.

Because the current Commander salary exceeds the salary range established for Police Lieutenant, a Y-rated salary will be implemented for the affected incumbent. A Y-rate is a common public-sector compensation practice used when an employee's salary exceeds the established salary range for a classification following a reclassification or organizational change.

Under a Y-rated salary structure, the employee's current salary is temporarily maintained above the established salary range to prevent an immediate reduction in pay. In this case, the incumbent's salary will remain at the current Commander rate, including the 2.5% cost-of-living adjustment scheduled for July 2026. After that adjustment, the salary will be frozen until the salary range for the Police Lieutenant classification increases to a level that equals or exceeds the incumbent's Y-rated salary.

This approach ensures that the City can implement the new command structure while maintaining fairness and consistency in compensation practices and avoiding any immediate reduction in pay for the affected employee.

Police Sergeant (Classification Specification Amendment)

The Police Sergeant classification specification will be amended to reflect the updated command reporting structure within the Police Department. Under the revised structure, Sergeants will report to the Police Lieutenant classification, which in turn reports to the Police Captain.

The amendment also updates the minimum qualifications for the classification to allow substitution of additional directly related experience in lieu of a portion of the education requirement. This change recognizes that many sworn personnel develop supervisory and leadership competencies through professional law enforcement experience and training.

These revisions are administrative in nature and are intended to align the classification specification with the department's updated organizational structure while maintaining flexibility in recruitment and promotional opportunities. No changes to the salary range for the Police Sergeant classification are proposed as part of this action.

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**STAFF RECOMMENDATION:** Staff recommends that the City Council approve the proposed realignment and strategic staffing plan, including the updates to the citywide classification plan and

salary scheduled supporting the organizational realignment.

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**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2026-___: Approving an Organizational Realignment and Staffing Plan Amending the Citywide Classification Plan Supporting the Organizational Realignment and Strategic Staffing Plan to Eliminate Accounting Technician, Human Resources Technician I/II and Police Commander Classifications, Amend the Management Analyst I/II, Assistant/Associate/Associate Civil/Senior Associate/Senior Associate Civil Engineer, and Police Sergeant Classifications, and Establish Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior, Senior Civil Engineer, Police Captain and Police Lieutenant Classifications.
    a. Organizational Realignment and Strategic Staffing Plan (March 2026)
    b. Management Analyst I/II Class Specification – Amended
    c. Accounting Technician I/II Class Specification – Amended
    d. Human Resources/Payroll Technician I/II/Senior Class Specification – New
    e. Assistant/Associate/Associate Civil/Senior Associate/Senior Associate Civil Engineer Class Specification – Amended
    f. Senior Civil Engineer Class Specification – New
    g. Police Captain Class Specification – New
    h. Police Lieutenant Class Specification – New
    i. Police Sergeant Class Specification – Amended
2. Council Adoption of Resolution No. 2026-___: Amending the Citywide Salary Schedule to Support the Organizational Realignment and Strategic Staffing Plan to Eliminate Accounting Technician, Human Resources Technician I/II and Police Commander and Establish Salaries for Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior, Senior Civil Engineer, Police Captain and Police Lieutenant.
    a. Citywide Salary Schedule
3. Proposed Realignment and Staffing Plan
4. Adopted Strategic Plan (2025-2030)
5. PowerPoint

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**PREPARED BY:** Ricky Caperton, Development Services Director

**REVIEWED BY:** Ricky Caperton, AICP, Development Services Director

**APPROVED BY:** Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Organizational Realignment ATCH 1 CC RESO No. 2026-XX (Realignment and Staffing Plan & Classifications).docx
1a. Management Analyst I-II redline
1b. Accounting Technician I-II redline
1c. HR Payroll Technician I-II-Senior new
1d. Asst Associ Assoc Civil Sr.Assoc Sr. Assoc Civil Engineer redline
1e. Senior Civil Engineer new
1f. Police Captain new
1g. Police Lieutenant new
1h. Police Sergeant redline
2. Organizational Realignment ATCH 2 CC RESO No. 2026-XX (Salary Schedule).docx

2a. Citywide Salary Schedule 3.17.2026
3. Organizational Realignment ATCH 3 Proposed Realignment and Staffing Plan.pdf
4. Organizational Realignment ATCH 4 Adopted Strategic Plan (2025-2030).pdf
5. Presentation - Mid Year Reorganization Presentation.pdf
.

# ATTACHMENT 1

## RESOLUTION NO. 2026 -___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING AN ORGANIZATIONAL REALIGNMENT AND STAFFING PLAN AMENDING THE CITYWIDE CLASSIFICATION PLAN SUPPORTING THE ORGANIZATIONAL REALIGNMENT AND STRATEGIC STAFFING PLAN TO ELIMINATE ACCOUNTING TECHNICIAN, HUMAN RESOURCES TECHNICIAN I/II AND POLICE COMMANDER CLASSIFICATIONS, AMEND THE MANAGEMENT ANALYST I/II, ASSISTANT/ASSOCIATE/ASSOCIATE CIVIL/SENIOR ASSOCIATE/SENIOR ASSOCIATE CIVIL ENGINEER, AND POLICE SERGEANT CLASSIFICATIONS, AND ESTABLISH ACCOUNTING TECHNICIAN I/II, HUMAN RESOURCES/PAYROLL TECHNICIAN I/II/SENIOR, SENIOR CIVIL ENGINEER, POLICE CAPTAIN AND POLICE LIEUTENANT 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 Accounting Technician classification will be amended to establish an Accounting Technician I/II classification series providing broader financial technical support within the Finance Department; 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; and

**WHEREAS**, the classification specifications for the Assistant Engineer / Associate Engineer / Associate Civil Engineer / Senior Associate Engineer / Senior Associate Civil Engineer series will be amended to clarify professional licensing requirements, including requiring incumbents in the Associate Engineer classification to obtain a California Civil Engineer license within one year of appointment and requiring incumbents in the Senior Associate Engineer classification to possess a California Civil Engineer license at the time of appointment; and

**WHEREAS**, the City will establish a Senior Civil Engineer classification to support advanced engineering oversight and infrastructure planning; and

**WHEREAS**, the City will establish the classifications of Police Captain and Police Lieutenant as part of the Police Department command structure reorganization and eliminate the Commander classification; and

**WHEREAS**, the classification specification for Police Sergeant will be amended to reflect the updated reporting relationships within the Police Department command structure and to update the minimum qualifications to allow substitution of additional directly related experience for a portion of the education requirement.

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

1. That the City Council hereby approves the Organizational Realignment and Strategic Staffing Plan (March 2026) included as Attachment 3 to the March 17, 2026, City Council hearing staff report, and included as Exhibit A to this Resolution, as well as described in the accompanying staff report.

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. 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.

4. 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.

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. Engineering Classification Updates – The classification specification for the Assistant Engineer / Associate Engineer / Associate Civil Engineer / Senior Associate Engineer / Senior Associate Civil Engineer series is hereby amended to clarify professional licensing requirements. Incumbents appointed to the Associate Engineer classification shall obtain a California Civil Engineer license within one year of appointment. Incumbents appointed to the Senior Associate Engineer classification shall possess the license at the time of appointment. Upon obtaining or possessing licensure, incumbents may utilize the titles Associate Civil Engineer or Senior Associate Engineer respectively. These classifications shall remain represented by the Suisun City Mid-Management and Professional Employees Association (SCMPEA).

7. Establishment of Senior Civil Engineer – The classification of Senior Civil Engineer is hereby established within the Citywide Classification Plan. The Senior Civil Engineer classification shall be represented by SCMPEA and shall be subject to the compensation and benefit provisions contained within the applicable Memorandum of Understanding between the City and SCMPEA.

8. Establishment of Police Captain – The classification of Police Captain is hereby established. The Police Captain classification shall be designated as an unrepresented senior management

classification, with compensation and benefits aligned with those provided to employees represented by SCMPEA, except where otherwise specified by City policy or resolution for senior management employees.

9. Establishment of Police Lieutenant – The classification of Police Lieutenant is hereby established. The Police Lieutenant classification shall be represented by SCMPEA and subject to the terms and conditions contained within the applicable Memorandum of Understanding.

10. Amendment of Police Sergeant Classification – The classification specification for Police Sergeant is hereby amended to reflect the updated command structure reporting relationships and to revise the minimum qualifications to allow substitution of directly related experience in lieu of a portion of the education requirement. The Police Sergeant classification shall remain represented by the Suisun City Police Officers' Association (SCPOA) and shall continue to be subject to the compensation and benefit provisions contained within the applicable Memorandum of Understanding.

11. Elimination of Commander Classification – The classification of Commander is hereby eliminated from the Citywide Classification Plan as part of the Police Department organizational restructuring.

12. Reclassification of Incumbents and Y-Rated Salary – As part of the Police Department command staff reorganization, the existing Commander positions will be reclassified to the classifications of Police Captain and Police Lieutenant, respectively. In the event that the salary of the incumbent reclassified to the Police Lieutenant classification exceeds the established salary range for that classification, the incumbent's salary shall be designated as a Y-rated salary. A Y-rated salary is an administrative compensation mechanism commonly used in public agencies when an employee's salary exceeds the salary range for a classification following a reclassification or organizational change. Under this structure, the employee's salary will be maintained at the incumbent's current rate of pay, including the 2.5 percent (2.5%) cost-of-living adjustment scheduled for July 2026, to avoid any immediate reduction

in compensation. After that adjustment is applied, the employee's salary shall be frozen at that level until such time as the salary range for the Police Lieutenant classification equals or exceeds the incumbent's salary, at which time the Y-rate designation shall be removed.

13. 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 immediately upon 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 17th day of March 2026, by the following vote:

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

**WITNESS** my hand and the seal of said City this 17th day of March 2026.

_____
Anita Skinner
City Clerk

# ATTACHMENT 1

**EXHIBIT(S):**

A. Organizational Realignment and Strategic Staffing Plan (March 2026)

B. Management Analyst I/II Class Specification – Amended

C. Accounting Technician I/II Class Specification – Amended

D. Human Resources/Payroll Technician I/II/Senior Class Specification – New

E. Assistant/Associate/Associate Civil/Senior Associate/Senior Associate Civil Engineer Class Specification – Amended

F. Senior Civil Engineer Class Specification – New

G. Police Captain Class Specification – New

H. Police Lieutenant Class Specification – New

I. Police Sergeant Class Specification – Amended

# 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.

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.

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 | 3/17/2026 – Reso: 2026-__<br>*Updated MQ's to allow for substitution of education for experience and corrected years of experience for entry level.* |

# 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 ~~general~~ supervision of assigned supervisory or management staff, performs variety of complex and specialized technical, para-professional level accounting duties ~~technical accounting work~~ in the preparation, maintenance, and processing of~~–~~ accounts payable, accounts receivable, business licenses, customer service, purchasing, cash handling and utility billing~~accounting records and financial transactions~~; ~~prepares and processes the City payroll and various fiscal reports; verifies, balances and adjusts accounts and journal entries; provides information and assistance to employees and City departments; performs a variety of tasks relative to assigned area of responsibility. p~~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 ~~within this class~~at this level are distinguished from the Accounting Technician I ~~Clerk I/II/III~~ by the performance of the full range of technical accounting support duties as assigned including preparing reports related to area of assignment ~~such as payroll and supporting financial reporting~~, and the more complex accounting clerical functions. Employees at this level receive only occasional instruction or assistance as new or unusual situations ~~arise, and~~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~~s~~ 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.

~~1. Performs a range of technical and complex accounting clerical duties in support of the payroll function; 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.~~

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.

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.

~~2.~~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.~~Balances spreadsheets and payroll reports; processes status changes and calculates wage assignments.~~

~~3.~~ Performs a full range of customer service duties; responds to questions and concerns from operating departments and the public regarding area of assignment; ~~Processes payroll checks through financial accounting system; prepares payments for third party vendors; responds to employee questions related to timesheets or use of paid leave.~~

~~4. Prepares and processes the City payroll; verifies and processes time sheets; prepares related reports and journal entries; reconciles daily counter cash revenue.~~

7. ~~Performs a full range of customer service duties;~~ 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.

~~5.~~9. Works with City Water staff and other utility staff to resolve customer inquiries.

~~6. Calculates payments required for deferred compensation, wage garnishments, and PERS contributions.~~

~~7. Performs a range of technical and clerical accounting duties; verifies department timesheets for accuracy and completeness; completes, reconciles, and balances payroll; calculates overtime for hourly employees; tracks PERS eligibility and leave balances.~~

~~8. 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.~~

~~9.~~10. Performs the full range of Account Clerk I/II/III duties on a relief or support basis; may perform a variety of general office support functions including typing, record keeping, proofreading, forms generation, and preparation of periodic and special.

~~10. May provide lead supervision of accounting clerical staff.~~

~~11. Performs related duties as required.~~

## QUALIFICATIONS

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

### Knowledge of:

Operations, services, and activities of 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.
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:**

One year of full-time work experience equivalent to that of Account Clerk III in the City of Suisun.

### Accounting Technician II

**Education/Training:**

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

**Experience:**

~~Three years 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 is 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 |
| Amended | 3/17/2026 – Reso: 2026-__ *Establish Accounting Technician I/II* |

# 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.

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,

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

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*

*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 | March 17, 2026 Reso: 2026 - __ |

# ASSISTANT ENGINEER
# ASSOCIATE ENGINEER/ASSOCIATE CIVIL ENGINEER
# SENIOR ASSOCIATE ENGINEER/SENIOR ASSOCIATE CIVIL ENGINEER

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

## SUMMARY DESCRIPTION

Under direct supervision (Assistant Engineer), general supervision (Associate Engineer), or direction (Senior Associate Engineer), performs professional civil and traffic engineering duties including the design, evaluation and construction of street, traffic controls, landscaping, parks, storm drains, sewer, and other public work projects; reviews engineering reports, drawings, specifications and calculations for buildings, structures, streets, sewers and other public works facilities to ensure compliance with current industry practices, codes, regulations and ordinances; and responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.

## IDENTIFYING CHARACTERISTICS

**Assistant Engineer** – This is the entry-level class in the professional Engineer series performing routine and less complex engineering duties while learning and performing routine professional and technical engineering work. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Associate Engineer level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee is expected to perform with increasing independence and responsibility. Advancement to the "Associate" level is based on demonstrated proficiency in performing the full range of assigned duties, the completion of the minimum experience and education requirements for the "Associate" level and is at the discretion of higher level supervisory or management staff.

**Associate Engineer/Associate Civil Engineer** – This is the full journey-level class within the professional Engineer series. Employees within this class are distinguished from the Assistant Engineer by the performance of the full range of duties as assigned. Incumbents perform complex engineering assignments requiring considerable knowledge of various aspects of civil engineering including land development, planning, design standards and regulations, construction, and maintenance. 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. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Positions in this class are flexibly staffed and are generally filled by advancement from the Assistant Engineer level, or when filled from the outside, require prior experience. Advancement to the "Associate" level is based on management judgment and/or certification/testing that validates the performance of the full range of job duties.

Incumbents appointed to the Associate Engineer classification are required to obtain a California Civil Engineer license within one (1) year of appointment. Upon obtaining the license, the incumbent's title will be designated as Associate Civil Engineer. This designation reflects professional licensure.

**Senior Associate Engineer/Senior Associate Civil Engineer** - This is the advanced journey-level class within the professional Engineer series. Employees within this class are distinguished from the Assistant Engineer and the Associate Engineer within the series by the level of responsibility assumed and the complexity of duties assigned. 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 within the

work unit. Incumbents oversee and participate in the more complex and difficult work in support of the City's engineering services and activities and serve as project manager on complex public works and capital projects. Positions in this class are flexibly staffed and are generally filled by advancement from the Associate Engineer level, or when filled from the outside, require prior experience. Advancement to the "Senior Associate" level is based on management judgment and/or certification/testing that validates the performance of the full range of job duties.

Incumbents in the Senior Associate Engineer classification are required to possess a valid California Civil Engineer license at the time of appointment. Employees who possess this license may utilize the title Senior Associate Civil Engineer, which reflects professional licensure.

## 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.*

### Assistant Engineer/Associate Engineer:

*Duties for the Associate Engineer are performed at the journey level.*

1. Performs professional level engineering duties in support of the City's engineering services and activities including design and construction programs for City streets, lighting, storm drainage, sewers, traffic, parks, and landscape.

2. Prepares designs and specifications for assigned projects; develops engineering drawings, construction plans, specifications, contract documents, bid documents, calculations, and cost estimates for proposed projects; researches project design requirements; prepares estimates of time and material costs.

3. Performs plan check, review and processing of plans and specifications for projects affecting City streets, lighting, storm drainage, sewers, traffic, parks, and landscape; interprets the application of design criteria; ensures compliance with professional and City standards and practices; coordinates reviews with other departments and agencies.

4. Participates in the issuance of various construction permits including encroachment, transportation, and grading permits.

5. Assists higher level engineers on large and complex public works construction projects or acts as a project management engineer on assigned construction projects; administers project from inception to completion including design, review, public meetings, bidding and construction; develops scope of work; serves as liaison to City staff, developers, engineers, consultants, the general public and external agencies on proposed development projects; develops project timelines and sets priorities; assigns work tasks and oversees the services of consultant staff.

6. Interprets, plots, and supervises field survey data; reviews laboratory tests of construction materials; investigates field conditions related to public improvements, public utilities, and traffic safety operations; investigates field problems affecting property owners, contractors, and maintenance operations; works with public or private contractors on public improvements.

7. Administers design and construction contracts; maintains logs and tracks bond expiration dates; prepares project and budget reports; collects all required inspection approvals; prepares staff reports for Council; prepares daily progress and final reports and prepares documentation associated bonds; prepares and maintains detail project records and plans; negotiates change orders, authorizes payment of invoices.

8. Administers and enforces City codes and standards on engineering projects; addresses and responds to citizen concerns related to engineering problems.

9. Prepares a variety of engineering reports, studies, and technical documentation; utilizes specialized engineering applications, databases, programs, and graphics.

10. As assigned, performs surveys and analyses of traffic conditions, traffic volume, accidents, traffic hazards, parking, signing, and signal coordination; participates in planning of improvements and makes recommendations concerning street lighting, parking leading zones, and on- and off-street parking.

11. Responds to questions and inquiries from the public, developers, contractors, engineering professionals and City staff regarding engineering and development projects.

12. Prepares special engineering studies and reports.

13. As assigned assists in overseeing public works inspectors; reviews and approves inspection reports as necessary; resolves conflicts between developers, contractors, and City inspectors.

14. Assists in the design and development of public works structures and the preparation of project specifications; consults with contractors; reviews plans submitted by consultants and developers to ensure conformity with established standards and regulations; assists in providing advice and instruction to subordinates on design standards and problems from the planning phase to completion of the project; prepares, reviews, and recommends change orders.

15. Prepares and provides complex engineering reports, correspondence, staff reports, ordinances and resolutions to the City Manager, City Council, committees, City departments, outside agencies, and the public; develops and reports statistics; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries and investigates complaints concerning engineering problems.

16. Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments and divisions, and outside agencies.

17. Serves as liaison for assigned section with other departments, divisions, and outside agencies; responds to and resolves issues and concerns related to assigned area of responsibility.

18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering.

19. Performs related duties as required

**Senior Associate Engineer:**

1. Plans, trains, and reviews the work of assigned staff and/or consultants responsible for performing professional and technical level engineering and inspection duties in support of engineering services and activities.

2. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, polices, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.

3. Prepares various grant applications; administers state and federal grants.

4. Verifies the work of assigned staff and/or consultants for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.

5. Prepares and evaluates requests for proposals (RFPs) relating to projects requiring contract engineering work; participates in the review and selection of consultants; reviews plans, and other documents prepared by consulting/engineering firms and evaluates their performance; ensures plan check comments are in accordance with engineering practices and city requirements; advises regarding construction contract modifications and negotiates contract changes.

6. Oversees and participates in reviewing preliminary plans for future projects as necessary.

7. Oversees and participates in preparing designs and specifications for assigned projects in streets, lighting, storm drainage, right-of-way, traffic, landscape, structures, and related areas; develops engineering drawings, construction plans, specifications, contract documents, bid documents, calculations, and cost estimates for proposed projects; researches project design requirements; prepares estimates of time and material costs.

8. Serves as a project manager for a wide variety of public works projects.

9. Participates in complex projects during construction; conducts or oversees field inspections of construction sites to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards; meets with contractors to resolve items of non-compliance; negotiates change orders; makes corrections or revisions to plans and provides input on conditions of approval; reviews and approves pay estimates; prepares project close-out documents.

10. Prepares and reviews legal descriptions and maps.

11. Oversees and participates in performing plan check, review, and processing of plans and specifications for land development projects affecting City grading, streets, lighting, storm drainage, rights-of-way, traffic, and related areas; ensures compliance with professional and City standards and practices; provides information and investigates complaints and service requests; coordinates reviews with other departments and agencies.

12. Oversees and participates in preparing Conditions of Development for various land development projects.

13. Reviews environmental assessments, environmental impact reports, tract and parcel maps, variances and conditional use permits to ensure compliance with appropriate engineering regulations.

14. Participates in acquiring permits from regulatory agencies and acquiring state and federal funding.

15. Responds to questions and inquiries from the public, developers, contractors, engineering professionals, and city staff regarding engineering and development projects.

16. Oversees and participates in preparing a variety of engineering environmental, studies, and technical documentation and correspondence related to engineering projects and other specialized studies.

17. Coordinates assigned activities with consultants, engineers, developers, contractors, other city departments and divisions, and outside agencies.

18. Identifies, secures, and administers outside funding for projects.

19. Attends and participates in professional group meetings; attends and makes presentations to committe es and commissions; stays abreast of new trends and innovations in the field of engineering design and construction management.

## QUALIFICATIONS

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

### Knowledge of:

Operations, services, and activities of a municipal engineering design and construction program.
Modern and complex principles and practices of civil engineering.
Principles and practices of traffic engineering.
Structural, street, and highway design principles.
Scientific and mathematical principles as applied to civil engineering work.
Principles and practices of project management and administration.
Methods and techniques of contract negotiations and administration.
Principles and practices of project budget preparation and control.
Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects.
Mechanics and properties of materials.
Methods and techniques of engineering plan review and analysis.
Methods and techniques of conducting site and field investigation.
Principles and practices of field surveying including topographic and construction surveying.
Drafting methods, techniques, and equipment including those used in computer aided drafting.
Engineering maps and records.
Recent developments, current literature, and sources of information related to innovations and trends in civil and traffic engineering design and development.
Principles and practices of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
Principles and practices of geographic information systems programs.
Occupational health and safety standards.
Pertinent federal, state, and local codes, laws, and regulations.

### Ability to:

Perform professional engineering duties involved in the design, development, and construction management of a variety of capital improvement projects.
Serve as the project manager on one or more Capital Improvement Projects.
Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
Perform engineering computations and calculations.
Analyze and evaluate design drawings and specifications.
Prepare and manage project budgets.
Negotiate with citizens, property owners, businesses, and other agencies.
Maintain detailed project management records and documentation.
Prepare clear and concise administrative and technical reports.

Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
Interpret, explain, and enforce department policies and procedures.
Administer programs involving Federal, state, and local grants.
Safely and effectively operate engineering tools and equipment.
Respond to questions and inquiries from a variety of sources regarding engineering and development projects.
Research, review, update, and revise existing ordinances, policies, and design standards.
Conduct analytical traffic studies accurately and reliably.
Coordinate activities with internal and external agencies and committees.
Use and care for engineering, surveying, and drafting instruments and equipment.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

*In addition to the above knowledge and abilities, the Senior Associate Engineer may be required to possess the following knowledge and abilities:*

**Knowledge of:**
Principles and practices of supervision and training.

**Ability to:**
Effectively oversee and act as a project manager on a wide variety of public works projects.
Provide leadership; schedule, assign, direct, train and/or evaluate the work of staff and/or consultants.
Assign projects, organize work, set priorities, and exercise independent judgment.
Manage day-to-day activities of planning activities.

**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:*

**Assistant Engineer**

**Education/Training:**
A Bachelor's degree from an accredited college or university with major course work in civil engineering or related field.

**Experience:**
Some professional engineering experience is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Class C Driver's License.

Possession of a valid certificate of registration as an Engineer-in-Training, issued by the California State Board of Registration for Civil and Professional Engineers is desirable.

**Associate Engineer/Associate Civil Engineer**

**Education/Training:**
A Bachelor's degree from an accredited college or university with major course work in civil engineering or related field.

**Experience:**

Two years of increasingly responsible professional engineering experience comparable to an Assistant Engineer with the City of Suisun City.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate California Class C Driver's License.

Possession of a valid Engineer in Training Certificate; registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers is required within one year of employment, in order to successfully pass the probationary period.

**Senior Associate Engineer/Senior Associate Civil Engineer**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering or related field.

**Experience:**

Four years of increasingly responsible professional engineering experience comparable to an Associate Engineer with the City of Suisun City;

**OR** Six years of professional engineering experience in the public works environment.

Experience performing contract administration, plan review, and coordination of funding sources is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate California Class C Driver's License.

Possession of a valid Engineer in Training Certificate.

Registration in good standing as a Professional Civil Engineer in the State of California.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

**Environment:** Standard office setting with some travel to conduct site investigations; occasional exposure to outside weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; 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.

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|---|---|
| FLSA | Exempt |
| Bargaining Unit | SCMPEA |
| Established | October 2006 – Johnson & Associates __ |
| Amended | March 2022 – CPS-HR: Add Senior Associate Engineer |
| Amended | 3/17/2026 – Reso: 2026-__ |

# SENIOR CIVIL ENGINEER

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

## SUMMARY DESCRIPTION

Under general direction, performs complex civil engineering work in the design, construction, inspection, and maintenance of public works facilities, including sanitary sewers, streets, storm drains, traffic controls, landscaping, parks, and other public improvements; reviews private development plans and projects; performs inspections and approval of permits for public and private improvements and facilities; provides support to the Director of Public Works.

## IDENTIFYING CHARACTERISTICS

This is a single position, management-level class responsible for performing and overseeing the City's most complex professional engineering, design, and management functions requiring a thorough knowledge of civil engineering principles and practices and associated federal, state, and City codes and regulations. The employee in this class is expected to exercise discretion in assisting in the development of and in applying policies and procedures to resolve organizational and service delivery problems and in ensuring that assigned projects and activities are completed in a timely and efficient manner. This class is distinguished from the Senior Associate Engineer by the requirement for possession of a Professional Civil Engineering Certification in the State of California and possession of significant professional municipal engineering 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 and oversees professional-level engineering services and activities including design and construction programs for City streets, lighting, storm drainage, sewers, traffic, parks, and landscape.

2. Prepares designs and specifications for projects; develops engineering drawings, construction plans, specifications, contract documents, bid documents, calculations, and cost estimates for proposed projects; researches project design requirements; prepares estimates of time and material costs.

3. Performs plan check, review and processing of plans and specifications for projects affecting City streets, lighting, storm drainage, sewers, traffic, parks, and landscape; interprets the application of design criteria; ensures compliance with professional and City standards and practices; coordinates reviews with other departments and agencies.

4. Conducts inspections of private and public work within the City right-of-way or property to ensure compliance with plans, codes, and construction standards; assists in code enforcement activities.

5. Performs development review activities to ensure compliance with the California Subdivision Map Act, grading, drainage, traffic, sewer, and roadway issues.

6. Prepares engineering plans, specifications and estimates for the construction and maintenance of sanitary sewers, streets, storm drains and other structures; checks plans and specifications for accuracy

and completeness; makes suggestions for revisions and improvements; prepares preliminary and final cost estimates.

7. Administers assigned construction projects; ensures that projects comply with adopted specifications, plans and standards; reviews, approves, and monitors project schedules and budgets; coordinates a variety of construction activities.

8. Interprets plans and specifications and renders decisions regarding construction methods, design changes, and cost analyses.

9. Participates in the implementation of the City's traffic and transportation engineering programs; prepares and revises plans and specifications for traffic related projects; prepares special studies and reports and coordinates major projects.

10. Maintains and updates a variety of maps and records, including City street maps, utility system maps, lot and block maps, and various index maps in GIS; assists in the development and maintenance of the record keeping and filing systems.

11. Ensures and enforces conformance with State, Federal, and local standards, codes, regulations and ordinances; researches publications and industry information sources.

12. Receives, reviews, prepares and processes various reports and records including cost estimates, contract and bid documents, technical studies/reports, requests for Proposals, work orders, performance evaluations, City Council agenda reports, commission reports, charts, correspondence, plans, drawings, specifications, billings, invoices, payment requests, insurance forms, legal notices, preliminary/stop notices, engineering calculations, cost estimates, bonds and fees.

~~13.~~ Interacts and communicates with a variety of individuals and groups including management, clerical staff, other departments and employees, contractors, consultants, engineers, developers, other governmental agencies and the general public; provides public assistance at the counter and over the telephone; and responds to and resolves public inquiries and complaints.

14. Interfaces with the public and contractors in connection with City projects; acts as a technical resource and resident engineer on City construction projects, recommending field changes as necessary.

15. Coordinates and conducts pre-bid and pre-construction meetings; attends pre-design, post-design contractor/agency liaison meetings, staff meetings, and City Council meetings as assigned.

16. Interfaces with Public Works maintenance services regarding repair and/or modification of City infrastructure.

17. Provides staff assistance to the Public Works Director, City Manager and City Council; participates in the development and implementation of goals, objectives, policies, and priorities for the department; participates in the preparation and administration of the department budget; prepares and presents staff reports and other necessary correspondence.

18. Participates in inter-agency meetings, enrolls in courses, and reviews engineering publications in order to stay informed of recent developments in the engineering field.

19. Staffs a variety of City commissions, boards, and committees on public works, utility matters, and traffic and transportation issues.

20. Searches, inquires and applies for and/or administers Federal and/or State grants.

## 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:

Complex civil engineering principles and techniques, policies and procedures, principles of advanced mathematics, mechanics and applicable laws and regulatory codes as applied to municipal engineering projects.
Operations, services, and activities of a municipal engineering design and construction program.
Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal public works improvements.
Recent developments and sources of information on municipal engineering.
Pertinent Federal, State, and local laws, codes, and regulations.
Principles and practices of traffic engineering.
Structural, street, and highway design principles.
Principles and practices of project management and administration.
Methods and techniques of contract negotiations and administration.
Principles and practices of project budget preparation and control.
Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects.
Methods and techniques of engineering plan review and analysis.
Methods and techniques of conducting site and field investigation.
Principles and practices of field surveying including topographic and construction surveying.
Drafting methods, techniques, and equipment including those used in computer aided drafting.
Recent developments, current literature, and sources of information related to innovations and trends in civil and traffic engineering design and development.
Principles and practices of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
Principles and practices of geographic information systems programs.
Occupational health and safety standards.
Pertinent federal, state, and local codes, laws, and regulations.

### Ability to:

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations in support of goals; analyze and assist in developing policies related to engineering.
Respond to issues, concerns, and needs raised by the community, Director of Public Works, City Manager and City Council.
Serve as the project manager on one or more Capital Improvement Projects.
Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
Perform engineering computations and calculations.
Analyze and evaluate design drawings and specifications.
Prepare and manage project budgets.
Maintain detailed project management records and documentation and prepare clear and concise administrative, technical, and financial reports.
Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.

Interpret, explain, and enforce department policies and procedures.
Administer programs involving Federal, state, and local grants.
Safely and effectively operate engineering tools and equipment.
Respond to questions and inquiries from a variety of sources regarding engineering and development projects.
Research, review, update, and revise existing ordinances, policies, and design standards.
Conduct analytical traffic studies accurately and reliably.
Coordinate activities with internal and external agencies and committees.
Use and care for engineering, surveying, and drafting instruments and equipment.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**Experience:**

Six (6) years of responsible civil engineering experience; supervisory experience is desirable.

**License or Certificate:**

Professional Civil Engineering Certification in the State of California is required.

Possession of, or ability to obtain, a valid California driver's license is required.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

**Environment:** Standard office setting with some travel to conduct site investigations; occasional exposure to outside weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; 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.

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|---|---|
| FLSA | Exempt |
| Bargaining Unit | SCMPEA |
| Established | 3/17/2026 – Reso: 2026-__ |

# POLICE CAPTAIN

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

## SUMMARY DESCRIPTION

Under administrative direction from the Chief of Police, the Police Captain manages the activities of the operations and services division of the Police Pepartment; supervises the Police Lieutenants; participates as an integral member of the police management team in the overall departmental planning, research and work coordination; is the second in command and will act as the Chief of Police in the Chief's absence.

## IDENTIFYING CHARACTERISTICS

This is a senior management level position responsible for supervising staff, planning, developing and administering the associated budget, and directing day-to-day operations of the Police Department. This class is responsible for planning, organizing, managing and directing the activities of the Operations Division and may also have responsibility for planning, organizing, managing and directing the activities of the Services Divisions and serving as an advisor to the Chief of Police on all matters involving the activities of the Police Department. Employees in this class assume the highest level of responsibility, under the direction of the Chief, for the selection, training, performance and discipline of department personnel.

This classification is distinguished from the Lieutenant in that the Police Captain has responsibility over all divisions, while the Lieutenants provide oversight and direct supervision of their assigned division(s). The Police Captain is distinguished from the Police Chief as the latter provides overall direction and responsibility for all Police Department activities.

## 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. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels..
3. Coordinates the selection, orientation, training, and evaluation programs for department personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; initiates discipline procedures.
4. Oversees and participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
5. Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations.
6. Serves as the City's Emergency Services coordinator; assumes responsibility for overall emergency response training; reviews and amends the emergency plan as necessary.
7. Serves as the liaison for the assigned functions with other divisions, departments, and outside agencies; participates with community relations including public, media, and press relations; serves as

staff on a variety of boards, commissions, and committees.

8. Represents the department with other law enforcement services and allied agencies, other City departments, civic groups, and the public; plans and facilitates the conduct of special community events requiring law enforcement participation; establishes and maintains a customer service orientation within assigned areas.
9. Provides responsible staff assistance to the Police Chief; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; develops and prepares new and revised City ordinances pertaining to the law enforcement services and activities; prepares and presents staff reports and other necessary correspondence.
10. Manages and oversees assigned special projects.
11. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement and crime prevention; incorporates new developments as appropriate.
12. As assigned, assumes command of the department in the absence of the Police Chief.

## 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:**

Management principles, theories, and practices of modern police work and laws governing custody of prisoners, search and seizure, laws of arrest and the rules of evidence.
Operational characteristics, services, and activities of a comprehensive municipal law enforcement program.
Criminal investigation techniques and procedures including interrogation, fingerprinting, and photography.
Principles and practices of program development and administration.
Principles and practices of law enforcement administration, organization, and management.
Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention.
Care, maintenance, and operation of firearms and other modern police equipment.
Methods and techniques of public relations.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations.
Recent court decisions and how they affect department operations.
Functions and objectives of federal, state, and local law enforcement agencies.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles of law enforcement information systems including a computer and applicable software.
Occupational hazards and standard safety practices.

**Ability to:**

Oversee and participate in the management of a comprehensive law enforcement program.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
Delegate authority and responsibility.
Effectively present information and respond to questions from groups of managers, customers, and the general public.
Meet standards for physical endurance, agility, health and vision.
Act quickly and calmly in emergency situations.
Facilitate group participation and consensus building.
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work flexible hours, including nights, weekends, and holidays.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in criminology, criminal justice, police science, business administration, public administration, or related field.

**Experience:**

Six years of increasingly responsible law enforcement experience in all major phases of police work including three years of administrative and supervisory experience at a level comparable to a Police Lieutenant or Commander with the City of Suisun City.

**License or Certificate:**

Possession of a valid driver's license.

Possession of a P.O.S.T. Supervisory Certificate.

**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 in a standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; 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 Unit | Unrepresented Senior Management |
| Benefits Group | SCMPEA |
| Established | 3/17/2026 – Reso: 2026-__<br>*Department Reorganization from Police Chief, two Commanders, Sergeants to Police Chief, one Police Captain, two Lieutenants, Sergeants; establishes a dedicated second in command.* |

# POLICE LIEUTENANT

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

## SUMMARY DESCRIPTION

Under direction of a Police Captain, plans, organizes, and directs the activities of personnel of an assigned division or service area within the Police Department; conducts staff studies and research projects; participates as a member of the Police Department's management team in overall departmental planning, research, and work coordination.

## IDENTIFYING CHARACTERISTICS

The Lieutenant serves as a member of the Police Department's Management Team with responsibility for planning patrol, investigative and public service activities and for assisting the Chief and/or Captain in various budgetary, special program and administrative areas. Although incumbents respond to calls for service, crime scene security or become involved with investigations, the primary responsibilities are managerial. This class is distinguished from Police Sergeant, in that the Lieutenant issues assignments to Police Sergeants and support personnel for day-to-day operations has broader program responsibility and greater authority to act for the Department.

This classification is distinguished from Police Captain which has responsibility over all divisions, while the Lieutenants provide oversight and direct supervision of their assigned division(s).

## 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. Assumes management responsibility for assigned services and activities of a division or service areas of the Police Department; may oversee special projects, administration, or other assigned area; oversees assigned functional areas including patrol, investigations, traffic enforcement, records, and volunteer services.
2. Manages activities including the investigation of serious crimes and situations; determines the need for police action; directs or performs special assignments or investigations; ensures policing functions are conducted in a proper manner.
3. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures of assigned staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations; conducts disciplinary investigations as directed and reports breaches of conduct or policy related violations to the Police Captain; ensures safe work practices, quality, and accuracy; meets with staff to identify and resolve problems.
4. Coordinates the selection, orientation, training, and evaluation programs for department personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; initiates discipline procedures.
5. Conducts research and studies regarding police services and programs; makes recommendations on Department policies, procedures, and the implementation of modern equipment or technology.
6. Oversees and participates in the development and administration of assigned division’s annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

7. Performs as a member of the bureau in a management capacity which includes actively participating as a member of the Department's management team in overall departmental planning, research, and work coordination; participates in evaluation of policies, and procedures of the Department.
8. Manages day-to-day operational activities of assigned organizational units and coordinates long term efforts that complement neighborhood problem solving and relationship building with stakeholders.
9. Supervises, reviews and participates in the preparation of reports and other written material and the maintenance of division records; inspects departmental equipment and ensures that deficiencies are corrected.
10. Serves as the City's Emergency Services coordinator; assumes responsibility for overall emergency response training; reviews and amends the emergency plan as necessary.
11. Serves as a liaison for the assigned functions with other divisions, departments, and outside agencies; participates with community relations including public, media, and press relations; serves as staff on a variety of boards, commissions, and committees.
12. Provides responsible staff assistance to the Police Chief and Police Captain; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; develops and prepares new and revised City ordinances pertaining to the law enforcement services and activities; prepares and presents staff reports and other necessary correspondence.
13. Manages and oversees assigned special projects.
14. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement and crime prevention; incorporates new developments as appropriate.

## QUALIFICATIONS

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

**Knowledge of:**

Operational characteristics, services, and activities of a comprehensive municipal law enforcement program.
Principles and practices of program development and administration.
Principles and practices of law enforcement administration, organization, and management.
Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention.
First aid, basic emergency medical techniques.
Care and maintenance of firearms and other modern police equipment.
Methods and techniques of public relations.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations.
Recent court decisions and how they affect department operations.
Functions and objectives of federal, state, and local law enforcement agencies.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Conflict resolution techniques, effective oral and written communication, and public interaction, including addressing groups and working with difficult individuals.
Principles of law enforcement information systems including a computer and applicable software.
Occupational hazards and standard safety practices.

**Ability to:**

Oversee and participate in the management of a comprehensive law enforcement program.
Oversee, direct, and coordinate the work of lower level staff; delegate authority and responsibility.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer program budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
Effectively present information and respond to questions from groups of managers, customers, and the general public.
Meet standards for physical endurance, agility, health and vision.
Act quickly and calmly in emergency situations.
Facilitate group participation and consensus building.
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work flexible hours, including nights, weekends, and holidays.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in criminology, criminal justice, police science, business administration, public administration, or related field.

**Experience:**

Increasingly responsible law enforcement experience in all major phases of police work including three years of administrative and supervisory experience at a level comparable to a Police Sergeant with the City of Suisun City.

**License or Certificate:**

Possession of a valid driver's license.

Possession of a P.O.S.T. Supervisory Certificate.

**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 in a standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; 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 Unit | SCMPEA |
| Established | 3/17/2026 – Reso: 2026-__<br>*Department Reorganization from Police Chief, two Commanders, Sergeants to Police Chief, one Police Captain, two Lieutenants, Sergeants.* |

# POLICE SERGEANT

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

## SUMMARY DESCRIPTION

Under ~~direction~~supervision of a Police ~~Commander~~Lieutenant, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in the protection of public health, safety, and welfare and the enforcement of applicable federal, state, and local laws; assumes responsibility for assigned collateral services, special programs, projects, or department-wide functions or activities; coordinates activities with other divisions, units, watches, City departments, outside agencies, organizations and the public; and performs a variety of administrative and technical tasks relative to assigned area of responsibility.

## IDENTIFYING CHARACTERISTICS

~~The Police Sergeant is a supervisory class responsible for performing administrative, supervisory, and technical duties in leading program level functions within the department.~~ Employees in this class ~~command an assigned~~ supervise and participate in patrol ~~watch or program unit,~~ and ~~provide leadership for ongoing crime prevention, investigative, and administrative~~law enforcement activities~~. This~~ on an assigned shift or section including training, motivating, coaching, correcting, and evaluating subordinate employees. Employees are responsible for maintaining discipline, ensuring that departmental rules and regulations are followed, and resolving complaints of subordinate employees This supervisory classification is distinguished from the ~~next lower~~ Police Lieutenant position in that the scope of responsibility is limited to a section or special assignment versus an entire division.

Police Sergeant is distinguished from the Police Officer classification ~~of Police Officer by the performance of supervisory responsibilities and by~~in that it is a supervisor level classification which oversees subordinate employees, while the ~~level of technical and professional expertise required.~~latter has no supervisory responsibility

## REPRESENTATIVE DUTIES

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

1. Assumes supervisory responsibility for activities, operations, and services of an assigned program area including patrol shifts, training, reserves, task forces, administration, and community relations; may assume responsibility for assigned collateral functions and supervise and participate in special programs and special assignments.

2. Plans, prioritizes, assigns, supervises, and reviews the work of sworn law enforcement staff providing a wide range of patrol, investigative, and other law enforcement activities; ~~supervises~~may oversee the work of non-sworn staff in ~~dispatch, records,~~ parking enforcement~~, property and evidence room,~~ and other functions as assigned.

3. Receives, prioritizes, and coordinates response to complaints, emergency situations, and investigations; supervises and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations, and administrative issues.

4. Reviews and monitors work of assigned staff; prepares work schedules; monitors work activities to ensure safe work practices, quality, and accuracy; ensures compliance with applicable policies and procedures; works directly with ~~sworn and non-sworn~~ personnel in the interpretation of City and

department policies; reviews police reports; spot checks staff work in the field and interviews citizens to see how calls were handled.

5. Trains and evaluates assigned personnel; provides training, guidance, and counseling to assigned personnel; completes employee performance evaluations and reviews as required; promotes career development of subordinates.

6. Responds to major crimes, accident scenes, and emergencies; assumes initial command; establishes field command; keeps higher ranking officers informed of high-profile noteworthy incidents.

7. Provides a full range of administrative support to management staff; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; prepares departmental policies and procedures; assists in the development of new and revised City ordinances pertaining to the law enforcement services and activities; prepares and presents staff reports and other necessary correspondence.

8. Participates in shift activities as necessary including enforcing local and state laws; may issue citations, make arrests, and transport prisoners.

9. May supervise and personally conduct complete and detailed investigations of a general and specialized nature; coordinates investigations including those involving several officers, units and divisions; oversees and participates in undercover and surveillance operations; reviews all investigation reports and make recommendations and suggestions to officers.

10. ~~May assume responsibility for monitoring and scheduling training for department personnel; determines~~Determines staff training requirements for assignments and schedules training for employees.

11. ~~May assume responsibility for~~Participates in the hiring process for ~~all~~ new employees; reviews applications, ~~selects~~determines qualified applicants, and coordinates interviews; schedules appointments and testing for applicants; reviews information obtained on ~~applicant~~applicants and determines if ~~applicant qualifies~~applicants qualify for ~~position applied for~~positions; submits recommendations/findings for approval.

12. Responds to difficult inquiries and complaints including citizen complaints; represents the department with other law enforcement services and allied agencies, other City departments, schools, civic groups and the public~~.~~;

13. Coordinates activities with other shifts, units, City departments, outside agencies, organizations, and the public.

14. Inspects departmental equipment and ensures that deficiencies are corrected.

15. Performs related duties as required.

## QUALIFICATIONS

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

**Knowledge of:**

Operations, services, and activities of a comprehensive municipal law enforcement program.
Principles of supervision, training, and performance evaluation.

Principles and practices of program development, administration, and evaluation.
Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
Modern methods, procedures, and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, records management, automated records systems, search and seizure, care and custody of persons and property, and crime prevention.
Care, maintenance, and operation of firearms and other modern police equipment.
Principles and practices of data collection and analysis.
Methods and techniques of report preparation and writing.
English usage, spelling, grammar, and punctuation.
Principles and practices used in the identification, preservation, and presentation of evidence.
Techniques and applications of self defense and proper use of force.
Methods and techniques used in interviewing witnesses, victims, or suspects.
Investigative techniques, procedures, and sources of information.
Principles and applications of public relations.
Geography of the local area.
Standard broadcasting procedures of a police radio system.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Occupational hazards and standard safety practices.

**Ability to:**

Supervise, organize, and review the work of lower level staff.
Train, and evaluate staff.
Analyze complex law enforcement issues, evaluate alternatives and reach sound conclusions.
Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
Facilitate group participation and consensus building.
Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
Interpret and explain law enforcement policies and procedures.
Gather, analyze, and evaluate facts and evidence and reach sound conclusions.
~~Act quickly and calmly in emergency situations.~~
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Judge situations/people accurately.
~~Think clearly~~Maintain composure, take responsible action, and ~~act quickly in a variety of~~direct other employees during stressful situations.
Conduct a variety of criminal and special investigations.
Gather, assemble, analyze, evaluate, and use facts and evidence.
Interview victims, complainants, witnesses, and suspects.
Accurately observe and remember names, faces, numbers, incidents, and places.
Control violent people and affect arrests.
Administer first aid.
Prepare clear and concise reports and routine correspondence.
Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
Meet standards for physical endurance, agility, health, and vision.
Work flexible hours, including nights, weekends, holidays and varied shifts.

Understand and carry out oral and written directions.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

Equivalent to an Associate's degree from an accredited college or university with major course work in criminal justice, police science, business or public administration, or related field.

**Experience:**

Three years ofprogressively responsible law enforcement experience comparable to a Police Officer in the City of Suisun City.

**License or Certificate:**

Possession of a valid driver's license and a satisfactory driving record.

Possession of a P.O.S.T. Basic Certificate.

Qualify for a P.O.S.T. Supervisory certificate two years after appointment.

Possession of a POST Advanced certificate and a Bachelor's degree are highly desirable.

**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:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs; 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 | SCPOA |
| Amended | October 2006 – Johnson & Associates |
| Amended | 3/17/2026 – Reso: 2026-__ |

# ATTACHMENT 2

## 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, HUMAN RESOURCES TECHNICIAN I/II AND POLICE COMMANDER AND ESTABLISH SALARIES FOR ACCOUNTING TECHNICIAN I/II, HUMAN RESOURCES/PAYROLL TECHNICIAN I/II/SENIOR, SENIOR CIVIL ENGINEER, POLICE CAPTAIN AND POLICE LIEUTENANT**

**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

**WHEREAS**, the Associate Engineer and Senior Associate Engineer Classifications may utilize the title designations Associate Civil Engineer and Senior Associate Civil Engineer upon an incumbent obtaining the required California Civil Engineer license, and these designations share the same salary ranges as their corresponding classifications; and

**WHEREAS**, the salary for Senior Civil Engineer will be established at approximately ten percent (10%) above the salary for Senior Associate Engineer, consistent with the City's compensation practices; and

**WHEREAS**, the salary ranges for the classifications of Police Captain and Police Lieutenant were established at approximately ninety percent (90%) of the market median based on a salary survey of comparable public agencies completed in September 2025, and include the 2.5% cost-of-living adjustment provided to City employees in January 2026; and

**WHEREAS**, the salary for Police Captain will be established at approximately $17,548 per month and the salary for Police Lieutenant will be established at approximately $14,863 per month; and

**WHEREAS**, establishing compensation levels based on market survey data supports the City's ability to recruit and retain qualified leadership personnel while maintaining fiscal responsibility;

**WHEREAS**, the elimination of the Commander classification and establishment of the Police Lieutenant classification will include the use of a Y-rated salary for the affected incumbent to ensure that the employee's compensation is maintained without immediate reduction while the salary range for the new classification adjusts over time.

**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
- Senior Civil Engineer – Approximate Monthly: $9,888 – $12,019
- Police Captain – Approximate Monthly: $14,437 - $17,548
- Police Lieutenant – Approximate Monthly: $12,228 - $14,863

2. The salary ranges established for Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior, Senior Civil Engineer, 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. The salary ranges for the Police Captain and Police Lieutenant classifications were established at approximately ninety percent (90%) of the market median based on a salary survey of comparable agencies completed in September 2025 and include the 2.5 percent (2.5%) cost-of-living adjustment provided to City employees in January 2026.
3. The Citywide Salary Schedule shall be updated to remove the salary ranges associated with the following classifications:
    - Human Resources Technician I
    - Human Resources Technician II
    - Commander
4. 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.

5. 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.

6. 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 17th day of March 2026, by the following vote:

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

**WITNESS** my hand and the seal of said City this 17th day of March 2026.

_____
Anita Skinner
City Clerk

**EXHIBIT(S):**

A. Citywide Salary Schedule

City of Suisun City
Salary Schedule
Resolution Date: 3/17/2026

| | | | | Hourly | | | | | Monthly Average | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Job Code | Job Class | Column2 | Range | A | B | C | D | E | Starting | Ending | Effective Date | B.U. | B.G. | FLSA OT |
| 1610 | Account Clerk I (F) | | 268 | $24.95 | $26.19 | $27.50 | $28.88 | $30.32 | $4,324 | $5,256 | 01/02/26 | SCEA | SCEA | |
| 1612 | Account Clerk II (F) | | 291 | $27.44 | $28.81 | $30.25 | $31.77 | $33.36 | $4,757 | $5,782 | 01/02/26 | SCEA | SCEA | |
| 1614 | Account Clerk III | | 313 | $30.19 | $31.69 | $33.28 | $34.94 | $36.69 | $5,232 | $6,360 | 01/02/26 | SCEA | SCEA | |
| 1822 | Accountant | | 362 | $37.48 | $39.36 | $41.33 | $43.39 | $45.56 | $6,497 | $7,897 | 01/02/26 | SCMPEA | SCMPEA | Exempt |
| 1620 | Accounting Technician I (F) | | 311 | $29.94 | $31.43 | $33.00 | $34.65 | $36.39 | $5,189 | $6,307 | 03/17/26 | SCEA | SCEA | |
| 1622 | Accounting Technician II (F) | | 332 | $32.93 | $34.58 | $36.31 | $38.12 | $40.03 | $5,708 | $6,938 | 03/17/26 | 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: 3/17/2026

| | | | Hourly | | | | | Monthly Average | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Job Code | Job Class Column2 | Range | A | B | C | D | E | Starting | Ending | Effective Date | B.U. | B.G. | FLSA OT |
| 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 |
| 1210 | Human Resources Specialist | 222 | $20.02 | $21.02 | $22.08 | $23.18 | $24.34 | $3,471 | $4,219 | 07/21/23 | Temp/PT | Temp/PT | |
| 1230 | Human Resources/Payroll Technician I (F/C) | 311 | $29.94 | $31.43 | $33.00 | $34.65 | $36.39 | $5,189 | $6,307 | 03/17/26 | Confidential | SCEA | |
| 1232 | Human Resources/Payroll Technician II (F/C) | 332 | $32.93 | $34.58 | $36.31 | $38.12 | $40.03 | $5,708 | $6,938 | 03/17/26 | 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 |
| 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: 3/17/2026

| | | | | Hourly | | | | | Monthly Average | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Job Code | Job Class | Column2 | Range | A | B | C | D | E | Starting | Ending | Effective Date | B.U. | B.G. | FLSA OT |
| 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 |
| 1234 | Senior Human Resources/Payroll Technician (F/C) | | 350 | $36.27 | $38.08 | $39.99 | $41.99 | $44.09 | $6,287 | $7,641 | 03/17/26 | 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 | |

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B.G. Benefits Group

# CITY OF SUISUN CITY

*Organizational Realignment and Strategic Staffing Plan*

**Building the Foundation for Sustained Excellence**

Bret Prebula, City Manager
To the Suisun City Council

**March 2026**

# EXECUTIVE SUMMARY

Over the past 24 months, Suisun City has experienced a period of remarkable operational progress — from accelerating capital projects and securing new grant funding, to advancing long-stalled policy initiatives and strengthening the public's trust in local government. This momentum is real, measurable, and fragile. It did not happen by accident; it is the direct product of focused leadership, a committed workforce, and a city organization stretched to,  and in many areas beyond, its operational capacity.

The organizational changes presented are not aspirational additions to an already-comfortable organization. They are structural necessities required to sustain the gains already achieved, fulfill commitments already made to the community, and build the administrative foundation that any thoughtful future, whether growth-oriented or stability-focused will demand. Cities that fail to invest in their own organizational infrastructure find themselves in reactive, crisis-driven management when the next challenge arrives.

This paper presents proposed changes across seven functional areas: the City Manager's Office, Finance Department, Human Resources Department, Police Department, Development Services / Housing, and Public Works. For each area, the paper documents the current gap, the risk of inaction, and the specific organizational change proposed. A benchmark analysis of comparable California general law cities in the 30,000–50,000 population range is provided to establish professional context and demonstrate that Suisun City is not asking for more than peer communities already maintain.

*Why Fire and IT are not Being Restructured Today*

In 2024, Fire did a reorg to strengthen operations working towards 3/0 firefighter staffing on one engine.

- Removal of the Division Chief position enabled Fire to divert funding to one Firefighter Paramedic while in 2025-26 FY Council approved two additional positions. We are recruiting for two remaining vacancies.
- Management and oversight of department Operations and Training was bridged to the Deputy Chief level providing for overall efficiency and while Suisun explores future expansion positions Fire Chief better to dedicate energy and focus on expansion goals while Deputy Chief will continue to maintain day-to-day operations for continuity.

In Information Technology we are continuing to evaluate the overall needs. The Apex Technology contract was a great step forward. Additional resources may be required but it will not be a FY 2026/27 discussion, most likely a discussion in FY 2027/28 or later.

> **THE CORE CHALLENGE:** Every day that passes without adequate staffing is a day that the City Manager, department directors, and frontline staff are making painful triage decisions about which community priorities receive attention and which do not. That is not a sustainable management model.

# SECTION 1 — THE STAKES: PROTECTING TWO YEARS OF MOMENTUM

We are situated at the intersection of Solano County's growth corridor. The city faces a distinctive set of pressures that make organizational capacity not a luxury but a prerequisite for responsible governance: rising sea levels threaten significant portions of the community, a regional housing crisis demands local policy leadership, economic development opportunities along the waterfront and commercial corridors require active municipal stewardship, and a community that has experienced periods of fiscal stress expects, rightly, that its city government is well-managed and forward-looking.

The past 24 months have demonstrated what is possible when city leadership is focused and the organization is aligned. Key advances include accelerated project delivery, improved community communication, new economic development partnerships, and a more cohesive interdepartmental approach to shared challenges.

## 1.1 Why Momentum Is the City's Most Valuable Asset

Organizational momentum in local government is hard to build and easy to lose. It depends on more than leadership; it depends on a staffing structure that can translate vision into action across all departments simultaneously. When city staff are operating above capacity, the consequences are not immediately obvious, but they compound overtime:

- ⚠ **Talented employees leave, taking institutional knowledge with them, when workloads are chronically unmanageable.**
- ⚠ **Projects stall, grant deadlines are missed, and compliance failures emerge when no one has capacity to own the details.**
- ⚠ **The community perceives a decline in service quality and responsiveness, eroding the trust that has been carefully rebuilt.**
- ⚠ **Department directors become consumed by operational firefighting, leaving no capacity for the strategic thinking that sustained improvement requires.**
- ⚠ **The City Manager's attention is diverted from coordination, policy, and external relationships to internal triage, the opposite of what an effective city management model calls for.**

> **MOMENTUM AT RISK:** Two years of hard-won progress can erode in six months if the organization is not structured to sustain it. The question before the Council is not whether to invest in city staffing it is whether to protect the investment the community has already made.

## 1.2 The Cost of Not Acting

Council members may reasonably ask: what is the fiscal cost of these positions? The more important question is: what is the cost of NOT making these changes? Research on municipal organizational performance consistently demonstrates that understaffed city governments face compounding costs that far exceed the cost of adequate staffing:

| Cost of Adequate Staffing | Cost of Chronic Understaffing |
|---|---|
| Defined, predictable salary and benefits expenses | Overtime costs, burnout, and elevated turnover (replacement costs average 50%, depending on timing of filling the vacant roles. |
| Proactive grant management with timely reimbursements | Missed grant deadlines and audit findings, resulting in forfeited revenue and compliance penalties |
| Consistent project delivery on schedule and on budget | Project delays, contractor claims, and change orders that cost multiples of early investment |
| Sustained business and community confidence | Reputational damage requiring years and significant investment to repair |
| A stable, experienced workforce | Perpetual recruitment cycles, reduced institutional memory, and degraded service quality |
| Capital investments protected by adequate oversight | Capital assets that fail prematurely due to inadequate maintenance management |

# SECTION 2 — BENCHMARKING: WHAT COMPARABLE CALIFORNIA CITIES DO

To establish professional context for the proposed staffing changes, the City Manager's Office reviewed the organizational structures of comparable California general law cities with populations between 30,000 and 50,000 residents. This peer group is appropriate because these cities share Suisun City's legal framework (general law, not charter), operate in similar fiscal environments, and face comparable service delivery challenges. Representative cities examined include Martinez (pop. ~36,000, Contra Costa County), San Pablo (pop. ~32,000, Contra Costa County), Morgan Hill (pop. ~45,000, Santa Clara County), Benicia (prop. -30,000, Solano County) and Lathrop (pop. ~26,000, San Joaquin County).

The findings are instructive: across virtually every functional area where we are proposing to add capacity, comparable cities already maintain that capacity, often with more staff than what is requested here. The following table summarizes key benchmark findings:

| Functional Area | Suisun City (Current) | Peer City Range (Comparable CA Cities) | Suisun City (Proposed) |
|---|---|---|---|
| City Manager's Office (professional staff) | 4 (CM, Deputy CC, Admin Assistant (2 FTE)) | 5-7 (CM + Asst CM or Deputy + PIO + Analyst, Deputy CC, Executive Assistant) | Same number of staff but different roles.<br>CM, Special Assistant to the CM (2 FTE), Deputy City Clerk |
| Finance Dept. senior mgmt. | Finance Director and Finance Manager | Director + 1–2 Managers (Benicia has FD and 2 Finance Managers)<br><br>Delete Accountant + Add 1 FTE Senior Accountant | Director + Finance Manager for Accounting and Financial Reporting/Finance Manager for Budget Management, Fees, Business Licenses, Cannabis, Grant Management |
| Human Resources | Rigid staff structure HR and Payroll position separate | Reclass to HR Payroll Technician | Provides flexibility in staffing and staff development |
| Police | Flat Structure | Most peers have captain and Lieutenant | Reorganized command structure/Add 1 FTE Police Officer for downtown |
| Police Dispatch | New laws requiring greater staffing needs | 10-15 Dispatchers/Records staff separate from Dispatch Staff | Add 2 FTE Record Clerk I/II<br><br>Add 1 FTE Dispatcher (for EMD State Requirement) |
| Development Services. / Housing integration | Separate | Most peers integrate housing within CDD | Housing integrated into CDD |
| PW Supervisor tier | Senior MW (working level) | Supervisor tier in each division standard | Restore PW Supervisor (3) |
| PW Senior Civil Engineer | None dedicated to Capital | Standard in 30K+ peers | 1 (Capital Project Fund and Expansion Project) |

**Key Finding:** In every proposal we are asking for position changes that is structurally complete enough to do its job, but are still below comparable standards, but reduces stress and allows the current successful pace to be maintained.

# SECTION 3 — CITY MANAGER'S OFFICE REALIGNMENT

The City Manager's Office is the nerve center of city government. It is responsible for coordinating all departments, managing the Council's policy agenda, representing the City in intergovernmental and regional forums, overseeing economic development, responding to community concerns, managing external communications, and dozens of other functions that do not fit neatly into a single department. In a general law city of Suisun City's size, the office of the City Manager should be supported by a small but capable professional team that amplifies the reach and effectiveness of executive leadership.

The City Manager is operating with the level of intelligent, quality staff but not the correct position type. Critical functions including public communications, economic development, special project management, strategic planning, long range operational planning, homeless outreach coordination, Business Improvement District support, and sea level rise planning are either unassigned, being absorbed by an already-overwhelmed City Manager staff, not in the correct roles, , or distributed to department directors who lack the capacity and, in some cases, the authority to fully own them. The proposed City Manager structure change would solve for these issues.

Additionally, to assist the Deputy City Clerk, although it is not a part of the proposed changes today, staff is working to cross departmentally shift certain permanent functions to a position in Parks and Recreation. This shift will most likely result in a needed reclassification of the individual but this would be significantly cheaper than adding another FTE.

> **OPERATIONAL REALITY:** There are simply not enough hours in the day. Critical city priorities from sea level rise planning to business district support are receiving inconsistent attention not because leadership lacks commitment, but because no single person can be everywhere at once. The City Council's priorities require many sets of hands.

## 3.1 Public Information Officer (PIO)-City Managers Office

Modern local government depends on consistent, accurate, and timely communication with the public. Residents expect to be informed about city decisions, projects, and emergencies in real time, through social media, press releases, community meetings, the City's website, and direct outreach. When there is no dedicated professional managing these functions, communication becomes reactive, inconsistent, and chronically deprioritized in favor of more urgent operational demands. The City has had great success with our contracted firm Tripeppi Smith, and will continue this contract, but someone needs to manage this group and do the more local PIO functions. This falls to the City Manager right now and this needs to be with one of the proposed Special Assistants.

> **WITH A PIO:** A PIO transforms city communication, building public trust and reducing misinformation — at a cost far lower than the damage that poor or absent communication causes to community confidence. We have made great progress in this area but need a dedicated on the ground person to own this moving forward.

## 3.2 Special Projects / Economic Development Support

The City Manager's Office is the appropriate home for cross-departmental special projects that span multiple functions or carry significant policy weight. These include coordination of the Business Improvement District (BID), support for economic development, management of intergovernmental relationships, and coordination of emerging policy areas such as homeless outreach and response.

Currently, these responsibilities are absorbed by the City Manager or delegated to department directors as secondary duties. This arrangement has several critical weaknesses:

- ⚠ **Department directors are hired and compensated to lead their own departments — assigning special projects to them diverts attention from their primary responsibilities and creates accountability gaps.**
- ⚠ **Cross-departmental projects without a dedicated manager tend to drift, lose momentum, and fall into coordination gaps between departments.**
- ⚠ **The Business Improvement District requires consistent liaison and support that cannot be reliably provided when that function has no dedicated owner.**
- ⚠ **Homeless outreach and housing-related project management — areas of increasing community concern and state compliance requirement — require consistent coordination capacity.**

**Sea Level Rise Planning:** Suisun City faces one of the most significant sea level rise exposure profiles of any city in the North Bay. State compliance obligations, grant opportunities through the California Coastal Conservancy and other agencies, and long-range capital planning all require a coordinated planning and project management capacity within the City Manager's Office — the level of leadership required for this work cannot be fully housed in a single department.

**Homeless Outreach Coordination:** Regional homelessness continues to be a significant community concern and a source of service demands across multiple departments — Police, Public Works, Parks, and Community Development. Coordinating the City's response — including outreach programs, regional partnerships, and encampment management protocols — requires a staff member with the authority and bandwidth to act as the City's lead coordinator. Without this capacity, the response remains fragmented and inconsistent.

# SECTION 4 — FINANCE DEPARTMENT: ADDING A FINANCE MANAGER AND RECLASSIFYING ACCOUNTANT POSITION

The Finance Department is the fiscal backbone of Suisun City's government. It is responsible for accounting, budgeting, grant management, financial reporting, audit coordination, and compliance across all city funds. When the Finance Department is understaffed, the consequences are not confined to that department, they ripple across every city operation that depends on accurate, timely financial information.

The Finance Department is proposing the addition of a Finance Manager position, a mid-level management classification that will provide critical supervisory, analytical, and operational support to the Finance Director and the department's staff. The case for this position rests on four distinct and independently compelling grounds.

## 4.1 The Four Pillars of the Finance Manager Case

### Pillar 1: Increased Project and Grant Complexity

Over the past two years, Suisun City has successfully pursued and secured a variety of grants and capital project funding — a direct result of improved organizational performance. Each of these grants comes with its own compliance requirements, draw schedules, reporting deadlines, and audit obligations. The current Finance Department does not have sufficient management capacity to oversee this expanded portfolio without risk of error, delay, or audit finding.

The Finance Department is also emphasizing the importance of adding senior-level finance staff. This addition would significantly enhance the timeliness and accuracy of financial reporting across all areas of accounting. While succession planning remains important, the primary focus is on improving real-time accounting and reporting capabilities. Strengthening senior-level capacity will allow the Department to provide accurate, timely information to City leadership and stakeholders, which is essential for informed decision-making and maintaining public trust.

> **FISCAL RISK:** A single missed grant reimbursement deadline or audit finding can result in the forfeiture of funds that dwarf the annual cost of the Finance Manager position. This is a fiscal risk management decision, not merely a staffing comfort request.

### Pillar 2: Imminent Succession Risk

The existing Finance Manager position is expected to become vacant due to retirement within the foreseeable future. The Finance Director, currently the sole senior manager in the department, faces an untenable succession gap if a Finance Manager is not in place before that transition occurs. Establishing this position now provides an overlap period for institutional knowledge transfer that is impossible to recreate after the fact. The cost of an unmanaged leadership transition in Finance, including potential audit findings, delayed financial reporting, and staff turnover, far exceeds the cost of proactive succession planning.

### Pillar 3: Loss of Senior Accounting Capacity

An experienced Accountant position is scheduled to vacate by the end of April 2026. This departure compounds the department's capacity challenge, removing not just a position but years of institutional knowledge about the City's accounts, funds, and reporting systems. A Finance Manager would provide

the supervisory capacity to mentor remaining staff and absorb some of the analytical and oversight duties that would otherwise fall to the Finance Director.

### Pillar 4: Budget Development Support

The annual budget process is among the most consequential and time-intensive activities in city government. Currently, the Finance Director leads this process without dedicated management support, relying on department directors and accounting staff who have their own primary responsibilities. The result is a process that is more stressful, slower, and more error-prone than it needs to be. A Finance Manager would provide dedicated support for budget development, mid-year report, and the Council presentations that accompany bot as well and what may be most important enhanced budget management processes and checks with departments throughout the year.

> **OUTCOME WITH FINANCE MANAGER:** Adding a Finance Manager stabilizes the City's fiscal management infrastructure, protects grant revenue, ensures audit readiness, and provides the budget development support that informed Council decision-making requires, at a cost that is a fraction of the risk it eliminates.

## SECTION 5 — HUMAN RESOURCES: RECLASSYING FOR FLEXIBILITY/TRANSFER PAYROLL TO HUMAN RESOURCES

The Huiman Resources Department continues to work on bringing the operations and policies up to date. This process started four (4) years ago. To provide context, the majority of city personnel policies, operational functions were 30 years old or non-existent, thus this will be another 24 months to reach a level where we are close to modern levels of policy and operations. Unfortunately, this is common in many mid to small size cities. We have made great momentum in the past few years but it is a large lift, and the reclassification and payroll transition is the next step.

The transition of the blended role of HR/Payroll will allow for better cross training and operational integration. Although the Payroll function has a financial component, it truly is fueled by the information on time cards, benefits, workmen's comp, FMLA etc. Since these are HR functions both department heads got together and decided that it makes the most operational sense to be housed in Human Resources. Additionally, this will allow the staff more growth and development in their careers with the greater breadth of administrative awareness.

> **FISCAL RISK:** The Payroll function is vital to our employees. Having a singular point of failure for this function is not prudent, but the proposed change will solve for this issue. As the payroll ERP module is implemented in the coming 12 months it will also put the city in a better place for the future.

# SECTION 6 — POLICE DEPARTMENT REORGANIZATION

The Suisun City Police Department serves a community with complex public safety needs. Like many California cities of its size, Suisun City has seen an evolution in the nature of policing demands, rising calls for service related to mental health, housing instability, and community disorder; heightened expectations for transparency and community engagement; growing administrative compliance obligations under state law; and the need to recruit and retain qualified officers in a highly competitive regional labor market. Meeting these demands requires not just adequate staffing at the patrol level, but a command and administrative structure capable of planning, supervising, and continuously improving department operations.

## 6.1 Foundation for Operations and Community Trust

A reorganized command structure, with clearly defined span of control, supervisory accountability at each operational tier, and designated responsibility for administrative compliance and community engagement produces measurable benefits:

- Clearer chains of command reduce response delays, confusion, and accountability gaps during critical incidents.
- Supervisors with appropriate span of control can provide the mentorship and oversight that field officers need, improving officer performance and reducing misconduct risk.
- Administrative and planning functions — including use-of-force review, grant management, training compliance, and statistics reporting — receive the attention they require when command structure is properly resourced.
- Community-facing programs (neighborhood liaison, school resource, and outreach partnerships) are more sustainably delivered when they have organizational homes with dedicated command accountability.
- Recruitment and retention improve when the department can offer a clear career progression path — from officer to sergeant to command — that motivated professionals can plan their careers around.

> **STRUCTURAL RISK:** Police departments that operate without adequate supervisory and command infrastructure are not simply less efficient, they are higher-risk. The human, financial, and reputational costs of a critical incident in an under-supervised department can permanently alter a community's relationship with its police force.

## 6.2 Planning for Growth Without Getting Ahead of It

The proposed reorganization is structured to provide the organizational foundation that both current operations and any future growth will require, without committing to positions that are not yet needed. As the City's population grows, as community policing programs expand, and as state compliance obligations intensify, the reorganized structure will be able to absorb additional staff without requiring another wholesale restructuring. Building this foundation now, while the department is operating with manageable momentum, is the responsible and cost-effective choice.

Beginning January 1, 2027, Assembly Bill 645 will require the Department to implement Emergency Medical Dispatch (EMD), mandating that dispatchers provide structured, pre-arrival medical instructions while remaining fully dedicated to those calls. Because EMD protocols prohibit dispatchers from handling radio traffic or additional calls during these incidents, implementation will effectively remove a dispatcher from normal police and fire operations whenever a medical call is in progress. To maintain service levels, ensure officer and firefighter safety, and comply with state law, the Department

is proposing the addition of one Public Safety Dispatcher to preserve operational coverage by adjusting minimum staffing during periods the communications center sees a higher call volume. The department is also adding two Records Technicians to absorb front counter duties, district attorney case filings, and other administrative and documentation responsibilities that dispatch staff will no longer have the capacity to manage under the EMD model. This reorganization is necessary to maintain continuity of emergency services and both community and staff safety while meeting the new statutory mandate.

## 6.3 Structure Changes Outlined

The proposed changes will also add a 4th beat to the current Suisun City policing model. This beat will have a focus on our downtown/waterfront area. As we continue to make great progress in managing the unhoused, and crime in this area, the Chief and I agree that a dedicated beat will enhance the service delivery to the community. This also continue to move the city towards its goal of 30 FTE sworn officers. The additions and restructuring are as follows:

- Add 1 FTE Police Officer
- Delete 1 FTE Commander/add 1 FTE Captain
- Delete 1 FTE Commander/add 1 FTE Lieutenant
- Delete 1 FTE Sgt/Add 1 FTE Lieutenant
- Add 1 FTE Dispatcher
- Add 2 FTE Records Clerk I/II

# SECTION 7 — HOUSING INTEGRATION INTO COMMUNITY DEVELOPMENT

Housing policy and development planning are not merely adjacent functions — they are deeply interdependent disciplines that, when separated into siloed organizational structures, create duplication, coordination friction, and policy gaps. In California, this is especially true: the state's Housing Element Law, Regional Housing Needs Allocation (RHNA) obligations, Seante Bill (SB) 9, SB 10, density bonus law, inclusionary housing requirements, and a host of other mandates require seamless integration of housing planning and land use authority.

## 7.1 Why Housing Belongs in CDD

The proposed integration of the Housing function into the Development Services Department (CDD) reflects a widely adopted best practice among California general law cities of comparable size. The overlap between housing program administration, affordable housing project review, General Plan housing element implementation, and the day-to-day work of planning and building is not coincidental, it is structural. These functions share the same legal framework, the same applicants, the same data systems, and the same community stakeholders.

- Housing element compliance requires planning expertise having housing staff embedded in CDD ensures that compliance work is integrated into the full planning function rather than treated as a separate administrative obligation.
- Development project review which is central to CDD's mission is incomplete without housing staff who can evaluate affordability requirements, density bonus applications, and inclusionary obligations in real time.
- Grant funding for housing increasingly a significant source of city revenue — is better managed by staff who are integrated into the department responsible for the projects those grants fund.
- Applicants and developers benefit from a one-stop interface with the city on all aspects of their projects, including planning, building, and housing program compliance.

> **COORDINATION RISK:** Maintaining housing as a standalone function separate from CDD creates a coordination burden that costs staff time and creates project delays every time a housing question requires routing between departments. Integration eliminates that friction and improves service delivery.

## 7.2 The Summer Reclassification: Building Toward Joint Planning/Housing

The integration proposed now sets the stage for a more comprehensive reclassification planned for the budget cycle, in which Housing staff roles will be reclassified to reflect joint planning and housing responsibilities. This approach, phased, deliberate, and fiscally responsible — allows the City to achieve the skill set diversity and funding flexibility that joint roles provide without undertaking a disruptive wholesale reorganization on an accelerated timeline.

**Funding Advantages:** Housing staff in a joint classification can charge a portion of their time to Housing funds including HOME, CDBG, and state housing grant programs while also supporting general fund CDD functions. This blended funding model, used by peer cities throughout California, reduces general fund costs while increasing the City's overall staff capacity in planning and housing.

**Skill Set Diversity:** The current separation of Housing from CDD creates a risk of narrow specialization staff who know housing programs but not planning, or planners who lack housing program expertise. The joint classification model produces staff who are competent across both disciplines, making the organization more resilient, more flexible, and better able to serve the community's evolving needs.

> **OUTCOME:** Integrating Housing into CDD now and completing the reclassification in summer produces a more capable, cost-efficient, and legally compliant community development function and positions Suisun City ahead of the curve on California housing mandate compliance.

# SECTION 8 — PUBLIC WORKS DEPARTMENT REORGANIZATION

The Public Works Department is responsible for maintaining and improving the physical infrastructure that defines residents' daily experience of their city streets, storm drains, parks, facilities, and the capital projects that build Suisun City's future. It is also the department most directly affected by deferred maintenance, staffing gaps, and the compounding consequences of organizational misalignment. The proposed changes to Public Works are among the most operationally critical in this position paper.

## 8.1 Re-Establishing Three Public Works Supervisors

The Public Works Department operates through three distinct operational divisions. Each division — in a properly functioning public works organization should be led by a Supervisor who is responsible for work planning, crew coordination, quality control, and day-to-day operational decisions. The elimination or downgrading of these supervisory roles — replaced in practice by Senior Maintenance Workers who carry field responsibilities rather than supervisory authority — has created a structural gap that affects every aspect of departmental performance.

### The Span-of-Control Problem

Without a supervisor tier in each division, crew members lack a clear day-to-day authority figure who is accountable for their work, their safety, and their professional development. The Public Works Director or their designate is required to fill supervisory gaps across all three divisions simultaneously — an impossible span of control that results in inconsistent oversight, delayed decisions, and missed opportunities for proactive maintenance planning.

- ⚠ **Infrastructure maintenance deferred due to inadequate work planning costs exponentially more to address reactively than proactively.**
- ⚠ **Safety incidents in field operations increase when crew supervisory oversight is inadequate — with both human and fiscal consequences.**
- ⚠ **Workers' compensation and liability exposure rises without proper supervisory presence on job sites.**
- ⚠ **Staff morale suffers when career advancement opportunities (the Supervisor tier) are structurally absent, contributing to recruitment and retention challenges.**

### Freezing the Senior Maintenance Worker Positions

The three Senior Maintenance Worker positions that currently exist would be frozen as part of the reorganization not eliminated. This approach: (1) generates the salary savings that partially offset the cost of re-establishing the Supervisor positions; (2) preserves the positions for potential future reactivation if operational needs change; and (3) reflects the organizational reality that the Senior MW classification, while valuable for working-level technical expertise, does not provide the supervisory accountability that each division requires.

**OUTCOME:** Restoring the Supervisor tier in each Public Works division creates the supervisory accountability, work planning capability, and career pathway that efficient, safe, and sustainable public works operations require. At approximately $10,000 per position above the frozen Senior MW classification, this is among the highest-value organizational investments in this package.

## 8.2 Adding a Senior Civil Engineer (Capital Facilities-Funded)

Suisun City maintains a Capital Facilities program that drives the city's long-range infrastructure investment from transportation improvements to park upgrades to facilities maintenance and renewal. Managing this program which involves grant compliance, design oversight, contractor management, inspection, and reporting requires dedicated professional engineering capacity. Currently, that capacity does not exist at the level the program demands.

**Proposed Position:** One Senior Civil Engineer, funded through the Capital Facilities fund (not the General Fund), dedicated to the management and oversight of Capital Facilities projects. Estimated annual cost: approximately $190,000 in total compensation. This position would be fully offset by Capital Facilities revenues, making its General Fund impact neutral and in the short to mid term can be supported by the expansion EIR and related work besides the funding already mentioned.

⚠ **Without dedicated engineering oversight, capital projects rely on contract management by staff who may lack the technical depth to identify design errors, contractor performance issues, or scope creep early enough to prevent costly corrections.**

⚠ **Grant-funded projects with engineering deliverable requirements are at heightened audit and compliance risk without a licensed professional engineer overseeing compliance documentation.**

⚠ **The absence of in-house engineering capacity means the City pays consultant rates for routine technical functions that could be managed internally at lower cost — with better institutional continuity.**

| Without Senior Civil Engineer | With Senior Civil Engineer |
|---|---|
| Routine engineering functions outsourced at consultant rates ($150–$250/hr) | In-house oversight at fully-loaded rate (~$95/hr equivalent) with institutional continuity |
| Capital project technical oversight fragmented across staff without engineering credentials | Licensed professional oversight of design, construction, and inspection on all CF projects |
| Grant compliance documentation prepared by non-specialists, increasing audit risk | Engineer-prepared compliance documentation meeting federal and state grant standards |
| No institutional memory of project history, decisions, or field conditions | Cumulative institutional knowledge of city infrastructure that improves over time |
| Difficulty attracting and retaining contractors who expect responsive, knowledgeable city counterparts. | Professional city counterpart improves contractor relationships and project performance |

# SECTION 9 — FISCAL IMPACT AND RETURN ON INVESTMENT

The proposed organizational changes represent an investment in the City's operational infrastructure. Understanding the full fiscal picture requires examining not just the cost of new or restructured positions, but the cost avoidances, revenue protections, and operational efficiencies that these changes generate. The following summary provides a high-level fiscal analysis.

| Proposed Change | Est. Net Cost (Salary and Benefits) | Funding Source | Key Fiscal Benefit |
|---|---|---|---|
| Finance Manager (1 FTE)<br><br>Delete 1 FTE Accountant + Add 1 FTE Senior Accountant | Finance Manager~$160K–$180K<br><br>Senior Accountant- net increase $10K | General Fund/SSWA/Other Funds | Protects grant revenue, ensure audit compliance, budget development support, budget management, fee updates/review, business license management (work with HDL) |
| Human Resources (Reclassifications)/Transfer to HR from Finance | Net Neutral to less than $10K total increase | Various Funds | This provides flexibility to allow the payroll and HR Functions to be cross trained throughout the Department |
| City Mgr Office — Special Assistant to CM (2 FTE) | Less than $40K in total | General Fund / Grant/Other Funding | Homeless coordination, BID support, sea level rise planning, project delivery, strategic initiatives, economic development, public information officer |
| PW Supervisor Restore (3 FTE) + Freeze Sr. MW (3 FTE) | $30K net add | General Fund | Supervisory accountability, infrastructure protection, retention |
| Senior Civil Engineer (1 FTE) | ~$160k to $190K | Capital Facilities Fund | Zero GF impact; protects $M+ in capital investments |
| Housing to Dev. Services Integration | Cost-neutral to slightly favorable | Blended GF/Housing Funds | Funding flexibility, compliance improvement, service quality |
| **Police Reorganization** | Management Structure Change largely cost neutral due to change in overtime for managers.<br><br>1-FTE Police Officer- $195 to $210K<br><br>1 FTE Dispatcher<br><br>2 FTE Records Clerk I/II | General Fund | Risk reduction, command accountability, community trust |

**General Fund Net Impact Summary:** The General Fund impact of the proposed changes is estimated at zero impact or the remainder of the fiscal year due to the timing of hiring and recruiting these roles. Any increase if hired before Juine can be addressed with current appropriation levels.

The estimated impact on FY 2026/27 is approximately $**655,000–$720,000 in total annual compensation costs** for the new City Manager's Office and Finance positions (prorated for mid-year implementation). Staff is confident the value of integrating these costs into our budget planning will provide significant ROI as outlined throughout the document.

The City needs to continue its Resiliency Plan approach, laying the train tracks while the train is moving. We have done this for two years with success and continuing this plan at this stage in our plan is logical from staff's perspective. Additionally, our reserves are over $7 million and this is before the sale of the 34-acre property. Continuing to bridge our way to our 15 in fill projects and possible expansion is a prudent way to slowly grow into our future without creating the negative impacts we outlined from doing nothing or standing still.

> **FISCAL CONTEXT:** For context: a single missed grant reimbursement of $200,000, a capital project delay of 90 days, or a police-related liability claim can individually cost the City more than the annual combined cost of all proposed restructuring. This is sound risk management, not discretionary spending.

## SECTION 10 — CONCLUSION: THE CHOICE BEFORE THE COUNCIL

Two years of focused leadership have positioned Suisun City for a period of sustained success. The community is beginning to see the difference in communication, in project delivery, in economic activity, and in the quality of its interactions with city government. This is exactly the moment when organizations face a critical decision: **invest in the infrastructure of success**, or allow momentum to erode as the gap between organizational capacity and community expectations widens.

The positions and reorganizations proposed are not speculative investments in an uncertain future. They are responses to documented, current operational gaps, gaps that are costing the City efficiency, creating fiscal risk, limiting service quality, and constraining the City Manager's ability to lead the organization as effectively as the community deserves.

*Enhanced Fiscal Oversight*

The department heads and I know that each step taken on this path has to be managed. To ensure continued strong financial oversight, starting in July 2026, we will be implementing additional budget review processes that, in short, require enhanced oversight to my office of the ongoing expenses throughout the year, including official reviews and sign off to me from the department heads on a monthly basis focusing on key areas such as revenue (fees and areas they have oversight and/or control), salary expenses (is OT and salaries on a per pay period basis meeting projections), and our the service and supply cost matching the expected work plan. This happens right now informally but to ensure the City Council has comfort on the ongoing Resiliency Plan, we will implement this in a more formal way (would be enhanced even further with the second Finance Manager/Budget Officer).

**The City Council is asked to:**

- Authorize the organizational changes and new position additions described in this paper for mid-year FY 2025–26 implementation;
- Receive an October 2026 progress report on organizational performance, recruitment timelines, and fiscal impact.

Suisun City has earned its momentum. The City Council's approval of this organizational realignment is the single most important action it can take to ensure that momentum carries the community forward not just through the next budget cycle, but into the future that Suisun City's residents deserve.

# APPENDIX — POSITION-BY-POSITION SUMMARY TABLE

The following table provides a consolidated reference for all proposed organizational changes discussed in this position paper.

| Department | Change Type | Position / Action | General Fund Impact |
|---|---|---|---|
| City Manager's Office | Add/Delete (no net add) | Delete current limited term roles and add 2 FTE Management Analyst II (Working Title Special Assistant to City Manager) | Less than $40K per annum; no mid-year impact |
| Finance | New Position<br><br>Add/Delete | Finance Manager (1 FTE)<br><br>Delete Accountant + Add 1 FTE Senior Accountant | Finance Manager ~$160K–$180K<br><br>Add/Delete Senior Accountant- Less than $10K per year |
| Police | Restructure | Command reorganization; Add 1 FTE Police Officer for downtown patrol | -$195K to $210K |
| Community Development | Integration | Housing function integrated into CDD | Cost-neutral to favorable |
| Development Services | Future (Summer) | Housing staff reclassified to joint planning/housing roles | Favorable (blended funding) |
| Public Works | Restructure | Re-establish 3 PW Supervisors; freeze 3 Sr. MW positions | ~$30K net add/yr |
| Public Works | New Position | Senior Civil Engineer (1 FTE) | ZERO GF impact |

All figures are estimates subject to formal job offers based on experience. You are seeing the maximum range but costs could be lower. Mid-year costs will be prorated based on actual hire dates.

# City of Suisun City

## FIVE YEAR STRATEGIC PLAN
## FY 2024-25 through FY 2029-30



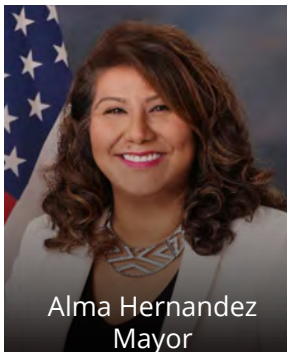


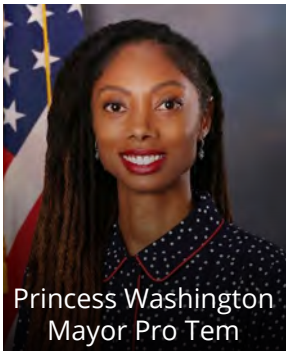
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# Executive Summary

## A Message from the Mayor and City Council

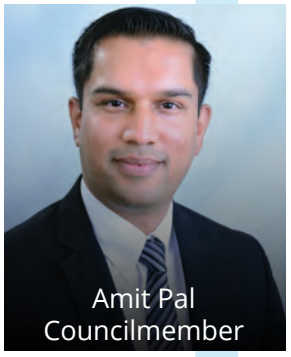
Suisun City is a community we are all proud to call home. This strategic plan articulates the City Council's vision, mission and priorities to balance the needs of the community to retain a safe and healthy environment, preserve our small-town charm and provide inclusive access to high-quality public services. Our City Council, along with our dedicated City staff, is committed to carrying out these strategies over the next five years to achieve our vision of a thriving community where everyone feels at home.


Alma Hernandez
Mayor


Princess Washington
Mayor Pro Tem


Jenalee Dawson
Councilmember


Marlon L. Osum
Councilmember


Amit Pal
Councilmember

## A Message from the City Manager


City Manager
Bret Prebula

The Strategic Plan sets the path for the City of Suisun City for the next five years, covering the period from FY2024-25 through FY2029-30. It contains the City Council's guidance regarding top policy priorities and establishes a framework for allocating resources to achieve important goals.

The Plan contains four goals, which are public safety, community appeal, sustainability and stewardship, and community vibrancy. You will see in the forthcoming pages that the City's revised mission statement highlights *resilience.* For Suisun City, resilience is the ability to adapt to change, cope and recover from setbacks, and to thrive in the face of adversity.

Our strategic planning process included input from many participants including the community, City Council, the City's executive team, and staff. We began by seeking early input from City Councilmembers through individual interviews conducted by our facilitators. The executive team provided their input through a questionnaire about departmental projects and initiatives. An employee survey gathered information from the City staff. Community input was gathered through a series of community meetings, as well as an electronic survey. An environmental scan of internal and external factors that may affect the City and overarching goals was prepared by City staff.

Finally, the City Council and executive team conducted a workshop on October 26, 2024, to provide their review and comments on the various elements of the strategic plan.

As we implement our Strategic Plan, we will continue to strengthen the relationship between the City of Suisun City and our many community members and partners.

Success of the City of Suisun City will always be a team effort.

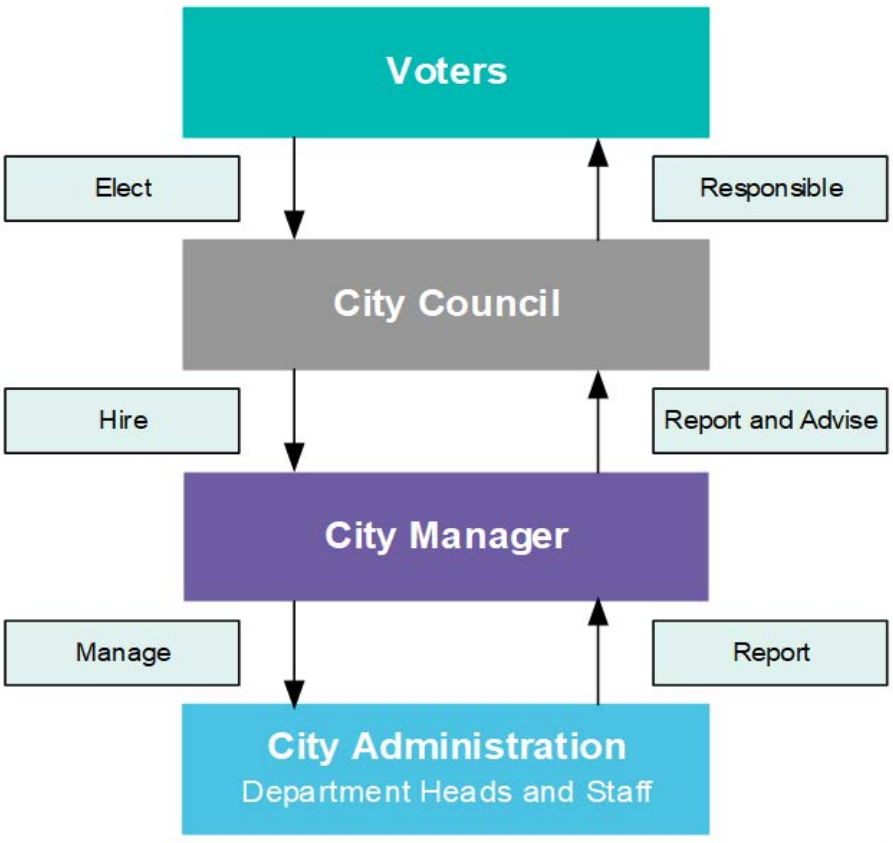
Respectfully,
Bret Prebula
City Manager



# About Suisun City

Suisun City operates under the Council/Manager form of government. The Mayor and Councilmembers are elected independently in non-partisan elections to serve four-year terms in office. The Mayor Pro-Tem is selected by the City Council from among its members. Councilmembers hire the City Manager to implement Responsible City Council policy and run day-to-day operations of the City.

**Council-Manager Form of Government**



# Roles of Community Stakeholders

**COUNCIL**

The City Council plays a critical role in the City's strategic planning process. Council's responsibilities include reflecting on past community trends, ongoing needs, interests, hopes and aspirations of the community to set the vision for the future. The vision guides the development of goals, strategies and the related Council policies, along with the programs and services delivered by the City staff team. Council has legislative oversight to review and approve key strategic projects, ordinances, and resolutions that align with the City's strategic plan. Council's challenge in strategic planning is exercising the discipline to remain focused on the strategic plan vision and goals. Discipline and focus are critical to the City of Suisun City's ability to deliver meaningful progress and measurable results on the goals and strategies over time.

**CITY MANAGER AND STAFF**

The City Manager plays a central operational role in the strategic planning process. The City Manager is responsible for implementing the strategies that drive the strategic plan goals, through day-to-day management and coordination of City staff, departments and operations. The City Manager is tasked with operationalizing the Council's vision and goals into practical programs, services, and projects. The City Manager may also provide professional advice and analysis to Council regarding opportunities and impediments tied to the strategic plan goals, including assessing feasibility of initiatives, recommending alternatives, and helping Council understand the potential impacts of various decisions.

**BOARDS AND COMMISSIONS**

The City's Boards and Commissions play an advisory role to the City Council and provide expertise, input, and community perspectives that help to shape policies and initiatives. The advisory work of the City's Boards and Commissions informs the Council's policy decision-making process. Their involvement ensures that the strategic plan reflects and represents diverse viewpoints and addresses the community's interests.

**COMMUNITY MEMBERS**

Community members' involvement ensures that the City of Suisun City's vision, mission, goals and strategies reflect the culture, true interests, aspirations, and values of the people who live there. It is important that community members share their perspectives, priorities, and concerns and remain involved by receiving progress reports and continuing to contribute and provide input as the Council and City Manager make progress on the strategic plan. This feedback helps City leaders to continuously identify emerging issues that matter to residents and community stakeholders and to celebrate strategic plan successes.

# Background and Overview

The Strategic Plan is a living document, featuring a framework that balances the needs of the community and the City's resource capacity.

A citywide Strategic Plan is fundamental to successful work planning. It is a policy document that reflects the policy priorities of the City Council. It informs budgeting and annual staff work plans. After adoption, staff integrates the policy focus areas into its operations and workplans. Staff also reports back regularly to Council on progress.

## STRATEGIC PLAN FRAMEWORK

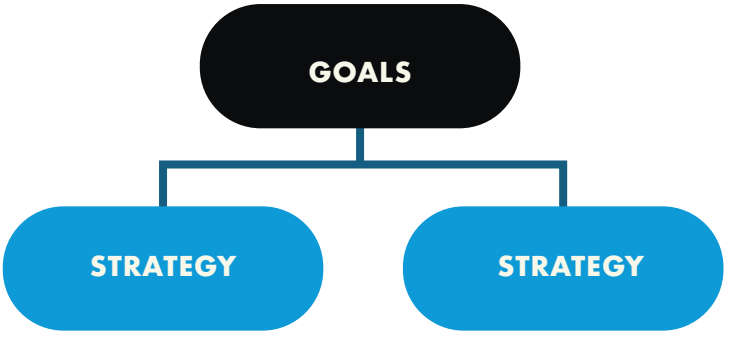
### VISION
The vision sets the focus for the future. It is an aspirational statement of where the organization wants to be.

### MISSION
The City's mission is a statement of purpose of the organization. It fundamentally describes what that organization stands for and what it will do.

### VALUES
Organizational values provide the basis for how the organization and its members will work to achieve the vision and drive how identified goals will be implemented.

### GOAL AREAS
Goal areas will guide the direction and focus of the organization for the next several years. They are closely aligned with the vision and state the desired outcomes to be achieved. They help City leaders decide which of the many worthy projects should be done and when, within available resources.

### GOAL STATEMENTS
Goal statements elaborate what is to be achieved in each goal area.




### STRATEGIES
Strategies express how the City plans to accomplish its goals. They articulate the means to achieve desired outcomes for each strategic focus area. Strategies generally include broad areas to pursue, rather than individual projects.

### IMPLEMENTATION ACTION PLAN
The implementation action plan is the blueprint for carrying out the strategic plan. It contains the detailed steps that must be taken to assure that the goals and strategies are achieved. Workplans provide a framework for determining specific timelines, assignments, and resource allocations. They are designed to be a management tool to help the organization assure that goals are attained and are well suited to periodic check-in about progress, changes or challenges.

# Strategic Planning Process

A broad base of input was gathered during the strategic planning process.

- **Council Interviews.** The process began with individual interviews with each member of the Council conducted by the strategic planning facilitators. These interviews provided critical early information about challenges facing Suisun City and priorities for the future which were incorporated into this Strategic Plan document.
- **Community Engagement.** Community engagement was an important part of the process and input was gathered through an electronic community survey. This survey provided valuable insights about community priorities and interests.
- **City Employee Input.** Suisun City employees were invited to provide feedback about the needs of the City and priorities for the future. Additionally, employees were asked about the City's mission, vision, and values. This input was provided through an online survey of all employees.
- **Environmental Scan.** Factors that are important in planning for the future of Suisun City were identified in an environmental scan prepared by City staff and presented at the strategic planning workshop.
- **Strategic Planning Workshop.** A strategic planning workshop was held as part of the process of providing and synthesizing information and developing the Strategic Plan. The workshop was held with the City Council and executive team members on October 26, to establish goals and strategies in the Strategic Plan, and update the City's vision, mission, and values.
- **Implementation Action Plan.** The Implementation Action Plan accompanies this Strategic Plan. It can be used by the executive team to identify implementation steps, timelines, lead assignments, and milestones for each goal and strategy.

**5**
**COUNCIL INTERVIEWS**

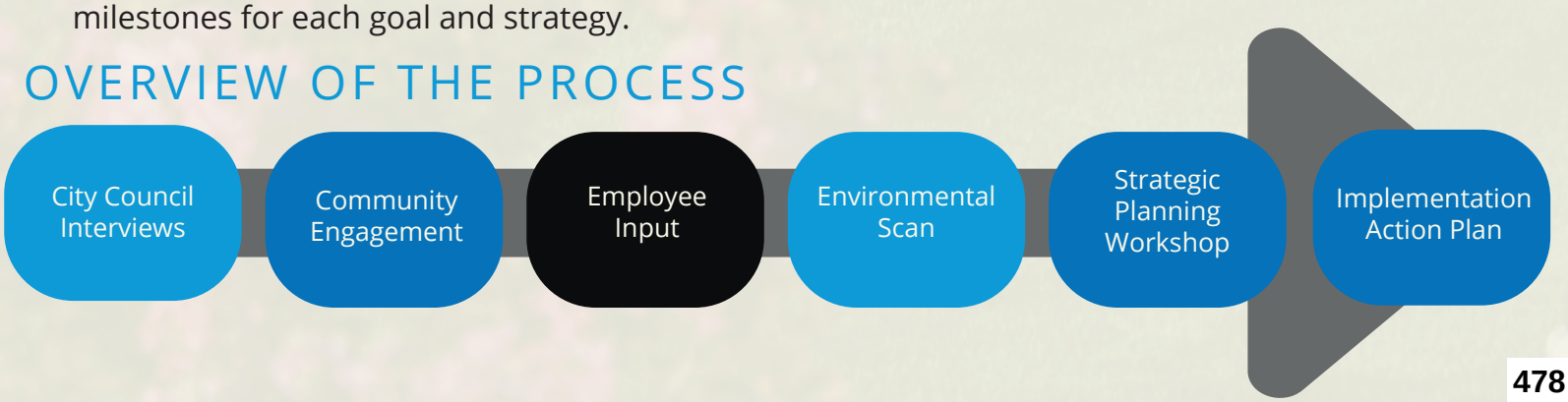
**412**
**RESPONSES TO THE COMMUNITY SURVEY**

**3**
**COMMUNITY MEETINGS**

**9**
**DEPARTMENTAL QUESTIONNAIRES**

**34**
**RESPONSES TO THE EMPLOYEE QUESTIONNAIRE**

## OVERVIEW OF THE PROCESS



# Strengths, Limitations, Opportunities, and Threats

Proposed strategic goal areas were informed by the strengths, limitations, opportunities and threats identified through engagement activities. The major themes are presented below.

## STRENGTHS

- Waterfront access
- Access to rail and transportation
- Proximity to Bay Area, Napa, Travis AFB
- Cultural diversity
- Community events
- Competent and dedicated City staff
- Recreational opportunities and proximity to nature

## OPPORTUNITIES

- Revitalization of downtown
- Development of underutilized parcels
- Improve image by addressing social issues
- Strategic location and Highway 12 visibility can attract businesses
- Collaborate for strategic regional growth
- Enhance public safety
- Increase use of the marina




## LIMITATIONS

- Lack of sales-tax-generating businesses
- Crime rate
- Lack of succession planning for staff
- Lack of public safety resources
- City staffing levels
- Lack of code enforcement
- Homelessness and vacant buildings
- Slow development
- Lack of public education and engagement

## THREATS

- Lack of funding for fire services and road maintenance
- Increase in homeless population
- Population growth outpacing public safety services
- Leadership disconnect
- Water quality
- Staffing recruitment/retention
- Lack of funding for City departments

# Vision, Mission, and Values

## Vision

**Discover the gem by the Bay.**

## Mission

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

## Values

- **Integrity**
- **Inclusivity**
- **Adaptability**
- **Humility**

# Multi-year Goals

Four multi-year goals have been established. These identify intended outcomes to be achieved through an associated set of strategies.

## GOAL A - Public Safety

## GOAL B - Community Appeal

## GOAL C - Sustainability and Stewardship

## GOAL D - Community Vibrancy

# GOAL A

## Public Safety

Suisun City is thriving, resilient, and safe.



## Strategies

1. Explore options for public safety service provision
2. Natural disaster Emergency Operations Plan and public communication
3. Establish a plan to collaborate regionally to pursue this goal

# GOAL B

## Community Appeal

Suisun City is sustainable, appealing and future-focused.



## Strategies

1. Garbage contract
2. Illegal Dumping Cleanup Program
3. Capital Improvement Plan (CIP) including Council Chambers updates, public safety equipment, computer replacements and plan
4. CIP/roads annual workplan and advanced planning
5. Implementation of new human resources, financial, and enterprise resource planning technologies
6. Humphrey Canal Project
7. Cartograph implementation
8. Establish a plan to collaborate regionally to pursue this goal

# GOAL C

## Sustainability and Stewardship

Develop strategic policies, programs and financial opportunities that result in long-term social, economic, operational and financial sustainability supported by our community.



## Strategies

1. Financial plan development through 2028
2. Finance policies update including budget transfer policy
3. Update Impact and Master Fee Study
4. Outsource business license program and related implementation
5. Climate and Adaptation Plans (sea level rise and ongoing analysis)
6. Legislative platform
7. Explore outsourcing options for city services (public safety services, waste management, maintenance services)
8. Citywide restructuring of the business improvement special assessment districts
9. Establish a plan to collaborate regionally to pursue this goal
10. Update Human Resources policies and procedures to align with current legal requirements and industry best practices.

# GOAL D

**Community Vibrancy**

Suisun City will become resilient by utilizing its abundance of natural resources to improve the vitality of the community through sustainable development for all residents.



## Strategies

1. Economic development strategy and implementation plan
    a. North Bay Clinic
    b. Redevelopment of opportunity sites (Sunset building feasibility review, postage stamp lot)
    c. Establish Economic Development Board
    d. Implement highest and best use of 34 acre site
2. Communication plan
3. Marina development plan
4. Logistics annexation (Highway 12 and Suisun logistics)
5. Downtown Specific Plan (50% development at downtown/ waterfront)
6. Parking study
7. Cannabis saturation analysis
8. Unhoused Master Plan
    a. Unhoused staffing unit
    b. New policies including citation program
9. Establish a plan to collaborate regionally to pursue this goal





# Implementation, Reporting, and Updating

## Implementation Action Plan

The Implementation Action plan accompanies the Strategic Plan, and includes action steps, a timeline, and lead responsibility for each strategy. Timelines may be adjusted based on changing priorities and resources.

## Reporting and Updating

Progress reports will be prepared on a regular basis. An annual status report on the full Strategic Plan will be prepared.

# STAYING INFORMED

This Strategic Plan is designed to guide the work and future of the City of Suisun City. The plan articulates the vision and mission for the City and establishes a set of goals and strategies to guide the work of the City of Suisun City over the next several years. An accompanying Implementation Action Plan sets forth timelines and assignments for implementing the Strategic Plan.

## Links and Resources

- City Councilmembers: https://www.suisun.com/Government/City-Council
- Strategic Plan Updates: Link placeholder
- Environmental Scan: Link placeholder



***Thank you to everyone who contributed to this important initiative and everyone who will help make the vision a reality.***

# Acknowledgements

## Strategic Planning Participants

### City Council

- Mayor Alma Hernandez
- Mayor Pro Tem Princess Washington
- Councilmember Jenalee Dawson
- Councilmember Marlon Osum
- Councilmember Amit Pal

### Executive Team

- City Manager Bret Prebula
- Development Services Director Jim Bermudez
- Finance Director Lakhwinder Deol
- Acting Recreation, Parks, and Marina Director Janet Hull
- Fire Chief Brad Lopez
- Information Technology Manager Rowland Roberts
- Police Chief Aaron Roth
- Public Works Director/City Engineer Nouae Vue

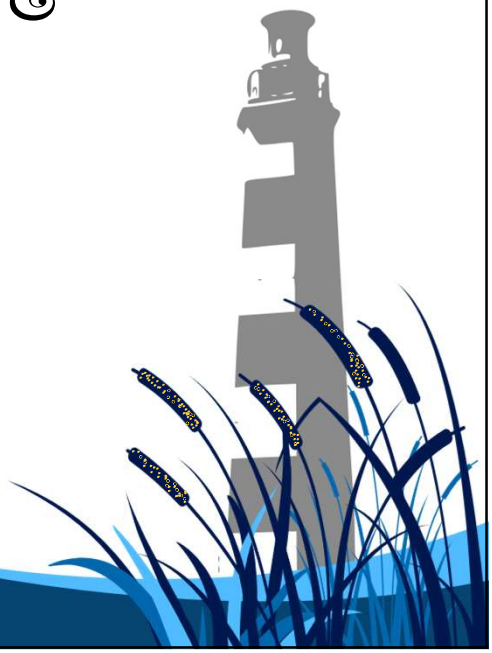





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# Suisun City Realignment & Strategic Staffing Plan

City Council | March 17, 2026

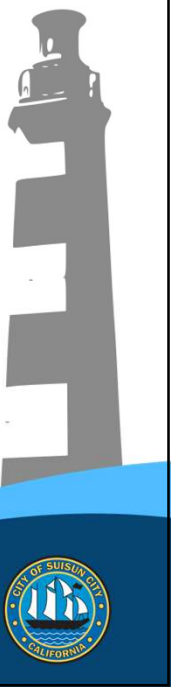


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## Request

Continuation of March 3, 2026, item requesting:

- Council adoption of a resolution approving an Organizational Realignment and Strategic Staffing Plan and Amending the Citywide Classification Plan Supporting the Organizational Realignment and Strategic Staffing Plan.
- Council adoption approving amendments to the Citywide Salary Schedule Supporting the Organizational Realignment and Strategic Staffing Plan.



2

# Introduction



- The proposed realignment is the result of close collaboration from department heads understanding the needs and wants of staff, limited resources, and budgetary constraints.
- Realignment would directly implement several goals and strategies and address many of the Strengths, Limitations, Opportunities, and Threats identified in the Council-adopted Five-Year Strategic Plan (2025-2030)
- Realignment allows for slight modifications to existing positions, addition of new positions (some limited-term), reclassifications, and elimination (or freezing) of positions to better reflect the needs of staff, and department heads to achieve maximum efficiency
- Increases efficiency of organization with relatively nominal impact to budget, which in turn maximizes output
  - Employee retention
  - Reduces attrition
  - Boosts organizational morale
  - Increases efficiency through more effective cross-collaboration
- Realignment positions City departments towards the Best Practices (previously referred to as “Silver Option”) staffing scenario presented to Council in 2025 accounting for limited resources and budgetary constraints

3

# Summary of Changes

## Fiscal Impact for FY2026/27 $655,000 to $720,000

**City Manager’s Office (Fiscal Impact: Less than $40,000)**
- 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
- Delete one (1) Administrative Assistant II (Limited-Term)
- Delete one (1) Administrative Technician (Limited-Term)

**Finance Department (Fiscal Impact: $160,000 to $180,000)**
- Add one (1) Finance Manager (Full-Time)
- Add one (1) Senior Accountant (Full-Time)
- Delete one (1) Accountant position (Full-Time)

**Development Services Department (Fiscal Impact: Neutral to Cost Savings)**
- No position changes
- Integrate Housing Division within Development Services Department

**Human Resources Department (Fiscal Impact: Neutral to $10,000)**
- 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)

**Public Works (Fiscal Impact: $190,000 to $220,000)**
- Restore three (3) Public Works Supervisors (Full-Time)
- Freeze three (3) Senior Maintenance Workers (Full-Time)
- Add one (1) Senior Civil Engineer (Full-Time)

**Police Department (Fiscal Impact: Approximately $500,000)**
- Reclass one (1) Police Commander to one (1) Police Captain (Full-Time)
- Reclass one (1) Police Commander to one (1) Police Lieutenant (Full-Time)
- Add one (1) Police Lieutenant (Full-Time)
- Add one (1) Police Officer (Full-Time)
- Add one (1) Dispatcher (Full-Time)
- Add two (2) Records Clerk I/II (Full-Time)
- Freeze one (1) Police Sergeant - Detective (Full-Time)

4

# Strategic Plan (2025-2030)

- Adopted by Council February 18, 2025
- Purpose is to "…directly guide City policy, budgeting, and resource allocation in alignment with public safety, infrastructure, sustainability, and community development priorities." [Feb. 18, 2025 Council Report]
- The Strategic Plan "…informs budgeting and annual staff work plans." [2025-2030 Strategic Plan]
- Key Components:
  - Strengths, Limitations, Opportunities, Threats
  - Mission, Vision, Values
  - Goals (A, B, C, D) & Strategies

5

# Strategic Plan: Goals & Strategies

- Goal A – Public Safety: Suisun City is thriving, resilient, and safe.
- Goal B – Community Appeal: Suisun City is sustainable, appealing, and future-focused.
- Goal C – Sustainability and Stewardship: Develop strategic policies, programs and financial opportunities that result in long-term social, economic, operational and financial sustainability supported by our community.
- Goal D – Community Vibrancy: Suisun City will become resilient by utilizing its abundance of natural resources to improve the vitality of the community through sustainable development for residents.

6

# Strategic Plan:
## Strengths, Limitations, Opportunities, Threats

**Strengths**
- Competent and Dedicated City Staff

**Limitations**
- Lack of Succession Planning for Staff
- Lack of Public Safety Resources
- City Staffing Levels
- Homelessness and Vacant Buildings
- Slow Development

**Opportunities**
- Improve Image by Addressing Social Issues
- Enhance Public Safety

**Threats**
- Increase in Homeless Population
- Population Growth Outpacing Public Safety Services
- Leadership Disconnect
- Staffing Recruitment and Retention
- Lack of Funding for City Departments

7

# Summary

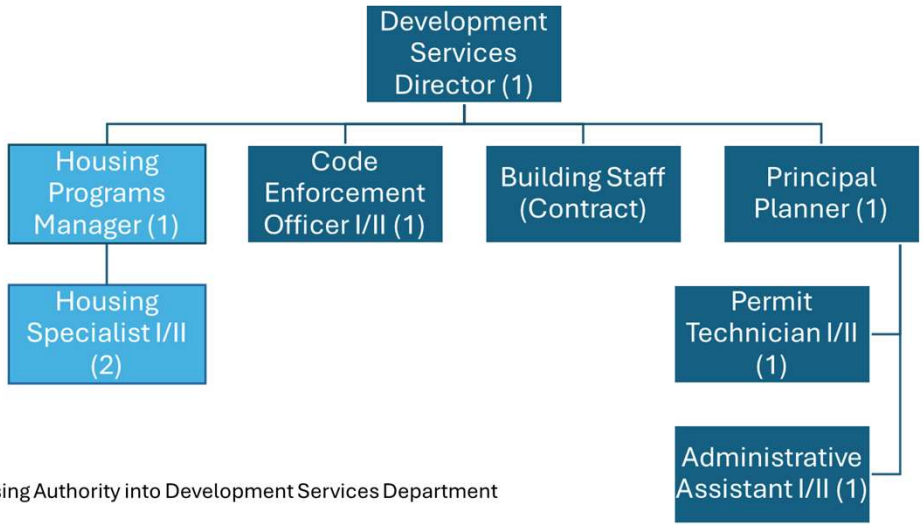
- Realignment better positions staff to continue, and more effectively, achieve the Goals and Strategies adopted as part of the Strategic Plan
- Realignment directly (and indirectly) serves as the cornerstone to addressing many of the SLOT's, especially the capitalizing on "strengths," minimizing "limitations," expanding on "opportunities," and reducing "threats"
- Realignment IS implementation of the Strategic Plan

8

# Development Services

9

## Development Services
## Proposed Organizational Chart 2026




- Integrates Housing Authority into Development Services Department

10

# Development Services
## Supporting Analysis

**1. Aligns related functions under one department**
- Housing policy and development review are closely connected.
- Integration improves coordination between planning, housing policy, and development approvals.

**2. Improves compliance with state housing mandates**
- California housing requirements are increasingly complex.
- A unified structure improves the City's ability to monitor compliance and meet reporting obligations.

**3. Reduces reliance on outside consultants**
- Strengthening internal capacity allows the City to handle more housing and development policy work in-house.

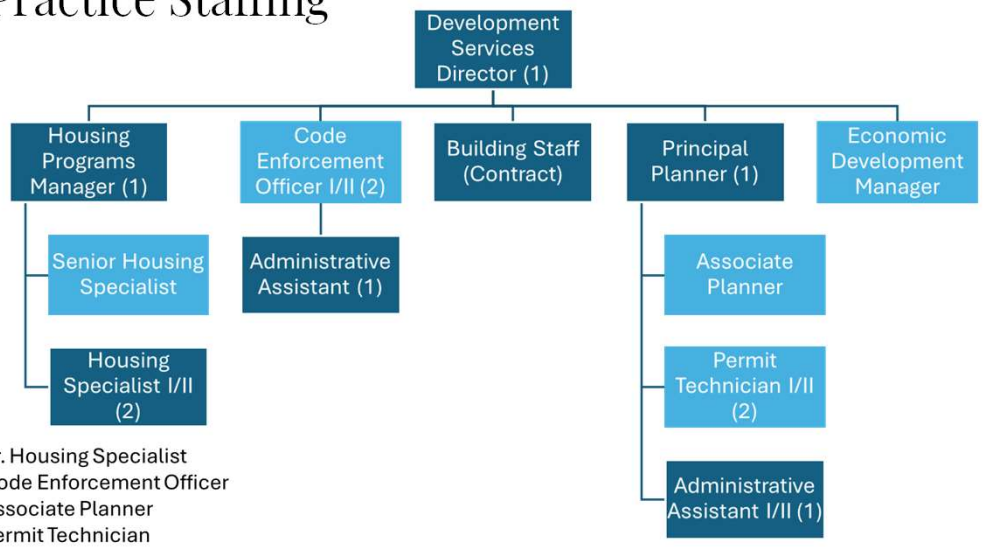
**4. Improves development coordination**
- Developers and applicants benefit from more streamlined communication and project management.



Development Services

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# Development Services
## Best Practice Staffing



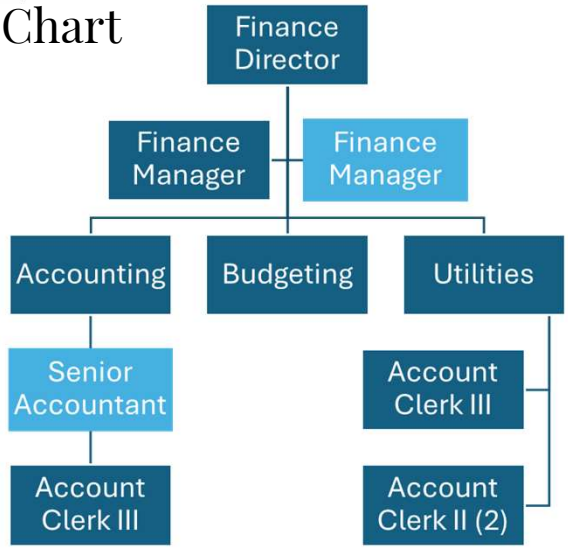

- Adds one Sr. Housing Specialist
- Adds one Code Enforcement Officer
- Adds one Associate Planner
- Adds one Permit Technician
- Adds one Economic Development Manager

12

# Finance Department

13

## Finance Department
## Proposed Organizational Chart




- Reclassify Accountant to Senior Accountant
- Adds one Finance Manager
- Payroll Unit transferred from Finance to HR on 2/6/2026

14

# Finance Department
## Supporting Analysis

**1. Strengthens financial oversight**
- Adding a Finance Manager improves internal oversight, financial reporting, and strategic financial planning.

**2. Reduces operational risk**
- Financial functions are complex and heavily regulated. The new structure provides appropriate supervision and internal controls.

**3. Improves budgeting and financial forecasting**
- Enhanced leadership capacity allows the City to better manage long-term financial planning and fiscal sustainability.

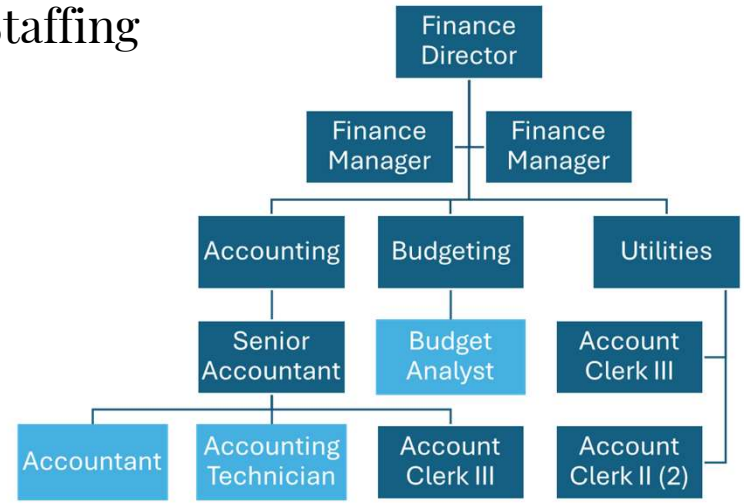
**4. Supports the scale of city operations**
- As the City grows and financial reporting requirements increase, additional financial management capacity is necessary to maintain compliance and transparency.



Finance Department

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# Finance Department
## Best Practice Staffing



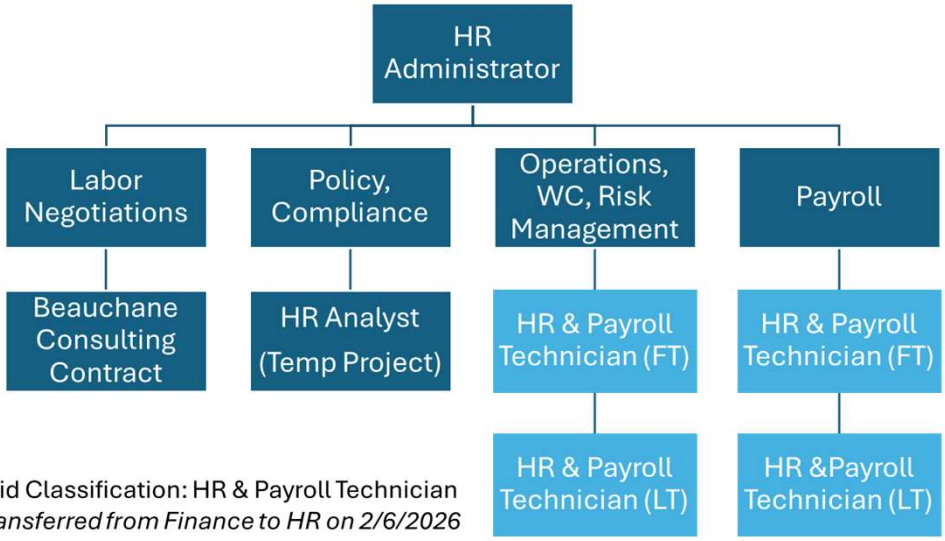

- Adds one Accountant
- Adds one Accounting Technician
- Adds one Budget Analyst

16

# Human Resources

17

## Human Resources Department
## Proposed Organizational Chart




- Establishes Hybrid Classification: HR & Payroll Technician

*Note: Payroll Unit transferred from Finance to HR on 2/6/2026*

18

# Human Resources Department
## Supporting Analysis



**1. Aligns payroll with the functions that drive it**
- Payroll transactions originate from HR actions such as hiring, promotions, compensation changes, and benefits enrollment.
- Aligning payroll within HR improves accuracy and coordination.

**2. Reduces operational risk**
- Historically, payroll functions were concentrated in one position, creating a single point of failure.
- Cross-training staff ensures continuity for this mission-critical function.

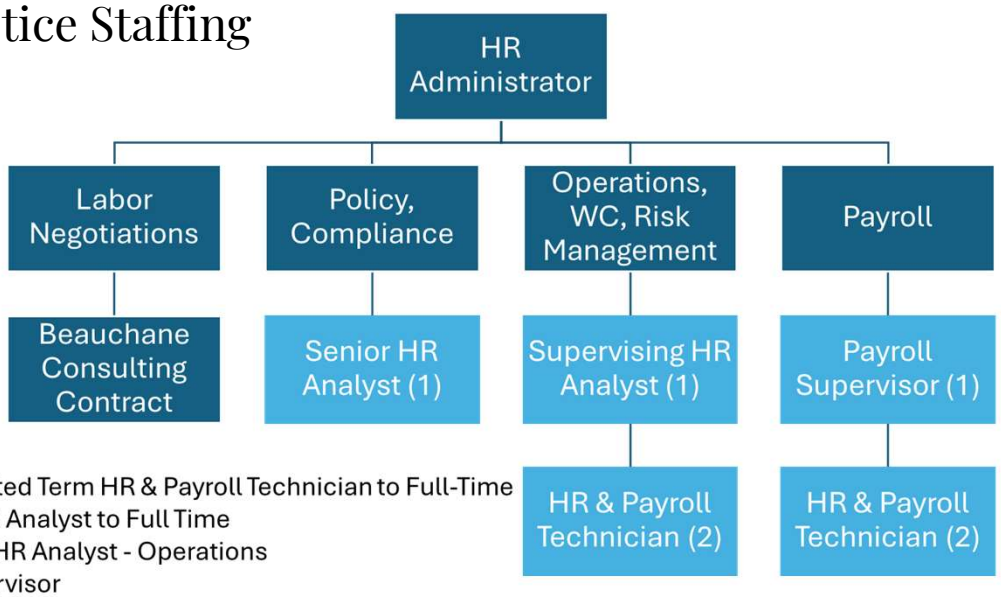
**3. Supports labor relations and compliance**
- Payroll staff play a key role in FLSA compliance, labor agreement implementation, and compensation analysis.

**4. Improves internal controls**
- Multiple trained staff improve oversight and audit controls over payroll operations.

Human Resources

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# Human Resources Department
## Best Practice Staffing



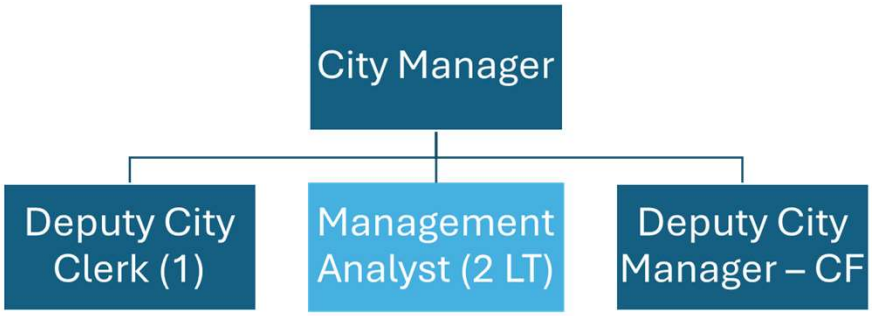

- Converts two Limited Term HR & Payroll Technician to Full-Time
- Converts Temp HR Analyst to Full Time
- Adds Supervising HR Analyst - Operations
- Adds Payroll Supervisor

20

# City Manager's Office

21

## City Manager
## Proposed Organizational Chart 2026




- Reclassify one Limited Term Admin Assistant to Limited Term Management Analyst
- Reclassify one Limited Term Admin Technician to Limited Term Management Analyst

22

# City Manager
## Supporting Analysis

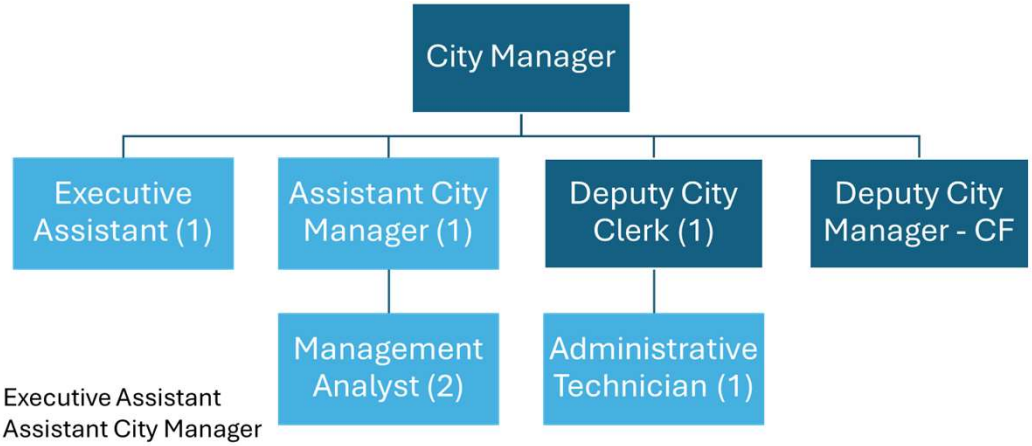


1. **Expands the City's capacity to manage priority initiatives**
   - These positions allow the City to actively manage complex policy initiatives, including homelessness coordination, economic development, and communications.
2. **Strengthens regional partnerships and grant opportunities**
   - Dedicated analyst support allows the City to coordinate with regional agencies, track funding opportunities, and manage strategic initiatives more effectively.
3. **Improves transparency and communication**
   - A communications-focused analyst helps improve public information, community engagement, and transparency, which supports public trust in City government.
4. **Aligns directly with the Strategic Plan**
   - Supports Council priorities related to:
   - homelessness response
   - economic development
   - community engagement
   - strategic project management.



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# City Manager
## Best Practice Staffing



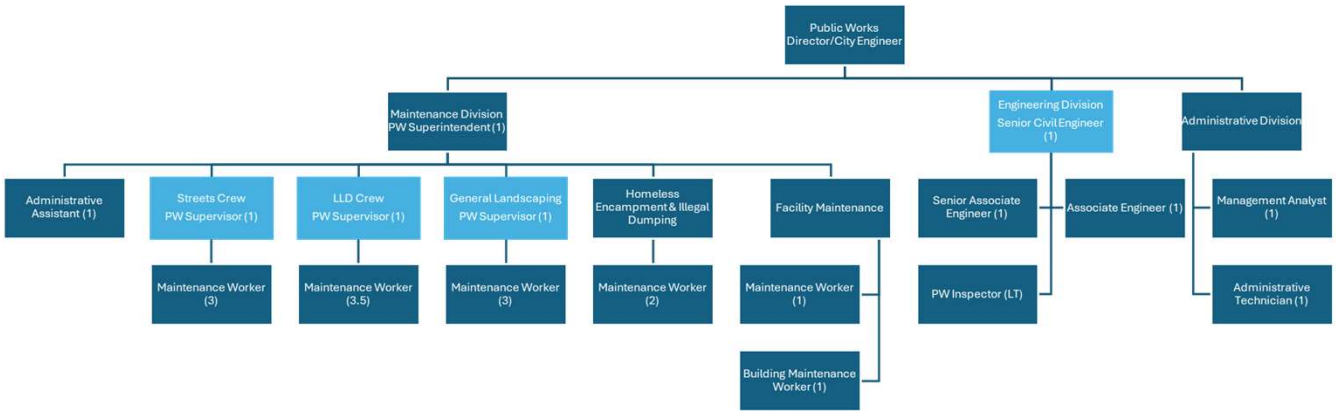

- Adds one Executive Assistant
- Adds one Assistant City Manager
- Converts two Limited Term Management Analyst to Full-Time
- Adds one Administrative Technician

24

# Public Works

25

## Public Works Department
## Proposed Organization Chart




- Re-establish three PW Supervisors (freeze three Senior Maintenance Workers) ~$10K each
- Add Senior Civil Engineer (funded by CF and dedicated to CF) ~$190K

26

# Public Works Department
## Supporting Analysis

**1. Restores essential field supervision**
- Supervisors provide day-to-day leadership, safety oversight, and operational coordination for maintenance crews.

**2. Improves project delivery**
- Adding a Senior Civil Engineer strengthens the City's ability to manage capital improvement projects and infrastructure planning.

**3. Reduces reliance on consultants**
- Expanding internal engineering capacity allows the City to handle more project review and oversight internally.

**4. Supports infrastructure investment**
- The City continues to invest in infrastructure, and technical leadership is needed to manage those projects effectively.

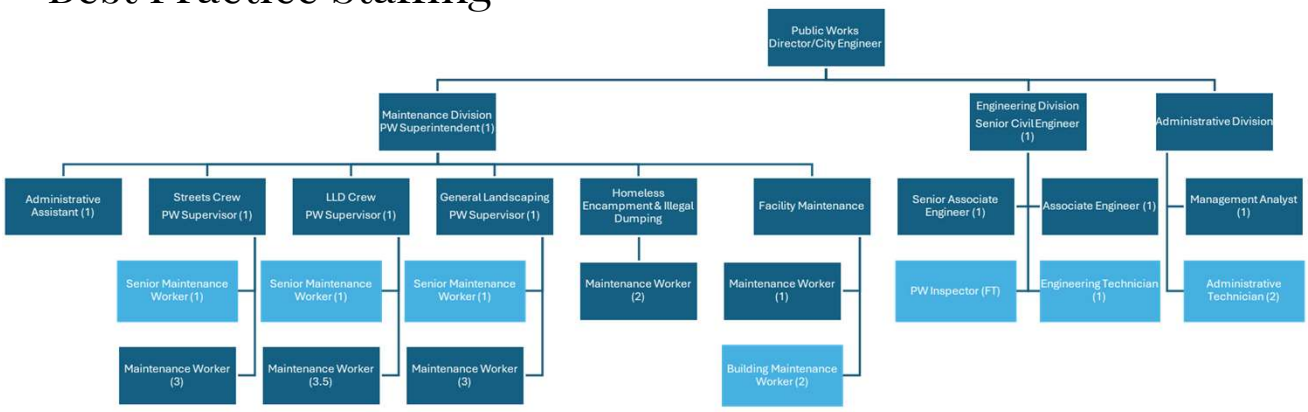
**5. Funding**
- Senior Civil Engineer will be fully funded by the California Forever project.



Public Works Department

27

# Public Works Department
## Best Practice Staffing



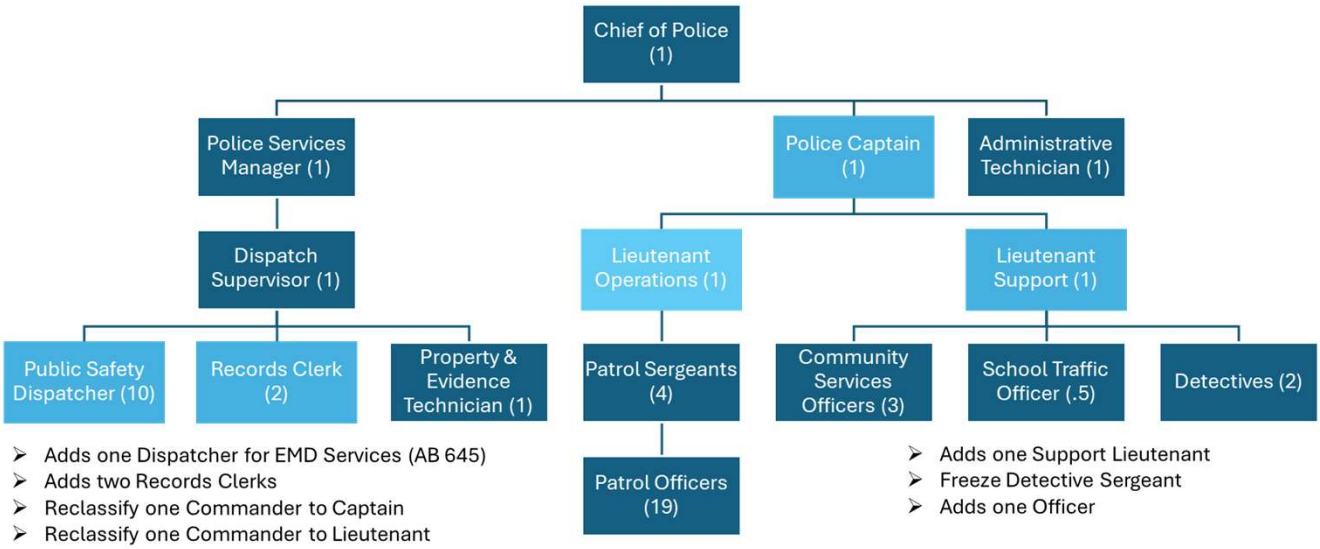

- Re-establish three Senior Maintenance Workers
- Add one Building Maintenance Worker to Facility Maintenance Division
- Add one Engineering Technician
- Convert Limited Term Public Works Inspector to Full Time
- Add one Administrative Technician

28

# Police Department

29

## Police Department
## Proposed Organization Chart




- Adds one Dispatcher for EMD Services (AB 645)
- Adds two Records Clerks
- Reclassify one Commander to Captain
- Reclassify one Commander to Lieutenant

- Adds one Support Lieutenant
- Freeze Detective Sergeant
- Adds one Officer

30

# Police Department
## Supporting Analysis

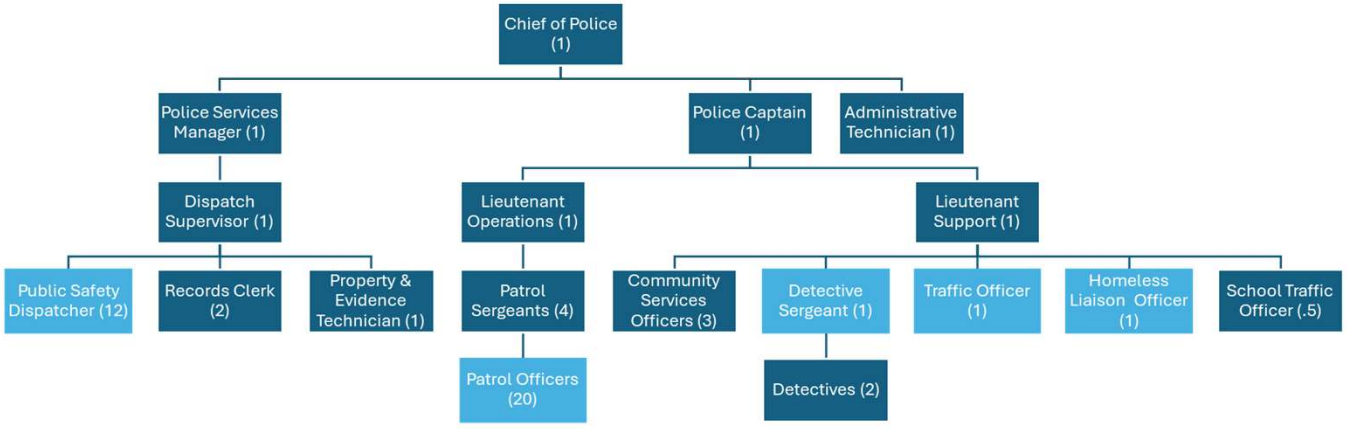


1. **Establishes a clear command structure and improves operational oversight**
   - The new structure creates a clear chain of command, with a Police Captain serving as second-in-command.
   - Two Lieutenants allow the department to oversee:
     - Operations
     - Investigations and Support Services
2. **Strengthens public safety capacity and moves us closer to a best practices model**
   - 1 per 1000 not including upper management
   - 29 sworn is 4 fewer than best practices model of 30 front line staff (total of 33)
   - Currently 23 deployable officers due to vacancies, training and medical leave - includes command staff (higher than 10% national vacancy rate average)
   - AB 645 Emergency Services Mandate requires total three dispatchers by January 2027
   - Adding an officer and dispatcher directly supports front-line public safety services.
3. **Supports succession planning**
   - The structure creates clearer leadership development pathways within the department.

Police Department

31

# Police Department
## Best Practice Staffing




- Adds two Dispatchers for EMD Services (AB 645)
- Unfreeze Detective Sergeant
- Adds three Officers (patrol, traffic, homeless liaison)

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# Recommendation



Council consideration and adoption of the following items related to the proposed organizational realignment and strategic staffing plan:

a. Council Adoption of Resolution No. 2026-___: Approving an Organizational Realignment and Strategic Staffing Plan and Amending the Citywide Classification Plan Supporting the Organizational Realignment and Strategic Staffing Plan to Eliminate Accounting Technician, Human Resources Technician I/II and Police Commander Classifications, Amend the Management Analyst I/II and Assistant/Associate/Associate Civil/Senior Associate/Senior Associate Civil Engineer Classifications, and Establish Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior, Senior Civil Engineer, Police Captain and Police Lieutenant Classifications.

b. Council Adoption of Resolution No. 2026-___: Approving amendments to the Citywide Salary Schedule Supporting the Organizational Realignment and Strategic Staffing Plan to Eliminate Accounting Technician, Human Resources Technician I/II and Police Commander and Establish Salaries for Accounting Technician I/II, Human Resources/Payroll Technician I/II/Senior, Senior Civil Engineer, Police Captain and Police Lieutenant.

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**AGENDA ITEM NO. 19.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:** Council Adoption of Resolution No. 2025-___: Authorizing the City Manager to Approve a Memorandum of Understanding between the Community Action Partnership Solano, Joint Powers Authority; Solano County; and the Cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo to Partially Fund the Coordinated Entry System of Homeless Services.

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**FISCAL IMPACT:** Suisun City's contribution would be $61,517 from the general fund over three years.

---

**STRATEGIC PLAN:** Provide Good Governance.

---

**BACKGROUND:** In 1999, Solano County and its cities formed CAP Solano to address homelessness in a coordinated, countywide manner. In March 2017, CAP Solano published a Strategic Plan outlining three primary goals:

- Improving system navigation
- Increasing affordable and deeply affordable housing stock
- Strengthening support systems to help residents maintain housing

In 2022, the organization was restructured as the Community Action Partnership of Solano, Joint Powers Authority (CAP Solano JPA). The newly formed Board of Directors includes two members from each participating jurisdiction's elected body. The Board is responsible for establishing policy for the JPA and supporting coordination of countywide policy within each member jurisdiction.

CAP Solano JPA continues to serve as a countywide organization focused on collaboration and coordination of homeless services throughout Solano County. The City of Suisun City is a member of this Joint Powers Authority, along with Solano County and the other cities within the county, working together to address homelessness in a unified and strategic manner.

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**STAFF REPORT:** CAP Solano JPA is seeking to execute a Memorandum of Understanding (MOU) with each participating jurisdiction—Solano County, Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo—to partially fund the Coordinated Entry (CE) system. The proposed MOU continues to address the first goal of improving system navigation by supporting a coordinated entry system to provide a standardized approach of comprehensively assessing the housing and service needs of homeless individuals and families, and to refer them to appropriate available resources help end their homelessness.

The Community Action Partnership of Solano, Joint Powers Authority (CAP Solano JPA), is the countywide collaborative formed by Solano County and its seven cities to coordinate efforts to address homelessness. As part of its strategic goal to improve system navigation and strengthen service coordination, CAP Solano JPA is requesting that each member jurisdiction enter into a new Memorandum of Understanding (MOU) to support the continued operation of the Coordinated Entry

(CE) system.

The Coordinated Entry system is a federally required component of local homelessness response efforts and is essential for eligibility for U.S. Department of Housing and Urban Development (HUD) funding. Coordinated Entry provides a standardized, equitable process for individuals and families experiencing homelessness—or who are at risk of homelessness—to access services. Through a consistent intake, assessment, and prioritization structure, CE ensures that persons in need are referred to appropriate resources based on vulnerability, need, and available housing or services.

Resource Connect Solano serves as the local Coordinated Entry system Operator. The Coordinated Entry Services Operator is responsible for managing the implementation and on-going administration, development and continuous improvement of Solano County's Coordinated Entry System in alignment with Housing First Solano's Coordinated Entry System Policies and Procedures. The proposed MOU establishes shared funding responsibilities among Solano County and its cities—Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo—to support the continued operation of this system.

By approving the MOU, member jurisdictions reaffirm their commitment to a coordinated regional response to homelessness and ensure the continuity of a system that improves service access, reduces duplication of effort, and strengthens the effectiveness of homeless services throughout Solano County.

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**STAFF RECOMMENDATION:** Council Adoption of Resolution No. 2025-___: Authorizing the City Manager to Approve a Memorandum of Understanding between the Community Action Partnership Solano, Joint Powers Authority; Solano County; and the Cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo to Partially Fund the Coordinated Entry System of Homeless Services.

The Council could choose not to approve the coordinated entry MOU; however, this is not recommended as a regional approach to addressing issues of homelessness is necessary to have a greater impact within the county.

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**DOCUMENTS ATTACHED:**

1. Council Adoption of Resolution No. 2026-___: Authorizing the City Manager to Approve a Memorandum of Understanding between the Community Action Partnership Solano, Joint Powers Authority; Solano County; and the Cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo to Partially Fund the Coordinated Entry System of Homeless Services
2. CAP Solano JPA Coordinated Entry MOU
3. Draft PowerPoint Presentation

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**PREPARED BY:** Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Resolution Authorizing City Manager to Approve CAP Solano JPA MOU Coordinated Entry System of Homeless Serviices
2. Exhibit A Community Action Partnership MOU
3. Draft CES Presentation.pdf

# RESOLUTION NO. 2026-

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE COMMUNITY ACTION PARTNERSHIP OF SOLANO AND THE CITIES OF BENICIA, FAIRFIELD, RIO VISTA, SUISUN CITY, VACAVILLE, AND VALLEJO REGARDING THE HOUSING FIRST SOLANO CONTINUUM OF CARE COORDINATED ENTRY SYSTEM

**WHEREAS,** the City of Suisun City is a party to the Community Action Partnership of Solano, Joint Powers Authority (the "CAP Solano JPA") for the purpose of coordinating the provision of homeless and other safety net services across Solano County; and

**WHEREAS,** CAP Solano JPA is comprised of the County of Solano, and the cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo (each referred to collectively as the "participating jurisdictions," or "member organizations"); and

**WHEREAS,** In March 2017, CAP Solano published a five-year strategic plan called "Neighbors Helping Neighbors: Forward Together," which identified as a priority creation of a "Coordinated Entry" system to enhance navigation for homeless services; and

**WHEREAS**, this Memorandum of Understanding (MOU) continues the mechanism for Coordinated Entry supported by funding from the members of the JPA, including the City of Suisun City; and

**WHEREAS,** the CAP Solano JPA Board of Directors, comprised of elected officials from each of the member organizations oversees the countywide Coordinated Entry System contract, according to First Solano's policies and procedures; and

**WHEREAS,** Coordinated Entry (CE) provides access to services for the unhoused, conducts assessments to determine level of need, prioritize the most vulnerable need based on assessment and has referral ability to emergency shelters, Rapid Rehousing, Permanent Supportive Housing, and other housing and homelessness projects and services; and

**WHEREAS, .**CE is a requirement of HUD and the State of California to access Continuum of Care funded projects, Emergency Solutions Grants (ESG) Program, and other federal funding, including funds provided through the U.S. Department of Veterans and state funding, such as homeless Housing Assistance and Prevention (HHAP) and No Place Like Home; and

**WHEREAS,** CAP Solano JPA seeks to enter a Memorandum of Understanding (MOU) for partial funding of the Coordinated Entry System for the term of three years, beginning December 1, 2025 through December 31, 2028.

**WHEREAS**, Suisun City's financial responsibility for the three year MOU is $61,517.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF SUISUN CITY HEREBY RESOLVES:**

Section 1. The above recitals are true and correct.

Section 2. Approves the Memorandum of Understanding provided herein as Attachment A.

Section 3. Authorizes the City Manager, or his designee, to execute the MOU with CAP Solano JPA for partial funding of the Coordinated Entry system for the term of 3-years, beginning December 1, 2025 thru December 31, 2028.

Section 4. The City Manager, or his designee, is hereby authorized and directed to do all things necessary and proper to effectuate the purpose of this resolution.

Section 5. 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, 17th day of March 2026, by the following vote:

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

**WITNESS** my hand and the seal of said City this 17th day of March 2026.

ATTEST:

_____ _____

Alma Hernandez, Mayor Anita Skinner, City Clerk

Attachment A: Memorandum of Understanding

COMMUNITY ACTION PARTNERSHIP
SOLANO
JOINT POWERS AUTHORITY
675 Texas Street Fairfield, CA 94533 – www.capsolanojpa.org

# A MEMORANDUM OF UNDERSTANDING BETWEEN THE COMMUNITY ACTION PARTNERSHIP SOLANO, JOINT POWERS AUTHORITY; SOLANO COUNTY; AND THE CITIES OF BENICIA, FAIRFIELD, RIO VISTA, SUISUN CITY, VACAVILLE, AND VALLEJO REGARDING THE HOUSING FIRST SOLANO CONTINUUM OF CARE COORDINATED ENTRY SYSTEM

This Memorandum of Understanding, hereinafter referred to as "MOU," is made effective December 1, 2025 by and between the Community Action Partnership Solano, Joint Powers Authority, hereinafter referred to as the "JPA"; Solano County, hereinafter referred to as the "County"; and the Cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, hereinafter referred to as the "Cities"; individually, a "Party"; and collectively, the "Parties."

## RECITALS

WHEREAS, the JPA is charged with providing oversight and coordination of homeless and safety net services to the residents of the County and Cities; serving as the conduit for safety net funding support; administering such funds and making grants available to other non-profit entities that provide services to people experiencing homelessness; and undertaking such other programs as its Board of Directors may authorize, including such duties and tasks required to receive and distribute federal, state, local, and other funding to support the JPA's mission; and

WHEREAS, the Continuum of Care that coordinates the provision of housing and supportive services addressing homelessness in the County and Cities is known as the Housing First Solano Continuum of Care, hereinafter referred to as the "CoC"; and

WHEREAS, in March 2017, the JPA released "Neighbors Helping Neighbors: Forward Together," a regional strategic plan to respond to homelessness inSolano County as amended from time to time, hereinafter referred to as the "Regional Strategic Plan."; and

WHEREAS, Coordinated Entry provides a standardized approach to comprehensively assess the housing and service needs of homeless individuals and families and refer them to appropriate available resources that are needed to end their homelessness; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires recipients of Continuum of Care and Emergency Solutions Grants (ESG) Program

funding to use a coordinated assessment system, under the authority of theContinuum of Care Program Interim Rule, 24 CFR § 578; the Emergency Solution Grant Program Interim Rule, 24 CFR § 576; and HUD Notice CPD-17-01; and

WHEREAS, the State of California Department of Housing and Community Development requires recipients of Homeless Housing, Assistance and Prevention Program funding to use a coordinated entry system under the authority of Welfare and Institutions Code 8256(iii)(IV); and

WHEREAS, Coordinated Entry connects the community's network of homeless services and housing resources while streamlining, standardizing, and coordinatingthe current homeless intake, assessment, and referral process; and

WHEREAS, homeless individuals and families, especially highly vulnerable individuals and families who are homeless, are Coordinated Entry's principal users;and

WHEREAS, the Parties have agreed that an effective Coordinated Entry process is a critical component to improving system navigation as recommended by the Regional Strategic Plan; and

WHEREAS, the Coordinated Entry System is governed by Housing First Solano's Coordinated Entry System Policies and Procedures; and

WHEREAS, the JPA operates Coordinated Entry through a subrecipientCoordinated Entry System Operator pursuant to a separate Subrecipient Agreement, hereinafter known as the "Subrecipient Agreement"; and

WHEREAS, the Parties recognize that additional resources are needed to enable Coordinated Entry to operate an effective and efficient system to address homelessness and implement best practice solutions to leverage the existing housing stock to increase housing opportunities.

NOW, THEREFORE, the Parties agree as follows:

**I.** The County and Cities agree to provide funds to the JPA over the course of three years from the effective date for Coordinated Entry services provided throughout Solano County as set forth in Exhibit B (Budget).

1. The County and Cities shall transmit annual payments to the JPA for the deliverables specified in Exhibits A and B.

2. This Memorandum of Understanding may be amended upon written agreement signed by all the Parties.

**II.** Program performance of the JPA

The JPA shall use funding received pursuant to this MOU to deliver the services described in Exhibit A (Scope of Work) to homeless individuals and families from the County and Cities pursuant to the terms of this MOU.

**III.** Fiscal responsibilities of the JPA

The JPA agrees to:

1. Monitor the activities listed in Exhibits A (Scope of Work), B (Budget), and C (Performance Objectives), and the terms of this MOU.

2. Adhere to its written JPA Continuum of Care Policies and Procedures for financial management.

3. Be liable for repayment of costs incurred for activities not consistent with Exhibits A-C. The JPA shall be afforded the opportunity to respond to any adverse findings regarding such costs before being heldsubject to repayment.

**IV.** Records, reports, and audits of the JPA

1. <u>Governance</u>.

   a. The JPA shall have available and provide to County and/orCities upon request:

      i. A copy of current JPA Bylaws.

      ii. The current roster of the JPA membership.

      iii. A copy of the adopted JPA Continuum of Care Policies and Procedures Manual, inclusive of its Conflicts of Interest Policy and

its Financial Management policiesand procedures.

b. The JPA shall notify the Parties if it makes any changes to its interpretation of its compliance obligations under the Ralph M.Brown Act, as specified in the JPA Bylaws, on an annual basis.

2. Establishment and maintenance of records. The JPA shall maintain records sufficient to reflect properly all matters covered by the enclosed Exhibits A-C.

3. Preservation of records. The JPA shall preserve and make availableits records in accordance with its Bylaws.

4. Examination of records and/or facilities. At any time during normal business hours, and as often as may be deemed necessary, the JPA agrees that the County and/or any City, and/or any duly authorized representatives for those Parties, shall, for a period of five years following the expiration of this MOU, have access to and the right to examine its offices and facilities engaged in performance of this MOU,and audit records and data with respect to matters covered by this MOU; excepting those falling within the attorney-client and attorney-work-product privileges. The County and/or Cities shall provide the JPA with reasonable notice of any such examination.

5. County and City monitoring reviews. The County and/or Cities may conduct monitoring reviews. Such reviews may cover program compliance, as well as fiscal matters. The County and/or Cities shall provide the JPA with reasonable notice that a review will be conducted. The JPA will be afforded a reasonable period of time to respond toany monitoring findings. Cost of such reviews will be borne by the Party(ies) requesting the review. The County and/or Cities may withhold payment and/or terminate this MOU if the JPA fails to respond to or correct finding(s) within a reasonable period of time.

6. Performance reports. Throughout the MOU term, the JPA shall share performance reports prepared pursuant to the oversight of Subrecipient by the JPA.

**V.** Coordination of program

1. JPA. The Executive Director of the JPA, or his/her designee, shall have overall responsibility for the progress and execution of thisMOU.

2. The County. The County Administrator, or his/her designee, shall serve as the point of contact for the County with respect to this MOU.

3. The Cities. The City Managers, or their designees, shall serve as thepoint of contact with respect to this MOU.

4. Notices. All notices or other correspondence required or contemplatedby this MOU shall be sent to the Parties at the following addresses:

| | |
|---|---|
| JPA: | CAP Solano JPA<br>Attn: DeShawn Waters, Executive Director<br>675 Texas Street<br>Fairfield, CA 94533 |
| County: | Ian Goldberg<br>County Administrator<br>Solano County<br>675 Texas Street, Suite 6500<br>Fairfield, CA 94533 |
| City of Benicia: | Mario Giuliani<br>City Manager<br>City of Benicia<br>250 East L Street<br>Benicia, CA 94510 |
| City of Fairfield: | David Gassaway<br>City Manager<br>City of Fairfield<br>1000 Webster Street<br>Fairfield, CA 94533 |
| City of Rio Vista: | Kristina Miller<br>City Manager<br>City of Rio Vista<br>One Main Street<br>Rio Vista, CA 94571 |
| City of Suisun City: | Bret Prebula<br>City Manager<br>City of Suisun City<br>701 Civic Center Boulevard<br>Suisun City, CA 94585 |
| City of Vacaville: | Savita Chaudhary<br>City Manager<br>City of Vacaville<br>650 Merchant Street<br>Vacaville, CA 95688 |

City of Vallejo: Andrew Murray
City Manager
City of Vallejo
555 Santa Clara Street
Vallejo CA 94590

**VI.** Compliance with law

The JPA shall become familiar and comply with and cause all its employees and contractors, if any, to become familiar and comply with all applicable Federal, State, and local laws, ordinances, codes, regulations, and decrees. Failure of the JPA to, in any manner, observe and adhere to laws as described herein or as amended, shall in no way relieve the JPA of its responsibility to adhere to same, and the JPA herein acknowledges this responsibility.

**VII.** Indemnification/insurance

The JPA shall indemnify, defend (with independent counsel jointly approved by the County and Cities), and hold harmless the County and Cities and their officers, officials, directors, employees, agents, volunteers, and affiliates from any and all claims, demands, causes of actions, damages, costs, expenses, actual attorney's fees, consultant's fees, expert fees, losses or liability, in law or in equity, of every kind and nature whatsoever arising out of or in connection with the JPA's operations, or any subcontractor's operations, to be performed pursuant to this MOU or the current Subrecipient Agreement between the JPA and its Coordinated Entry System Operator, for the fullest extent permitted by law, with the exception of the sole active negligence or willful misconduct of the County and/or any of the Cities.

Per its Subrecipient Agreement with the JPA, the Coordinated Entry System Operator shall procure and maintain for the duration of its Subrecipient Agreement with the JPA insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under its Subrecipient Agreement and the results of that work by the Coordinated Entry System Operator, its agents, representatives, employees, or subcontractors. The County and Cities and their officers, officials, employees, agents and volunteers are to be covered by the Coordinated Entry System Operator as additional insureds against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under its Subrecipient Agreement and the results of that work

by the Coordinated Entry System Operator, its agents, representatives, employees, or subcontractors.

The provisions of this Section shall survive the expiration or termination of this MOU and are not limited by any provisions relating to insurance in the current Subrecipient Agreement between the JPA and its Coordinated Entry System Operator.

The JPA agrees to enforce all the insurance requirements set forth in the Terms and Conditions exhibit to the current Subrecipient Agreement between the JPA and its Coordinated Entry System Operator.

**VIII.** Noncompliance with Scope of Work, Budget, and PerformanceObjectives

1. The JPA shall be afforded the opportunity to respond to any information that suggests a failure or deficiency by the JPA to complywith any provision of this MOU. Examples of noncompliance include:

    a. If the JPA (with or without knowledge) makes any material misrepresentation of any nature with respect to any information or data furnished to the Parties in connection withthis MOU.

    b. If there is pending litigation with respect to the performance bythe JPA of any of its duties or obligations under this MOU which may materially jeopardize or adversely affect the undertaking of or the carrying out of its program.

    c. If the JPA is in default under the provisions of this MOU.

    d. If the JPA makes improper use of funds.

    e. If the JPA fails to comply with any of the terms and conditionsof this MOU in such a manner as to constitute a material breach thereof.

    f. The JPA refuses to accept any additional conditions that maybe imposed by the County and/or any City as a result of changes required by law or by the Federal government.

    g. If the JPA fails to accomplish the scope of services listed inExhibits A-C and pursuant to the terms of this MOU in a timely manner.

2. Should the JPA be unable to resolve concerns by a Party about a perceived failure to comply with Exhibits A-C under this MOU withina reasonable period of time, that Party shall have the right to withdraw from this MOU, receive reimbursement for services not yet rendered, and/or require corrective action to enforce compliance with such provision.

**IX.** Suspension or Termination

1. Suspension or termination for cause. This MOU may be suspended or terminated at any time before the date of completion by the JPA or pursuant to a unanimous agreement among the County and Cities if:

   a. Any party fails to comply with the conditions of this MOU as described above; or

   b. The Housing First Solano CoC chooses an entity other than the JPA to operate the Coordinated Entry System; or

   c. The JPA is not able to secure the resources to perform one or more of the duties described in Exhibit A: Scope of Work; or

   d. The JPA no longer has adequate resources to operate the Coordinated Entry System; and

   e. The offending Party or Parties is/are afforded a reasonable opportunity to respond to any such concerns, and the offending Party or Parties fail(s) to resolve any such concerns.

2. Upon suspension or termination, the JPA shall:

   a. Not incur new obligations and shall cancel as many outstanding obligations as possible.

   b. Be paid only for services rendered to the County and each City to the date of such suspension or termination; provided, however, if the MOU is suspended or terminated for fault of the JPA, the County and each City shall be obligated to compensate the JPA only for that portion of the JPA's services which were of benefit to the County and each City.

**X. Rights and remedies not waived**

In no event shall payment by the County or any City or acceptance of payment by the JPA hereunder constitute or be construed to be a waiver by any Party of any breach of covenants or conditions of this MOU or any default which may then exist on the part of any Party, and the making of any such payment while any such breach or default shall exist, shall in noway impair or prejudice any right or remedy available to any Party with respect to such breach or default.

**XI. Integrated document**

No verbal agreements or conversations with any officer, agent or employee of the County and/or Cities prior to execution of this MOU shallaffect or modify any of the terms or obligations contained in any documents comprising this MOU. Any such verbal agreement shall be considered as unofficial information and in no way binding upon the Parties.

**XII. Severability**

In case any one or more of the provisions contained herein shall, for anyreason, be held invalid, illegal, or unenforceable in any respect, it shall not affect the validity of the other provisions which shall remain in full force and effect.

**XIII. Term of MOU**

The Term of this MOU is for three years from December 1, 2025 – December 31, 2028.

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized representatives, have executed this MOU in duplicate on the day and year set below each of the parties.

| | |
|---|---|
| For the JPA: | For Solano County, a municipal corporation: |
| SIGNATURE | SIGNATURE |
| PRINTED NAME | PRINTED NAME |
| TITLE | TITLE |
| DATE | DATE |
| For the City of Vacaville, a municipal corporation: | For the City of Rio Vista, a municipal corporation: |
| SIGNATURE | SIGNATURE |
| PRINTED NAME | PRINTED NAME |
| TITLE | TITLE |
| DATE | DATE |

For the City of Fairfield, a municipal corporation:

SIGNATURE

PRINTED NAME

TITLE

DATE

For the City of Suisun, a municipal corporation:

SIGNATURE

PRINTED NAME

TITLE

DATE

For the City of Vallejo, a municipal corporation:

SIGNATURE

PRINTED NAME

TITLE

DATE

For the City of Benicia, a municipal corporation:

SIGNATURE

PRINTED NAME

TITLE

DATE

**EXHIBIT A: SCOPE OF WORK**

JPA shall be responsible for the following activities:

- Identifying and selecting the Coordinated Entry Services Operator.
- Securing the necessary resources to support scope the work.
- Providing technical assistance and oversight of the Coordinated Entry Services Operator.
- Providing annual reports to the County and Cities on progress in achieving the milestones.
- Ensuring that resources provided by the County and Cities will be used for the following activities:

## I. Resource Connect Solano Coordinated Entry System Management

The JPA will ensure that the Coordinated Entry Services Operator will be responsible managing for the implementation and on-going administration, development, and continuous improvement of Solano County's Coordinated Entry System inalignment with Housing First Solano's Coordinated Entry System Policies and Procedures. Management includes:

1. Conducting Coordinated Entry System analysis, evaluation,monitoring, and review;

2. Maintaining Coordinated Entry System documentation, which includes system performance documents, reporting data, and federalforms;

3. Developing new access and outreach/in-reach points throughout theCounty to ensure full and equal access;

4. Increasing the number of providers using Housing First Solano's Homeless Management Information System (HMIS) and participatingin Resource Connect Solano;

5. Creating tools and resources necessary to manage Resource ConnectSolano Entry Points;

6. Ensuring consistent usage of and calibration of the assessment toolthroughout the Coordinated Entry System;

7. Ensuring that the adopted prioritization criteria are used so that the most vulnerable individuals and families are prioritized for assistanceand matched with the appropriate services for them ensuring the mostefficient and cost-effective usage of resources;

8. Ensuring that beds and/or units fund by County or City programs that have specific client criteria are reserved for eligible program clients and input of program staff is sought before placement;

9. Managing the priority lists;

10. Ensuring timely linkage of persons to available housing and services;

11. Providing guidance, training, capacity building support, communication updates, and other project support as needed to Housing First Solano, the County, and the Cities;

12. Ensuring all participating provider agencies have information as necessary to operate and participate in Resource Connect Solano successfully;

13. Providing monthly or quarterly reports to the JPA as requested;

14. Preparing annual assessments of the Coordinated Entry System;

15. Establishing a more robust marketing plan to bring awareness to residents across the county, including those precariously housed and those least likely to receive assistance in the absence of such marketing;

16. Creating and disseminating outreach materials about Resource Connect Solano;
17. Reviewing and analyzing HMIS data, including reports on system- wide performance (e.g., clients receiving diversion assistance, vacancy reporting, completion of assessments); and

18. Maintaining the integrity of consumer data and ensuring up-to-date security protocols for the system.

## II. Coordinated Entry System Administration

The JPA will ensure the Coordinated Entry Service Operator Administers System support to the Resource Connect Solano staff as well as the various jurisdictional and non-profit outreach teams. Support services include:

1. Answering and responding to all Coordinated Entry System referral calls;

2. Performing a pre-screen diversion assessment over the phone and full Vulnerability assessment, where appropriate;

3. Referring callers to the most pertinent services, including preventionservices for callers at-risk of homelessness;

4. Connecting clients to case management;

5. Scheduling appointments with clients for the Coordinated Entry Specialists;

6. Providing training and technical assistance to local outreach teams tosupport their data entry in HMIS.

## III. Other Coordinated Entry System Services

The Coordinated Entry Services Operator may offer other services such as Housing Location Services to support the staff as well as the various jurisdictional and non-profit outreach teams to identify housing opportunities for individuals experiencing homelessness. Services will be outlined in the subrecipient agreement may include:

1. Developing and managing a comprehensive outreach/ working relationship with community stakeholders, especially landlords;

2. Engaging a landlord recruitment and retention plan. Recruiting landlord, management firm, and leaseholder participation and/or growth of participation in Continuum of Care and Resource Connect Solano housing programs, which may include Permanent Supportive Housing, Rapid Rehousing, Section8, TBRA, HUD/VASH, and other subsidy programs;

3. Meeting with owners, landlords and property managers to discusspartnering with Resource Connect Solano, including rental assistance, placement programs, and support services;

4. Negotiating with landlords experiencing conflicts with formerly homeless tenants to find solutions to experienced problems, including outside mediation services for more serious conflicts to help avoid eviction;

5. Building long-lasting relationships with property managers, landlords, owners, and firms to expand the scope of their participation in programs that house those experiencing homelessness;

6. Performing initial site visits at all prospective sites to ensure they meet guidelines for habitability standards;

7. Maintaining a database of landlords, management firms, and leaseholders working with those experiencing homelessness;

8. Sending out notices to Resource Connect Solano staff of any new housing availability;

9. Tracking all placements with landlords in HMIS;

10. Maintaining awareness of changes in market and community processes that can impact services; bring forward prospective recommendations to deal with expected changes.

11. Increase focus on systemic County-wide landlord engagement strategies.

## IV. Coordinated Entry System Housing Readiness Services and Case Management

The JPA will ensure that the Coordinated Entry Services Operator provides Housing Readiness Services and Case Management. This includes:

1. Counseling individuals and families at the top of the ResourceConnect Solano prioritization system as to potential housing options;

2. Coordinating supportive services for individuals and families atthe top of the Resource Connect Solano prioritization system;

3. Using the Coordinated Entry System to provide comprehensiveassessments of participant need for housing and services;

4. Monitoring and evaluating Resource Connect Solano participantprogress;

5. Providing Resource Connect Solano participant information andreferrals to providers participating in the Coordinated Entry System;

6. Developing individualized housing and service plans for individuals and families at the top of the Resource Connect Solanoprioritization system;

7. Providing tenant counseling to individuals and families placed within the past 30 days into housing through Resource ConnectSolano;

8. Assisting individuals and families at the top of the Resource Connect Solano prioritization system or placed within the past 30 days into housing through Resource Connect Solano to understandthe leasing process;

9. Assisting individuals and families at the top of the Resource Connect Solano prioritization system or placed within the past 30 days into housing through Resource Connect Solano with securingutilities;

10. Assisting individuals and families at the top of the Resource Connect Solano prioritization system or placed within the past 30days into housing through Resource Connect Solano with makingmoving arrangements.

## V. Coordinated Entry Systems Operations

The JPA will ensure that resources made available through this MOU foroperations are allocated to items such as: the costs of office space; maintenance; office equipment; Internet access; a system website; marketing; office supplies; transportation costs incurred by the Resource Connect Solano staff; public transportation costs for consumers; and essential training and conference attendance about Coordinated Entry.

**EXHIBIT B: BUDGET**

## I. Funding

In addition to coordinated entry staff supported by HUD CoC, which is $233,589 for FY2025/26, pursuant to this MOU, the Cities and County will provide 2026 funding of $351,638 as follows to support the activities described in Exhibit A.

Funding for calendar years 2027 and 2028 will increase at a fixed rate of three (3) percentper year.

## II. Method of Payment

The County and Cities shall transmit annual payments to the JPA. The method of payment was determined by the population of the Cities with the County making a larger amount than its population and is as follows:

| | 2026 | 2027 | 2028 | Total |
|---|---|---|---|---|
| Solano County | $81,966 | $84,425 | $86,958 | $253,350 |
| Benicia | $18,816 | $19,381 | $19,962 | $58,158 |
| Fairfield | $77,564 | $79,891 | $82,288 | $239,743 |
| Rio Vista | $6,127 | $6,311 | $6,501 | $18,939 |
| Suisun City | $19,903 | $20,500 | $21,115 | $61,517 |
| Vacaville | $66,895 | $68,902 | $70,969 | $206,767 |
| Vallejo | $80,366 | $82,777 | $85,260 | $248,402 |
| **Total** | **$351,638** | **$362,187** | **$373,053** | **$1,086,878** |

The JPA shall invoice the County and Cities within 30 days of the effective date of this MOU and then each year thereafter within 30 days of the same calendar date. The Cities and County shall make payment of the invoice within 30 days of the date of the invoice.

# CAP Solano JPA - Who We Are

### Provides Regional Leadership on Homelessness

CAP Solano JPA takes a collaborative, regional approach to addressing homelessness in the area.

### Coordinates Planning, Funding, and Compliance Across Jurisdictions

The JPA aligns the efforts of cities, the county, and service providers to create a coordinated system.

### Serves as the Backbone Agency for The Continuum of Care

The JPA acts as the administrative and coordinating body for the region's Continuum of Care.

### Connects Cities, County, and Providers Into One Coordinated System

The JPA brings together all the key stakeholders to ensure a unified approach to homelessness.

**The CAP Solano JPA is the central coordinating entity for homelessness services and strategy in Solano, aligning efforts and resources across jurisdictions and providers.**

1

# JPA Staff In Action

### Integrating into the System of Care

Seamlessly transitioned into the existing network of homelessness services and providers

### Building Shared Accountability and Strategic Direction

Established clear roles, responsibilities, and a collaborative decision-making process

### Aligning CoC, Tripartite Advisory Board, and JPA Into One Structure

Consolidated the various oversight and leadership bodies into a unified governance model

### Establishing New Administrative Backbone to Stabilize The System

Implemented robust operational and financial management systems to support the homelessness services network

**The JPA's integration, governance, and strong administrative foundation have laid the groundwork for a more coordinated and effective Solano homelessness response system.**

2

# Strategic Funding Alignment

**Created a Funding Decision Tree**

To guide strategic allocation of funding and resources

**Including Guidance from the TAB and CoC**

Ensuring shared decision-making with providers and the community

**Focusing on How Dollars Work Together**

To strategically provide funding and resources across the region

**Layered Priorities Guided by Community Needs Assessment**

Maximizing impact based on the needs of the Solano region

This strategic funding approach ensures resources are allocated effectively and efficiently to address homelessness in Solano.

3

# Regional

**Strengthen Coordinated Entry (CES)**

Improve the system that connects people experiencing homelessness to available housing and services

**Expand housing and supportive service solutions**

Increase the supply of affordable and supportive housing units across the region

**Advance prevention and diversion programs**

Provide assistance to help people avoid entering the homeless system in the first place

**Aligning City Goals with Regional Strategies**

Tailor services and programs to address the unique needs of young people experiencing homelessness

By pursuing these regional goals, we can create a more effective and coordinated system to address homelessness in Solano County.

4

# Why Coordinated Entry?

### Federal and State Requirement

Front door for homeless services

### Access → Assessment → Prioritization → Referral

Streamlined process to connect people to resources

### Matching People and Families to the Proper Resources

Quickly and fairly connects people to appropriate services

**Coordinated Entry is a critical system that ensures equitable access to homeless services and resources in the community.**

5

# Why Coordinated Entry?

### Streamlined Access to Homeless Services Across the Region

Coordinated Entry ensures households can easily connect to the right resources, regardless of which city they live in.

### Faster Housing Placements for Residents

Investment in Coordinated Entry speeds up the assessment and referral process, getting people housed more quickly.

### Improved Data and Accountability

Coordinated Entry provides robust data and reporting, allowing the community to make smarter funding decisions.

**By investing in Coordinated Entry, cities strengthen the regional homeless services system, creates better outcomes for its residents, and demonstrates its commitment to addressing homelessness.**

6

# Coordinated Entry System Modernization

- **New HMIS Administrator (BitFocus)**
  Leading to HMIS upgrades and electronic referrals
- **Walk-In Access Sites**
  Improving accessibility to the system
- **Outreach Teams Adding Real-time Assessments**
  Reaching people where they are
- **Increased Number of Assessors System-wide**
  Reducing bottlenecks and wait times

7

# Supporting the City's Goals



**Align JPA initiatives with City's Homeless Action Plan**

Ensure JPA programs and strategies support city's local goals and priorities for addressing homelessness



**Establish a local access point within the city**

Provide residents a convenient location to access the regional Coordinated Entry System



**Train City staff to use HMIS effectively**

Equip local staff with the knowledge and skills to properly utilize the Homeless Management Information System



**Connect local outreach and housing placement work with regional strategies**

Align city's on-the-ground efforts with the JPA's coordinated regional approach to amplify results

By closely integrating city's local initiatives with the JPA's regional strategies, we can maximize the impact and effectiveness of our collective homelessness response efforts.

8

**AGENDA ITEM NO. 20.**

**AGENDA TRANSMITTAL**

**MEETING DATE:** March 17, 2026

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**AGENDA ITEM:** 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.

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**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.

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**STRATEGIC PLAN:** Public Safety.

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**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.

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**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 11:00 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 incudes 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.

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**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.

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**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. Current Suisun City Municipal Code, Chapter 5.34
3. Current Suisun City Municipal Code, Chapter 18.56
4. PowerPoint Presentation

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**PREPARED BY:** Patrick Enright, City Attorney
**REVIEWED BY:** Patrick Enright, City Attorney
**APPROVED BY:** Bret Prebula, City Manager

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**ATTACHMENTS:**

1. Ordinance Mobile Food Vendor
2. Chapter 5.34 Vendors.pdf
3. Chapter 18.56 Mobile Food Vendors.pdf
4. Presentation

**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 section shall be subject to the following fines:

1. Vending which violates a requirement of this section, other than failure to possess a valid sidewalk vendor permit;

2. Vending without a valid sidewalk vendor permit;

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 one hundred fifty dollars ($150), and one thousand dollars ($1,000) to two hundred dollars ($200) 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 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 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, trial, 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 17th day of March, 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 March 17th, 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

# 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.

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.

(Ord. No. 743, § 3, 3-21-2017)

# Proposed Mobile Food Vendor and Sidewalk Vendor Ordinances

March 17, 2026

Presented by: Patrick Enright, City Attorney

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## Background

- **Senate Bill 946 (2018)**
  - Sought to encourage sidewalk vending
  - Decriminalized sidewalk vending and limited enforcement to administrative citations
- **Senate Bill 972 (2022)**
  - Health permit no longer required for sidewalk vendors and other compact mobile food operations with 25 square feet or less of display area that sell only prepackaged or non-hazardous foods
- **Solano County**
  - Requested all cities adopt similar mobile food vending provisions

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# Current Code

- **Chapter 5.34 "Vendors"**
  - Last updated in 1995
  - Applies to all vendors, including mobile food vendors
  - Conflicts with Chapter 18.56 "Mobile Food Vendors"
  - Conflicts with state laws
- **Chapter 18.56 "Mobile Food Vendors"**
  - Last updated in 2017
  - Applies to vendors selling food from mobile vending carts and beverage carts and food trucks
  - Generally refers to Solano County for operational requirements
  - Conflicts with state laws

RWG LAW

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# Proposed Code

- **Repeals and replaces Chapters 5.34 "Vendors" and Chapter 18.56 "Mobile Food Vendors"**
- **New Mobile Food Vendors Chapter mirrors City of Fairfield's Mobile Food Vendors ordinance adopted in Nov. 2025**
- **Clarifies which regulations apply to which vendor type**
- **Aligns regulations with state law**
- **Clarifies vending requirements**
- **Standardizes permitting and operational requirements for sidewalk and mobile food vendors**

RWG LAW

4

# Mobile Food Vendors and Sidewalk Vendors

- **Sidewalk Vendors**
  - Applies to vendors who sell goods or food items on a public sidewalk from a non-motorized conveyance and do not require a Solano County Health Department permit
    - Includes compact mobile food operations with 25 square feet or less of display area and only sell prepackaged and non-hazardous foods, which are exempt from health permitting requirements
- **Mobile Food Vendors**
  - Applies to vendors selling food from any motorized vehicle such as a truck, trailer, or non-motorized cart and require a Solano County Health Department permit

RWG LAW

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# Standards: Mobile Food and Sidewalk Vendors

- **Obtain business license from City**
  - Submit application with required licenses, permits, vendor information, type of vending, etc.
  - If Mobile Food Vendor, submit applicable Solano County Health permits
- **Operational Standards**
  - Vending permitted daily between 7:00 am and 10:00 pm
  - Prohibits obstructing pedestrian or vehicular traffic
  - Requires maintaining access consistent with ADA
  - Requires vendors to maintain clean and sanitary conditions in and around the vending location

RWG LAW

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# Standards: Mobile Food and Sidewalk Vendors

- Prohibits from blocking or impeding access to building entrances or exits, trash enclosures, parking meters, emergency vehicle routes, pedestrian or bicycle routes, and other City facilities
- Prohibits vending within 100 feet of another sidewalk vendor or mobile food vendor
- Prohibits vending within 1000 feet of a school serving children between kindergarten and high school between the hours of 7 am and 6 pm Monday through Friday

RWG LAW

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# Sidewalk Vendors

- **Sidewalk Vendors ordinance is substantially similar to Mobile Food Vendor ordinance for consistency**
- **Enforcement – Limited by SB 946**
  - No criminal penalties
  - Administrative fines only
    - Amount set by statute
    - City Code enforcement staff may immediately abate any public nuisance which creates an immediate threat to public safety
  - Director shall provide person with notice of right to request ability-to-pay determination
    - May reduce amount of fine owed

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# Mobile Food Vendors

- **Additional Requirements**
  - Must provide two 32-gallon trashcans within fifteen feet of the unit
- **Food Safety**
  - Must comply with all Solano County Health Department requirements
    - Food handlers certification; health permit
- **Enforcement**
  - Depends on type of mobile food vendor
    - If selling from motorized vehicle – generally no enforcement restrictions
    - If selling on a sidewalk from a non-motorized conveyance (e.g., pushcarts), enforcement limited to administrative fines under SB 946

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## Any questions?

## Thank you for your participation!

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