

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



CITY COUNCIL MEETING

A G E N D A
REGULAR MEETING OF THE SUISUN CITY COUNCIL,
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND SUISUN CITY HOUSING AUTHORITY
TUESDAY, 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

ROLL CALL

Council / Board Members

CONFLICT OF INTEREST NOTIFICATION

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

PUBLIC COMMENT CLOSED SESSION

(In accordance with Section 54956(a), public comments are limited to items on this closed session agenda, and to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the comment period.)

CLOSED SESSION

Pursuant to California Government Code Section 54950 the Suisun City Council 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)

6:30 RECONVENE OPEN SESSION

CALL TO ORDER

Mayor Hernandez

ROLL CALL

Council / Board Members

PLEDGE OF ALLEGIANCE

INVOCATION

CLOSED SESSION REPORT

Announcement of Actions Taken, if any in Closed Session.

APPROVAL OF REORDERING OF AGENDA

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS (Informational items only.)

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

3. City Attorney Report - (Enright).

PUBLIC COMMENT

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

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

4. Proclamation Proclaiming the Month of February 2026 as Black History Month - (Hernandez: Ahernandez@suisun.com).
5. Solano Transportation Authority Rail Hub Presentation - (Solano Transportation Authority).
6. Update on Solid Waste Request for Proposal - (Vue: Nvue@suisun.com).

CONSENT CALENDAR

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

7. Council Adoption of Resolution No. 2026-__ : 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-__ : 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).

PUBLIC HEARING NONE

GENERAL BUSINESS

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

COUNCIL COMMENTS

REPORTS: (Informational items only)

ADJOURNMENT

Public Access To Agenda Documents

A complete packet of information containing staff reports and exhibits related to each item for the

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

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

Accommodations

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

Decorum

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

Ordinances

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

Certification Of Posting

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

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

I, 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.

SOLANO RAIL HUB PROJECT UPDATE

City of Suisun City Council Meeting



SUISUN CITY/FAIRFIELD TRAIN STATION BACKGROUND



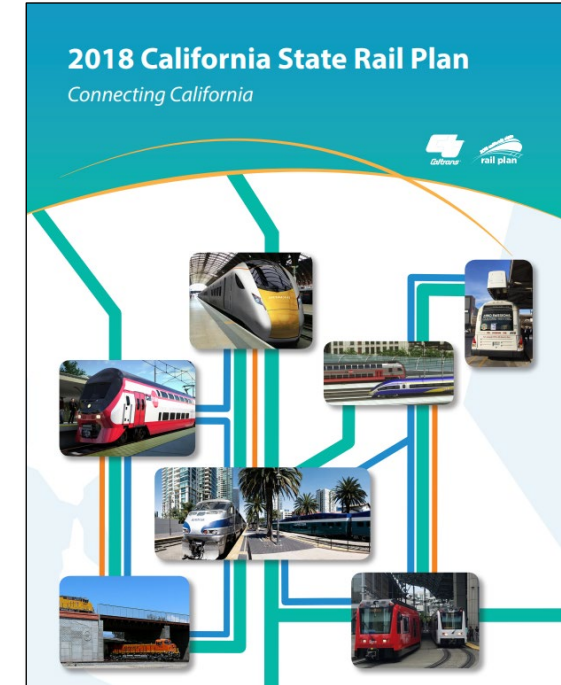
ALIGNS WITH THE 2018 CALIFORNIA STATE RAIL PLAN VISION FOR A SOLANO COUNTY HUB



MOST IDEAL STATION TO HOST POTENTIAL SMART SERVICE EXTENSION, INTEGRATING WITH CAPITOL CORRIDOR/AMTRAK AND EXPRESS/LOCAL BUS SERVICE



OFFICIALLY DESIGNATED BY THE STA BOARD IN 2021 AS THE SOLANO RAIL HUB



SOLANO RAIL HUB IMPROVEMENTS

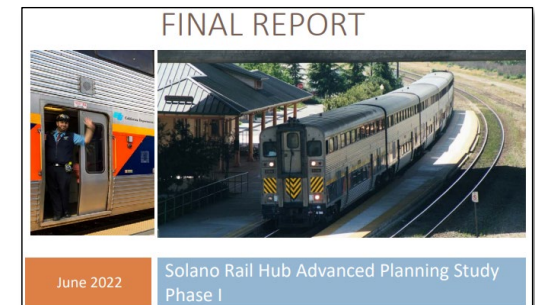
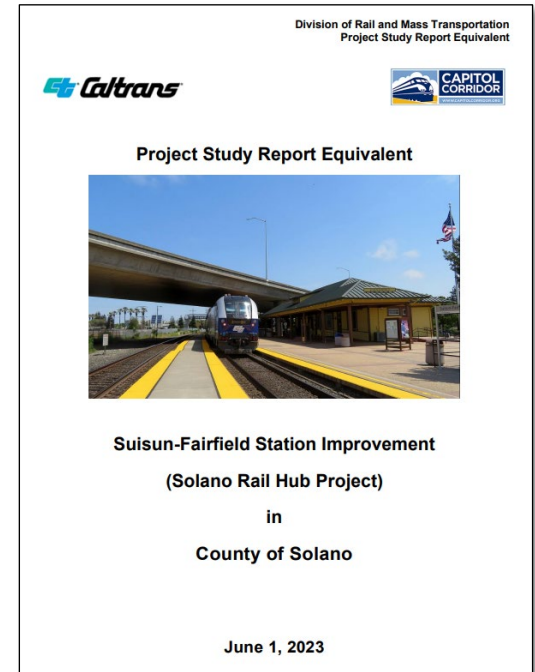
DESIGN CONSIDERATIONS

Grade separated & ADA compliant single island platform between the two main line tracks

Provision of a third main line track to prevent “hold out” and improve both freight and passenger rail operations

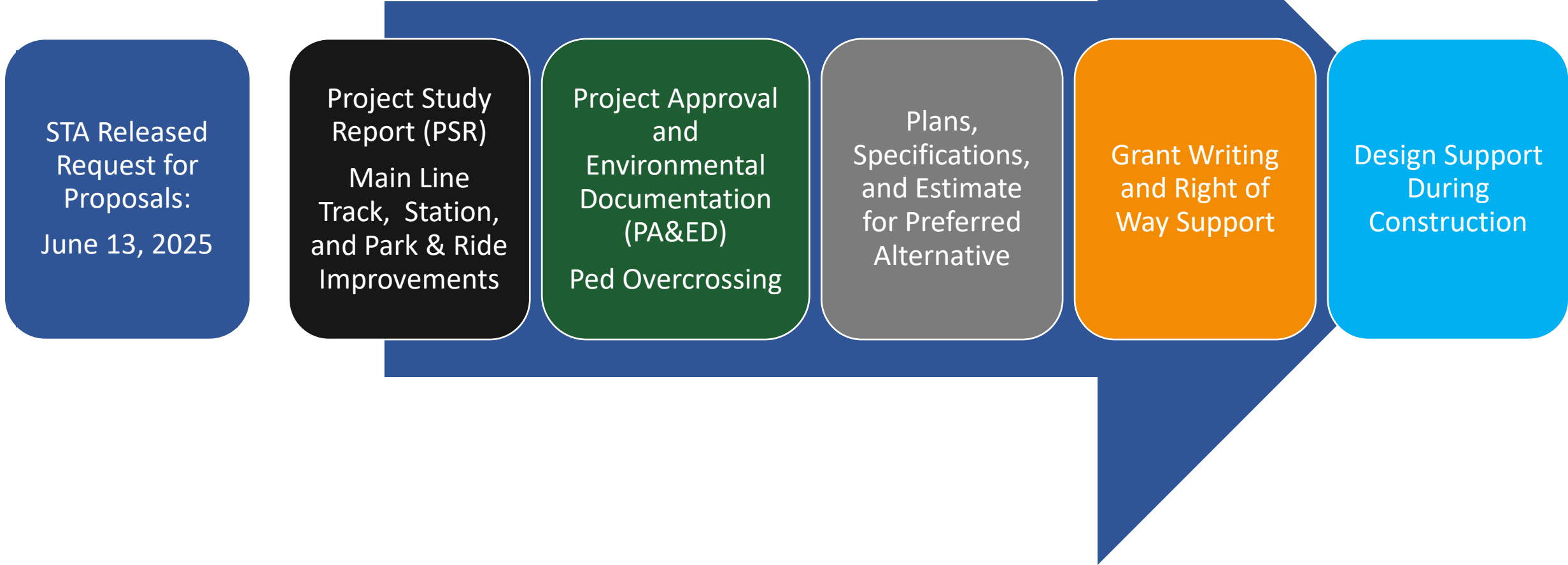
Relocation of the train station to accommodate third main line track and future SMART service

Replacement and relocation of existing non-ADA compliant pedestrian overcrossing



SOLANO RAIL HUB IMPROVEMENTS

ARUP TASK ORDERS



ARUP TASK ORDER SCOPE OF WORK

PSR

- Evaluating main line track improvements including assessing constructability
- Assessing transit plaza and park & ride lot relocation
- Identifying station access and platform improvements
- Developing preliminary schedule and cost estimates
- Screening environmental considerations



PA&ED

- Focus on replacement of existing non-ADA compliant pedestrian overcrossing
- Enhance connection between the Cities of Fairfield and Suisun City
- Removes impediment to adding third main line track
- Incorporate public comments into selection of preferred alternative and design
- Minimize impact to rail operations and surrounding property owners



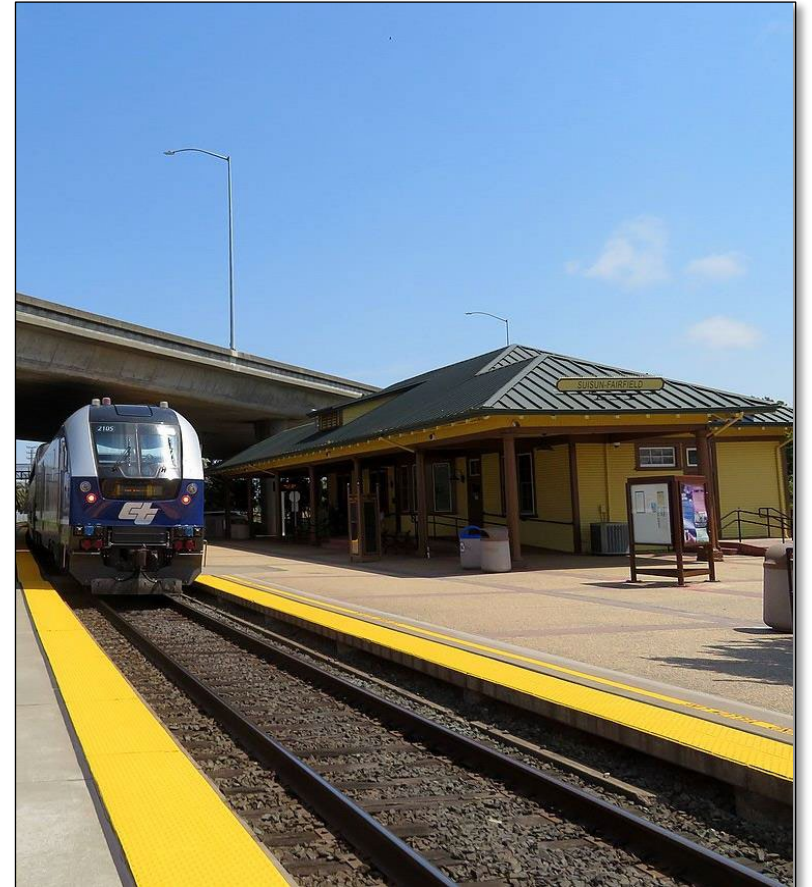
OTHERS

- PS&E: design to improve, safety, accessibility, resiliency, and aesthetic
- Grant Support: identify and prepare grant application for construction funding
- Right of Way Support: identify impacted property owners

SOLANO RAIL HUB

REGIONAL MEASURE 3 ALLOCATION

- Initial Regional Measure 3 (RM3) allocation approved by STA Board in June 2023 - \$2M
- Requesting additional \$6M RM3 funding
- Combined RM3 funding totaling \$8M will cover STA support staff time and Arup's task orders excluding design support during construction
 - Includes extensive public outreach as part of PSR and PA&ED



SOLANO RAIL HUB PROJECT GOALS

- Support California's State Rail Plan
- Improve both freight and passenger rail operations and services
- Advance passenger and pedestrian safety and comfort
- Enhance community connection that is accessible by all ages and abilities between the downtown areas of Cities of Fairfield and Suisun City
- Support both cities' downtown economic and housing redevelopment vision in alignment with MTC's Plan Bay Area Plans



Questions?

Nick Burton

Director Projects

Solano Transportation Authority

nburton@sta.ca.gov

707.399-3207

Jasper Alve

Senior Project Manager

Solano Transportation Authority

jalve@sta.ca.gov

707.399-3204

THANK YOU!

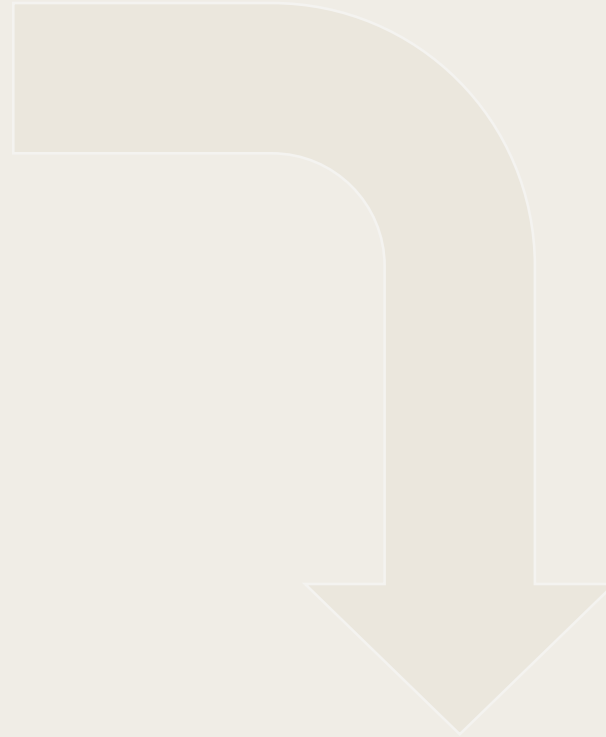


UPDATE

SOLID WASTE REQUEST FOR PROPOSAL (RFP)

Amanda Dum
Senior Management Analyst Public Works
February 3, 2026

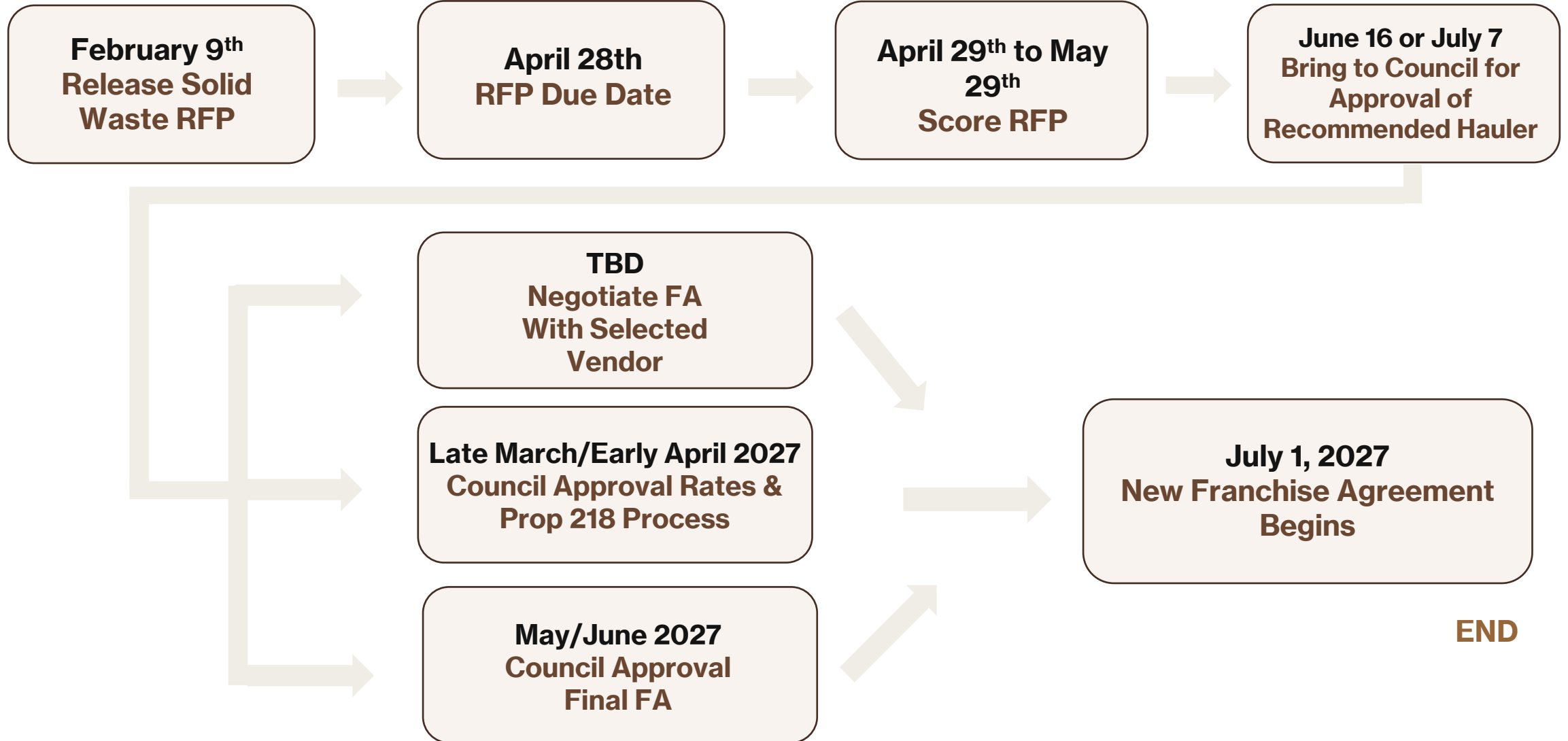
OVERVIEW



1. Current Anticipated Timeline
2. Overview – Solid Waste Services
3. General Project Notes

CURRENT ANTICIPATED TIMELINE

START



OVERVIEW – SOLID WASTE SERVICES

Services

- Paper Shredding Events – 2x/yr
- 65-gallon option for trash carts (SFD)
- Two (2) annual bulky pick-ups (SFD)
- Holiday Tree Collection (SFD)
- Sharps Mail-Back Program
- Household Hazardous Waste / Extended Producer Responsibility Drop-Off Events – 2x/yr
- Two extra bags of trash after Christmas (SFD)
- Battery Drop-Off Program (at three city facilities)

Services Con't

- Recycling Buy-Back Center
- Buy-Back Center coupons
- Compost Giveaway Events – 2x/yr
- Motor Oil Curbside Collection Program (SFD)
- Motor Oil Drop-Off Program
- White Goods Drop-off program
- Household Hazardous Waste (including BOPA and e-waste) Drop-Off Program
- Pull Down Service (extra fee)
- Free replacement of broken and damaged carts (1 of each cart type every 10 years)

GENERAL PROJECT NOTES



THANK YOU



AGENDA TRANSMITTAL

MEETING DATE: February 3, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-___: Accepting the Pedestrian Safety Enhancements Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.

FISCAL IMPACT: There was no impact to the General Fund from the Pedestrian Safety Enhancements Project (Project), Project No. HSIPSL-5032(038). The Project is funded with Highway Safety Improvement Program (HSIP) Cycle 11 allocation (\$219,600) and the Off-Site Street Improvement Program (OSSIP, \$69,177), for the design and construction phases.

STRATEGIC PLAN: Provide Good Governance and Enhance Environment.

BACKGROUND: On May 20, 2025, the City Council awarded the construction contract for the Project to Spektren Engineering, Inc. (Contractor) in the amount of \$262,739.

STAFF REPORT: Pedestrian crossing improvements have been completed on Marina Boulevard at Lotz Way and on Pintail Drive at Cackling Drive. On Marina Boulevard, the existing rectangular rapid flashing beacon (RRFB), crosswalk, pavement markings, and roadway signage were upgraded. On Pintail Drive, a high-visibility crosswalk, RRFB, pavement markings and striping, roadway signage, and concrete curb extensions (also known as bulbouts) were installed.

The City has received, reviewed, and approved the Contractor’s final invoice for this Project. The final construction contract amount is \$255,055, which is \$52,445 under the construction budget of \$307,500.

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

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2026-___: Accepting the Pedestrian Safety Enhancements Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.

DOCUMENTS ATTACHED:

1. Resolution No. 2026-___: Accepting the Pedestrian Safety Enhancements Project as Complete and Authorizing the City Manager to Record the Notice of Completion for the Project.
 2. Project Location Map.
 3. Photos.
 4. Notice of Completion.
-

PREPARED BY:

Maribel De La Cruz, Associate Engineer

REVIEWED BY:
APPROVED BY:

Nouae Vue, Public Works Director
Bret Prebula, City Manager

ATTACHMENTS:

1. Reso Ped Safety Enh NOC.docx
2. Project Location Map.
3. Project Photos.
4. Notice of Completion.

RESOLUTION NO. 2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE PEDESTRIAN SAFETY ENHANCEMENTS PROJECT AS
COMPLETE AND AUTHORIZING THE CITY MANAGER TO RECORD THE
NOTICE OF COMPLETION FOR THE PROJECT**

WHEREAS, on May 20, 2025, the City Council awarded the construction contract for the Pedestrian Safety Enhancements Project, Project No. HSIPSL-5032(038), to Spektren Engineering, Inc. in the amount of \$262,739; and

WHEREAS, the Project included pedestrian crossing improvements on Marina Boulevard at Lotz Way and on Pintail Drive at Cackling Drive, including upgrades to rectangular rapid flashing beacons (RRFB), crosswalks, pavement markings, roadway signage, and the installation of concrete curb extensions; and

WHEREAS, there was no impact to the City’s General Fund from the Pedestrian Safety Enhancements Project (Project), Project No. HSIPSL-5032(038), as the Project is funded through the Highway Safety Improvement Program (HSIP) Cycle 11 allocation in the amount of \$219,600 and the Off-Site Street Improvement Program (OSSIP) in the amount of \$69,177 for the design and construction phases; and

WHEREAS, the City has received, reviewed, and approved the Contractor’s final invoice and finds that the Contractor has completed the Project in a satisfactory and acceptable manner; and

WHEREAS, it is now appropriate to accept the Project as complete and to authorize the City Manager to file and record a Notice of Completion with the County, which will initiate the one-year warranty period for the completed improvements;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby accept the improvements completed for the Pedestrian Safety Enhancements Project, Project No. HSIPSL-5032(038), as complete and authorizes the City Manager to take all necessary actions to execute and record the Notice of Completion.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 3rd day of February 2026, by the following vote:

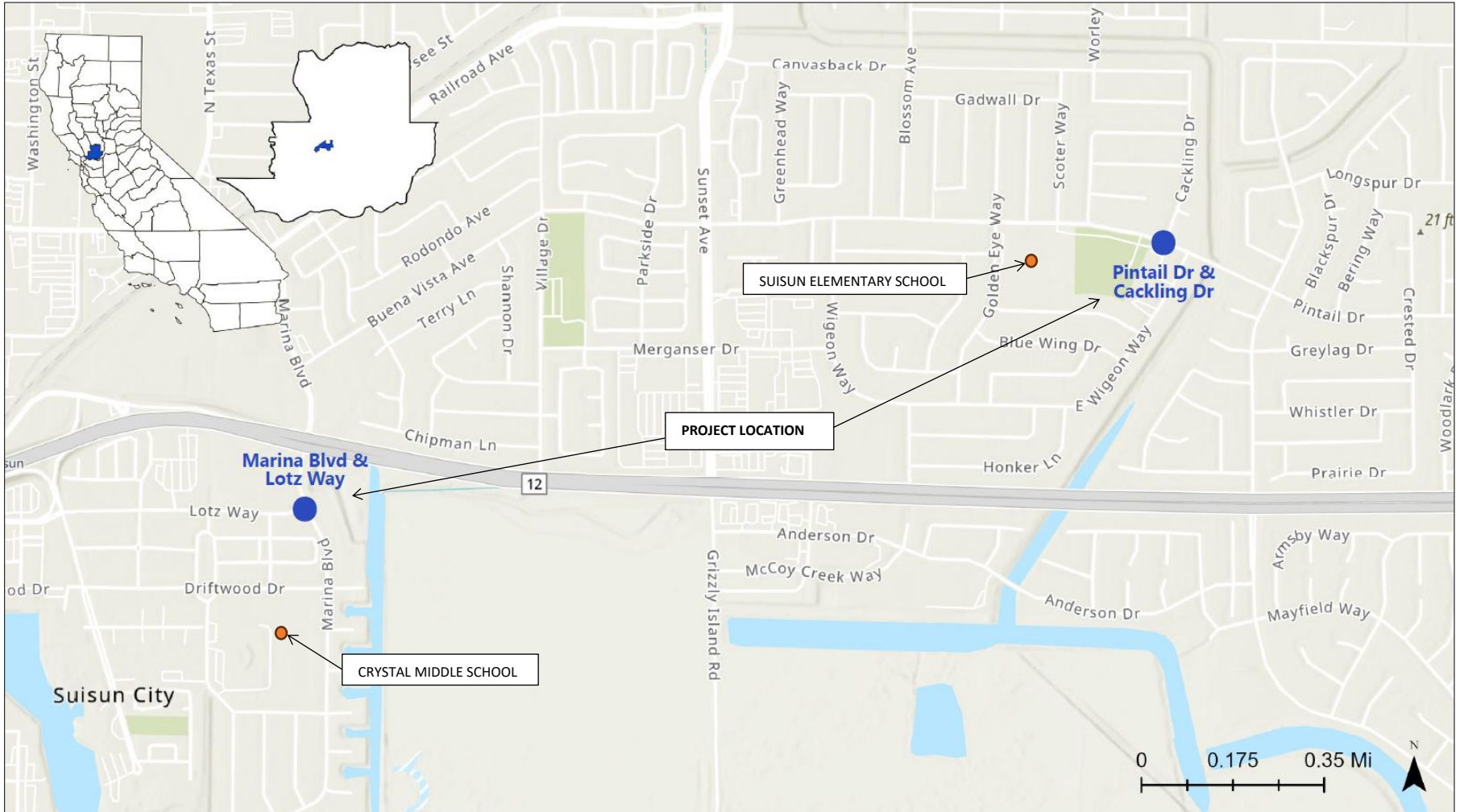
AYES:	Councilmembers:	_____
NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____
ABSTAIN:	Councilmembers:	_____

WITNESS my hand and the seal of said City this 3rd day of February 2026.

Anita Skinner
City Clerk

Location Map

Pedestrians Safety Enhancements Project, Project No. HSIPSL-5032(038)



Pedestrian Safety Enhancements Project

Pre-Construction (Pintail Avenue at Cackling Drive)



Post-Construction (Pintail Avenue at Cackling Drive)



WHEN RECORDED MAIL TO:

Name	Public Works Department
Street Address	CITY OF SUISUN CITY 701 CIVIC CENTER BLVD.
City & State, Zip	SUISUN CITY, CA 94585

SPACE ABOVE THIS LINE FOR RECORDER'S USE

No Fee, per code 27283

NOTICE OF COMPLETION

A.P.N. _____

Notice is hereby given that:

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

NAMES

ADDRESSES

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

NAMES

ADDRESSES

(If no transfer made, insert "none.")

- A work of improvement on the property hereinafter described was completed on: February 3, 2026
- The name of the contractor, if any, for such work of improvement was Spektren Engineering, Inc.

(If no contractor for work of improvement as a whole, insert "none.")

- The property on which said work of improvement was completed is in the City of Suisun City, County of Solano, State of California, and is described as follows:

Pedestrian Safety Enhancements Project

- The street address of said property is Marina Boulevard at Lotz Way and Pintail Drive at Cackling Drive

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

Signature of
 owner named
 in paragraph 2

Dated: _____

By Bret Prebula, City Manager

AGENDA TRANSMITTAL

MEETING DATE: February 3, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026-___: Authorizing the City Manager to Enter into a Construction Contract on the City’s Behalf with MG & JC Concrete, Inc. for Sidewalk and Asphalt Repairs.

FISCAL IMPACT: There would be no impact to the General Fund from approval of this item. This work will include sidewalk repairs and asphalt patches within the Victorian Harbor E Landscaping & Lighting District. A portion of the work is to address sidewalk issues that are the City’s responsibility and also to perform restoration work required as part of the Solano Irrigation District (SID) Waterline Project. Funds are available for the City sidewalk through Victorian Harbor E and funds are available through the Waterline’s project fund.

STRATEGIC PLAN: Provide Good Governance and Enhance Environment.

BACKGROUND: In instances where sidewalk issues are a result of City-owned features, such as City-owned trees, the City is responsible for covering the costs of the required repairs. When a sidewalk section in need of repair falls within Landscaping & Lighting Districts (LLD), this is a eligible LLD cost. Additionally, when outside agencies perform work in the City’s right-of-way there is often a need for follow-up repairs once a project has been completed. All follow-up repairs are fully funded by the outside agencies.

STAFF REPORT: A section of the City-maintained sidewalk along the pathway between 713 and 715 Catalina Circle is regularly submerged in standing water, rendering the sidewalk unusable for pedestrians and creating a potential safety hazard.

Additionally, SID recently completed the installation of a new waterline connecting the existing water mains on Harbor Park Drive and Whispering Bay Lane. This work required excavation in the roadway and adjacent areas, resulting in surface disturbances that now require restoration to return the affected areas to their original condition prior to the start of the project.

Staff obtained three (3) quotes for the necessary repairs in both locations. Received quotes are summarized in Attachment No. 2. MG & JC Concrete submitted the lowest quote for both locations and has been determined to be the lowest bidder. Council authorization is required for work exceeding \$35,000. Although the combined amount does not exceed \$35,000, staff elected to bring this item to Council for approval due to its proximity to the threshold and the recommendation for a 15% contingency to cover additional costs to address unforeseen items and conditions once the sidewalk and roadway areas are opened up.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2026-___: 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.

DOCUMENTS ATTACHED:

1. Resolution No. 2026-__: 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.
2. Quote Summary Table.
3. Project Location Map.

PREPARED BY:

Maribel De La Cruz, Associate Engineer

REVIEWED BY:

Nouae Vue, Public Works Director

APPROVED BY:

Bret Prebula, City Manager

ATTACHMENTS:

1. [Resolution Harbor Park Repairs Catalina Sidewalk.docx](#)
2. [Quote Summary Table](#)
3. [Project Location Map](#)

RESOLUTION NO. 2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSTRUCTION
CONTRACT WITH MG & JC CONCRETE, INC. FOR SIDEWALK AND ASPHALT
REPAIRS**

WHEREAS, the City is responsible for sidewalk repairs when damage to the sidewalk is as a result of City-owned features, such as City-owned trees, a section of the City-maintained sidewalk between 713 and 715 Catalina Circle is regularly submerged due to standing water, rendering the sidewalk unusable for pedestrians and creating a potential safety hazard, restricting pedestrian access, and increasing the risk of slips and falls; and

WHEREAS, the City is responsible for coordinating and/or managing projects completed by outside agencies including the recent the Solano Irrigation District (SID) Waterline Installation Project (Waterline Project) which included the installation of a new waterline connecting the existing water mains on Harbor Park Drive and Whispering Bay Lane, and this project required excavation in the roadway and adjacent areas, resulting in surface disturbances that now require restoration; and

WHEREAS, it is necessary to repair the sidewalk sections that are of concern along with repairing the roadway issues from the Waterline Project to that end staff has obtained three (3) quotes for the sidewalk replacement and asphalt restoration work at the two locations; and

WHEREAS, MG & JC Concrete submitted the lowest responsive and responsible quote for both locations, with a total cost of \$34,982; and

WHEREAS, although the combined cost does not exceed \$35,000, staff elected to bring this item to City Council for approval due to its proximity to the Council authorization threshold and the recommendation for a 15% contingency to cover additional costs to address unforeseen items and conditions; and

WHEREAS, funds for the sidewalk replacement are available in the Victorian Harbor E Landscaping & Lighting District, and the SID restoration work is funded through the project’s Suisun-Solano Water Authority (SSWA) budget; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby authorizes the City Manager to enter into a construction contract with MG & JC Concrete, Inc. to complete the needed sidewalk repairs and roadway repairs, including a 15% contingency for a total of \$40,229, and to take any and all necessary and appropriate actions to implement this contract.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 3rd day of February 2026, by the following vote:

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

WITNESS my hand and the seal of said City this 3rd day of February 2026.

Anita Skinner
City Clerk

Quote Summary Table

Contractor	Location 1: 713-715 Catalina Circle	Location 2: Harbor Park/Whispering Bay Lane/Walking Path	Total
MG & JC Concrete	\$6,400	\$28,582	\$34,982
Quimu Contracting, Inc.	\$10,500	\$33,715	\$44,215
Suulutaaq, Inc.	\$72,783	\$24,700	\$97,483

Project Location Map



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AGENDA TRANSMITTAL

MEETING DATE: February 3, 2026

AGENDA ITEM: 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).

FISCAL IMPACT: There is no immediate fiscal impact associated with adoption of this ordinance.

STRATEGIC PLAN: Revitalize Downtown Waterfront District.

BACKGROUND: On January 20, 2026, the City Council approved the introduction and first reading of Ordinance No. 824 establishing Entertainment Zones pursuant to Senate Bill 969 (SB 969). The ordinance designates the maximum boundaries and operational framework that would allow qualified brick-and-mortar businesses to permit on-site alcohol consumption in public areas during City-approved Entertainment Zone events.

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

STAFF REPORT: Adoption of this Ordinance will formally establish the City’s authority to activate Entertainment Zones during approved special events, consistent with SB 969. The Ordinance designates maximum geographic boundaries and establishes allowable operating hours while providing flexibility to activate smaller portions of the zone based on individual event needs.

The Ordinance authorizes the City Manager or designee to prepare and maintain an Entertainment Zone Operations Manual. This administrative manual will outline operational procedures, safety protocols, and coordination requirements with the Police Department, Fire Department, and other applicable divisions. The Entertainment Zone will only be activated through the City’s existing Special Event Permit process, ensuring appropriate review and conditions are applied for each event.

Outdoor consumption of alcoholic beverages would be permitted between 12:00 p.m. and 11:00 p.m., seven days per week, only during City-approved Entertainment Zone events. All participating businesses must comply with the conditions of their Alcoholic Beverage Control (ABC) license, the Operations Manual, the Special Event Permit, and any applicable land use entitlements.

Following adoption, Staff will transmit the Ordinance to the California Department of Alcoholic Beverage Control for filing. Individual licensees located within the Entertainment Zone who wish to participate must separately notify ABC. Participation is voluntary and no business is required to participate.

Adoption of this Ordinance establishes a regulatory framework that supports downtown activation and economic vitality while maintaining appropriate public safety oversight and operational controls.

The proposed action is a “Project” under the California Environmental Quality Act (CEQA). However, the action is exempt pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption), as it can be seen with certainty that there is no possibility the activity will result in a significant effect on the environment.

STAFF RECOMMENDATION: Staff recommends that the City Council adopt 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).

DOCUMENTS ATTACHED:

1. Entertainment Zone Ordinance
2. Senate Bill 969 Text

PREPARED BY:

Michael Elm, Administrative Technician

REVIEWED BY:

Bret Prebula, City Manager

APPROVED BY:

Bret Prebula, City Manager

ATTACHMENTS:

1. [Entertainment Zone Ordinance ATCH 1 ORD No..docx](#)
2. [Senate Bill 969 ATCH 2](#)

ORDINANCE NO. 824

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, ADDING CHAPTER 12.33 (ENTERTAINMENT ZONES) TO TITLE 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) OF THE SUISUN CITY MUNICIPAL CODE TO ESTABLISH ENTERTAINMENT ZONES

WHEREAS, Senate Bill 969 (2024) authorizes any city, county, or city and county to pass an ordinance establishing an “entertainment zone;” and

WHEREAS, Section 23039.5 of the Business and Professions Code defines “entertainment zone” as a zone created by a city, county, or city and county ordinance on or after January 1, 2025, that authorizes consumption of one or more types of alcoholic beverages on public streets, sidewalks, or public right-of-ways; and

WHEREAS, pursuant to Senate Bill 969, the City Council of Suisun City (“City”) desires to enact this ordinance to establish an entertainment zone for the purpose of allowing licensees to sell beer, wine, and mixed spirits alcoholic beverages for off-site consumption in designated public spaces during certain hours for the purpose of creating attracting more visitors and boosting spending at local establishments; and

WHEREAS, pursuant to Section 25692 of the Business and Professions Code, the City has notified local law enforcement and received feedback regarding (1) potential health and safety impacts that might be generated by the entertainment zone and strategies to mitigate those impacts and (2) the entertainment zone’s proposed boundaries, days and hours of operation, types of alcoholic beverages permitted, and approved nonglass and nonmetal containers.

WHEREAS, licensees within the Entertainment Zone are not required to sell any alcoholic beverage for consumption off the premises; and

WHEREAS, pursuant to Sections 23357, 23358, and 23396 of the Business and Professions Code, any restrictions on licensee privileges on the exercise of off-sale privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

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

SECTION 1. The recitals set forth are true and correct and are incorporated herein by reference.

SECTION 2. Chapter 12.33 (Entertainment Zones) of the Suisun City Municipal Code is added to read as follows:

Chapter 12.33 - ENTERTAINMENT ZONES

12.33.010 - Purpose

The purpose of this chapter is to establish Entertainment Zones pursuant to the requirements of Senate Bill 969 (2024) to authorize the consumption of alcoholic beverages on public streets, sidewalks, or public right-of-way subject to the restrictions contained herein.

12.33.020 - Definitions

As used in this chapter, the following words and phrases shall have the following meanings:

“ABC” means the California Department of Alcoholic Beverage Control.

“Entertainment Zone” has the meaning set forth in Section 23039.5 of the California Business and Professions Code, as may be amended from time to time.

“Entertainment Zone Event” means an event that occurs within the boundaries of an Entertainment Zone established in accordance with this Chapter and within the hours permitted by this Chapter, any applicable Entertainment Zone Operations Manual, and subject to the requirements of a Special Event Permit issued under Chapter 12.32.

“Entertainment Zone Operations Manual” means a manual approved by the City Manager for the management and regulation of the Entertainment Zone.

12.33.030 - Entertainment Zone Establishment

Upon establishment or modification of an Entertainment Zone, the City Manager or designee shall provide the following information to ABC, pursuant to Section 25690 of the California Business and Professions Code:

- A. A copy of the ordinance establishing or modifying the Entertainment Zone;
- B. Information as may be necessary to identify the boundaries of the Entertainment Zone;
- C. The days and hours of operation of the Entertainment Zone;
- D. The types of alcoholic beverages permitted within the Entertainment Zone;
- E. The approved non-glass and non-metal containers in which alcoholic beverages may be authorized.

12.33.040 - Entertainment Zone Location

- A. The boundaries of the Suisun City Entertainment Zone are defined as follows: All plazas, public streets, sidewalks, and public rights-of-way, in the area beginning at the point of intersection of the south side of Solano Street and the west side of Main Street, then running north along the west side of Main Street to its intersection with Lotz Way, then running south along the east side of Main Street to the north side of Driftwood Drive, then running

east along Driftwood Drive and extending to the eastern edge of Shelton Plaza, then running south along the eastern edge of Shelton Plaza to the edge of the Suisun Slough, then running west along the Suisun Slough to the southwest corner of Shelton Plaza, then continuing south along the Suisun Slough to the south side of Solano Street, then running west along the south side of Solano Street back to the beginning point, and all premises specified in Section 12.33.060(B) that are adjacent thereto, subject to any additional limitations imposed by the Special Event Permit approved and issued pursuant to Chapter 12.32, including but not limited to more restrictive zones within the Entertainment Zone for the Entertainment Zone Event.

- B. The boundaries of the Entertainment Zones may be amended from time to time by ordinance of the City Council.
- C. A map of the boundaries shall be kept on file in the Office of the City Clerk.

12.33.050 - Hours for the Entertainment Zone

- A. Outdoor consumption of alcoholic beverages within the Entertainment Zone is authorized seven days a week between the hours of 12:00 p.m. and 11:00 p.m., so long as at least one licensee within the boundaries of the Entertainment Zone is permitted to sell alcoholic beverages during those hours for consumption on the premises. Hours of operation are subject to any additional limitations imposed by any ABC permit or license and by the Entertainment Zone Operations Manual.
- B. Off-site sale of open alcoholic containers by a participating holder of an ABC license or permit is subject to the conditions and limitations imposed on the establishment by their local entitlements or ABC privileges, and any additional limitations imposed by an adopted Entertainment Zone Operations Manual.

12.33.060 - Entertainment Zone Controls

- A. All licensees and organizations sponsoring or selling alcoholic beverages within an Entertainment Zone shall comply with all applicable state and local laws and regulations, including, but not limited to, the following:
 - 1. All applicable ABC license and permitting requirements;
 - 2. Sections 23357, 23358, and 23396 of the California Business and Professions Code, as may be amended from time to time;
 - 3. The Suisun City Municipal Code and all other laws governing the sale and consumption of alcoholic beverages and all permits and licenses issued pursuant thereto;
 - 4. A Special Event Permit, pursuant to Chapter 12.32 of the Suisun City Municipal Code, is required to conduct an Entertainment Zone Event. The Special Event Permit may include requirements not otherwise imposed by state or local law, including but not limited to additional requirements for approved beverage containers, additional restrictions on the hours of operation for Entertainment Zone Events, and other time, place, and manner restrictions as deemed appropriate by the City Manager; and

5. Any applicable Entertainment Zone Operations Manual.
- B. All open alcoholic beverages in an Entertainment Zone shall be purchased only from a premises located within the Entertainment Zone that is authorized under California Business and Professions Code Section 23357, 23358, or 23396, as may be amended from time to time, to permit consumers to leave the premises with open containers of alcoholic beverages for consumption off the premises, or an organization that is authorized by an ABC special event permit or license to make such sales within the Entertainment Zone.
- C. Pursuant to Sections 23357, 23358, and 23396 of the Business and Professions Code, any restrictions on licensee privileges on the exercise of off-sale privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the Entertainment Zone.
- D. Any holder of an ABC license or permit that wishes to allow customers to leave the premises with open containers of alcoholic beverages for consumption off the premises within the Entertainment Zone shall provide the City Manager or designee a copy of the notice provided to ABC under Sections 23357, 23358, or 23396 of the California Business and Professions Code, as applicable, at the same time such notice is provided to ABC.

12.33.070 - Restriction on Glass and Metal Containers

No alcoholic beverages purchased at a licensed premises may leave the premises in an open glass or metal container for consumption in an Entertainment Zone.

A licensed business within the Entertainment Zone must serve any alcoholic beverage for consumption in the Entertainment Zone during an Entertainment Zone Event in a compostable or reusable cup.

12.33.080 - Age Verification

During the duration of any Entertainment Zone Event, every patron purchasing an alcoholic beverage for consumption in the Entertainment Zone or drinking an alcoholic beverage within the Entertainment Zone must be wearing a wristband identifying them as 21 years of age or over. All of the businesses within the Entertainment Zone must use a single style of wristband agreed upon, and approved by the City, prior to the operation of any Entertainment Zone Event.

If a patron is not wearing a wristband, staff within licensed businesses may check patrons' IDs to confirm their age and provide them wristbands. Upon approval by the City Manager, for larger events, staff or volunteers may also choose to check patrons' IDs and distribute wristbands at the entrances to the Entertainment Zone Event or other locations within the Entertainment Zone.

12.33.090 - Signage

The boundaries of the Entertainment Zone must be clearly marked by easily visible signage posted at every intersection around the perimeter of the zone during an Entertainment Zone Event. This signage must instruct patrons not to carry alcoholic beverages outside the Entertainment Zone (e.g., "No Alcoholic Beverages Beyond This Point"). Signs must be illuminated well enough to be sufficiently visible during nighttime hours of the Entertainment Zone's operation during an Entertainment Zone Event.

12.33.100 - Type of Beverages Permitted in the Entertainment Zone

The following types of alcoholic beverages are permitted within the Entertainment Zone:

1. Beer;
2. Wine; and
3. Distilled spirits.

12.33.110 - Entertainment Zone Operations Manual

- A. The City Manager or their designee may, at their discretion, adopt an Entertainment Zone Operations Manual to implement this Chapter and manage the regulation of Entertainment Zone Events. The Entertainment Zone Operations Manual may include requirements not otherwise imposed by state or local law, including but not limited to additional requirements for approved beverage containers, additional restrictions on the hours of operation of the Entertainment Zones and other time, place, and manner restrictions. The City Manager may amend an adopted Entertainment Zone Operations Manual from time to time as the City Manager deems appropriate.
- B. Upon adoption or revision of an Entertainment Zone Operations Manual, the City Manager or designee shall transmit a copy of that manual to ABC.

12.33.120 - Two-year Review

The operation of the Entertainment Zone shall be reviewed no less than every two years following the adoption of the ordinance establishing the Entertainment Zone to ensure that the Entertainment Zone is being maintained in a manner that protects the health and safety of the general public. This review shall be conducted by the City Manager or designee and in consultation with local law enforcement agencies.

SECTION 3. SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or enforceability of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance be declared invalid or unconstitutional.

SECTION 4. CEQA. This Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Sections 15061(b)(3) of the CEQA Guidelines and is not a project which has the potential for causing a significant effect on the environment.

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

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

INTRODUCED at a regular meeting of the City Council of the City of Suisun City, California on the 20th day of January, 2026.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting of the City Council of the City of Suisun City, California on the ___ day of February, 2026, by the following vote:

Alma Hernandez, Mayor

ATTEST:

Anita Skinner, City Clerk

APPROVED AS TO FORM:

Patrick Enright, City Attorney

CERTIFICATION

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

AYES: Councilmembers: _____

NOES: Councilmembers: _____

ABSENT: Councilmembers: _____

ABSTAIN: Councilmembers: _____

WITNESS my hand and the seal of said City this ___ day of February 2026.

Anita Skinner, City Clerk

Suisun City Entertainment Zone





Senate Bill No. 969

CHAPTER 869

An act to amend Sections 23039.5, 23357, 23358, 23396, and 25690 of, and to add Sections 25691 and 25692 to, the Business and Professions Code, relating to alcoholic beverages.

[Approved by Governor September 28, 2024. Filed with Secretary of State September 28, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

SB 969, Wiener. Alcoholic beverages: entertainment zones: consumption.

The Alcoholic Beverage Control Act contains various provisions regulating the application for, the issuance of, the suspension of, and the conditions imposed upon alcoholic beverage licenses by the Department of Alcoholic Beverage Control. Existing law defines “entertainment zone” for purposes of the act as a zone created by ordinance on or after January 1, 2024, in the City and County of San Francisco, that authorizes consumption of one or more types of alcoholic beverages on public streets, sidewalks, or public rights-of-way adjacent to and during a special event permitted or licensed by the department. Existing law authorizes the City and County of San Francisco to establish an entertainment zone, subject to certain requirements, including providing specified information relating to the entertainment zone to the department and establishing a process or procedure by which persons in possession of alcoholic beverages in the entertainment zone may be readily identifiable as being 21 years of age or older.

This bill would, instead, define “entertainment zone” as a zone created by a city, county, or city and county ordinance on or after January 1, 2025, that authorizes consumption of one or more types of alcoholic beverages on public streets, sidewalks, or public rights-of-way. The bill would additionally authorize any city, county, or city and county to establish an entertainment zone, subject to the above-described requirements. Before enacting an ordinance to establish or modify an entertainment zone, the bill would require a city, county, or city and county to notify local law enforcement and request feedback about specific information, including, among others, the entertainment zone’s proposed boundaries and days and hours of operation. The bill would require a city, county, or city and county that establishes an entertainment zone, or its designated subordinate officer or body, to review the operation of the entertainment zone every 2 years following the adoption of the entertainment zone, as specified, and to make any reports produced during the review available to the department upon request.

Existing law authorizes a licensed beer manufacturer, a licensed winegrower, and any on-sale licensee to permit consumers to leave the

premises with open containers of alcoholic beverages for consumption off the premises within an entertainment zone, subject to certain conditions. Existing law specifies that a licensed beer manufacturer, a licensed winegrower, and any on-sale licensee whose privileges are restricted due to operating conditions or other statutory restrictions may be prohibited from exercising entertainment zone privileges that are contrary to their operating conditions. For this purpose, existing law requires any restrictions on the exercise of off-sale privileges to apply to the removal of alcoholic beverages from the licensed premises for consumption in the entertainment zone.

This bill would, instead, prohibit any restrictions on the exercise of off-sale privileges from applying to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

This bill would incorporate additional changes to Section 23358 of the Business and Professions Code proposed by AB 2177 to be operative only if this bill and AB 2177 are enacted and this bill is enacted last.

The people of the State of California do enact as follows:

SECTION 1. Section 23039.5 of the Business and Professions Code is amended to read:

23039.5. "Entertainment zone" means a zone created by a city, county, or city and county ordinance on or after January 1, 2025, that authorizes consumption of one or more types of alcoholic beverages on public streets, sidewalks, or public rights-of-way.

SEC. 2. Section 23357 of the Business and Professions Code is amended to read:

23357. (a) A licensed beer manufacturer may, at the licensed premises of production, sell to consumers for consumption off the premises beer that is produced and bottled by, or produced and packaged for, that manufacturer. Licensed beer manufacturers may also exercise any of the following privileges:

(1) Sell that beer to any person holding a license authorizing the sale of beer.

(2) Sell that beer to consumers for consumption on the manufacturer's licensed premises or on premises owned by the manufacturer that are contiguous to the licensed premises and which are operated by and for the manufacturer.

(3) Sell beer and wine, regardless of source, to consumers for consumption at a bona fide public eating place on the manufacturer's licensed premises or at a bona fide public eating place on premises owned by the manufacturer which are contiguous to the licensed premises and which are operated by and for the manufacturer.

(4) (A) Permit consumers to leave the premises with open containers of alcoholic beverages for consumption off the premises within an entertainment zone if all of the following conditions are satisfied:

- (i) The premises is located within the entertainment zone.
 - (ii) Consumption of that type of alcoholic beverage is authorized by the ordinance creating the entertainment zone.
 - (iii) Open alcohol containers only leave the premises during the hours allowed by the ordinance establishing the entertainment zone.
 - (iv) Patrons with open containers exit the premises directly into an entertainment zone.
 - (v) All alcoholic beverages in the entertainment zone are purchased only at a licensed premises located within the entertainment zone.
 - (vi) The premises expressly prohibits open containers or closed containers of alcoholic beverages acquired outside their premises.
 - (vii) Delivery of alcoholic beverages to consumers within the entertainment zone by the licensee or by any third-party delivery service is expressly prohibited unless the delivery is to a residential building or private business that is not a licensee.
 - (viii) No alcoholic beverages purchased at the licensed premises may leave the premises in an open glass or metal container for consumption in an entertainment zone.
 - (ix) The licensee annually submits their notice of intent to participate in an open container entertainment zone to the department.
- (B) This paragraph does not require a licensee to sell any alcoholic beverage for consumption off the premises within an entertainment zone.
- (C) Licensees whose privileges are restricted due to operating conditions or other statutory restrictions may be prohibited from exercising entertainment zone privileges that are contrary to their operating conditions. For purposes of this paragraph, any restrictions on the exercise of off-sale privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.
- (b) Notwithstanding any other provision of this division, licensed beer manufacturers and holders of out-of-state beer manufacturer's certificates may be issued and may hold retail package off-sale beer and wine licenses. Alcoholic beverage products sold at or from the off-sale premises that are not produced and bottled by, or produced and packaged for, the beer manufacturer shall be purchased by the beer manufacturer only from a licensed wholesaler.
- (c) Notwithstanding any other provision of this division, a licensed beer manufacturer may manufacture cider or perry at the licensed premises of production and may sell cider or perry to any licensee authorized to sell wine. For purposes of this subdivision, "cider" and "perry" have the meanings provided in Section 4.21(e)(8) of Title 27 of the Code of Federal Regulations. This subdivision does not alter or amend the classification of cider or perry as wine for any purpose other than that provided by this section.
- (d) A beer manufacturer may also have upon the licensed premises, or on premises owned by the manufacturer that are contiguous to the licensed premises and are operated by and for the manufacturer all beers and wines, regardless of source, for sale or service only to guests during private events

or private functions not open to the general public. Alcoholic beverage products sold at the premises that are not produced and bottled by, or produced and packaged for, the beer manufacturer shall be purchased by the beer manufacturer only from a licensed wholesaler. All alcoholic beverages sold or served shall be produced by a licensee authorized to manufacture the product.

SEC. 3. Section 23358 of the Business and Professions Code is amended to read:

23358. (a) Licensed winegrowers, notwithstanding any other provisions of this division, may also exercise the following privileges:

(1) Sell wine and brandy to any person holding a license authorizing the sale of wine or brandy.

(2) Sell wine and brandy to consumers for consumption off the premises where sold.

(3) Sell wine to consumers for consumption on the premises.

(4) Sell all beers, wines, and brandies, regardless of source, to consumers for consumption on the premises in a bona fide eating place as defined in Section 23038, which is located on the licensed premises or on premises owned by the licensee that are contiguous to the licensed premises and which is operated by and for the licensee. At such a bona fide public eating place, beer, wine, and brandy may be used in the preparation of food and beverages to be consumed on the premises.

(5) (A) Permit consumers to leave the premises with open containers of alcoholic beverages for consumption off the premises within an entertainment zone if all of the following conditions are satisfied:

(i) The premises is located within the entertainment zone.

(ii) Consumption of that type of alcoholic beverage is authorized by the ordinance creating the entertainment zone.

(iii) Open alcohol containers only leave the premises during the hours allowed by the ordinance establishing the entertainment zone.

(iv) Patrons with open containers exit the premises directly into an entertainment zone.

(v) All alcoholic beverages in the entertainment zone are purchased only at a licensed premises located within the entertainment zone.

(vi) The premises expressly prohibits open containers or closed containers of alcoholic beverages acquired outside their premises.

(vii) Delivery of alcoholic beverages to consumers within the entertainment zone by the licensee or by any third-party delivery service is expressly prohibited unless the delivery is to a residential building or private business that is not a licensee.

(viii) No alcoholic beverages purchased at the licensed premises may leave the premises in an open glass or metal container for consumption in an entertainment zone.

(ix) The licensee annually submits their notice of intent to participate in an open container entertainment zone to the department.

(B) This paragraph does not require a licensee to sell any alcoholic beverage for consumption off the premises within an entertainment zone.

(C) Licensees whose privileges are restricted due to operating conditions or other statutory restrictions may be prohibited from exercising entertainment zone privileges that are contrary to their operating conditions. For purposes of this paragraph, any restrictions on the exercise of off-sale privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

(6) Produce spirits of wine and blend those spirits of wine into wine produced by the winegrower or sell those spirits of wine to an industrial alcohol dealer or a distilled spirits manufacturer.

(b) A winegrower may also have upon the premises all beers, wines, and brandies, regardless of source, for sale or service only to guests during private events or private functions not open to the general public. Alcoholic beverage products sold at the premises that are not produced and bottled by, or produced and packaged for, the winegrower shall be purchased by the winegrower only from a licensed wholesaler.

(c) A winegrower shall actually produce on the winegrower's licensed premises by conversion of grapes, berries, or other fruit, into wine, not less than 50 percent of all wines sold to consumers on the winegrower's licensed premises and any licensed branch premises.

(d) The department may, if it shall determine for good cause that the granting of any such privilege would be contrary to public welfare or morals, deny the right to exercise any on-sale privilege authorized by this section in either a bona fide eating place the main entrance to which is within 200 feet of a school or church, or on the licensed winery premises, or both.

(e) Nothing in this section or in Section 23390 is intended to alter, diminish, replace, or eliminate the authority of a county, city, or city and county from exercising land use regulatory authority by law to the extent the authority may restrict, but not eliminate, privileges afforded by these sections.

SEC. 3.5. Section 23358 of the Business and Professions Code is amended to read:

23358. (a) Licensed winegrowers, notwithstanding any other provisions of this division, may also exercise the following privileges:

(1) Sell wine and brandy to any person holding a license authorizing the sale of wine or brandy.

(2) Sell wine and brandy to consumers for consumption off the premises where sold.

(3) Sell wine to consumers for consumption on the premises.

(4) Sell all beers, wines, and brandies, regardless of source, to consumers for consumption on the premises in a bona fide eating place as defined in Section 23038, which is located on the licensed premises or on premises owned by the licensee that are contiguous to the licensed premises and which is operated by and for the licensee. At such a bona fide public eating place, beer, wine, and brandy may be used in the preparation of food and beverages to be consumed on the premises.

(5) (A) Permit consumers to leave the premises with open containers of alcoholic beverages for consumption off the premises within an entertainment zone if all of the following conditions are satisfied:

- (i) The premises is located within the entertainment zone.
- (ii) Consumption of that type of alcoholic beverage is authorized by the ordinance creating the entertainment zone.
- (iii) Open alcohol containers only leave the premises during the hours allowed by the ordinance establishing the entertainment zone.
- (iv) Patrons with open containers exit the premises directly into an entertainment zone.
- (v) All alcoholic beverages in the entertainment zone are purchased only at a licensed premises located within the entertainment zone.
- (vi) The premises expressly prohibits open containers or closed containers of alcoholic beverages acquired outside their premises.
- (vii) Delivery of alcoholic beverages to consumers within the entertainment zone by the licensee or by any third-party delivery service is expressly prohibited unless the delivery is to a residential building or private business that is not a licensee.
- (viii) No alcoholic beverages purchased at the licensed premises may leave the premises in an open glass or metal container for consumption in an entertainment zone.
- (ix) The licensee annually submits their notice of intent to participate in an open container entertainment zone to the department.

(B) This paragraph does not require a licensee to sell any alcoholic beverage for consumption off the premises within an entertainment zone.

(C) Licensees whose privileges are restricted due to operating conditions or other statutory restrictions may be prohibited from exercising entertainment zone privileges that are contrary to their operating conditions. For purposes of this paragraph, any restrictions on the exercise of off-sale privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

(6) Produce spirits of wine and blend those spirits of wine into wine produced by the winegrower or sell those spirits of wine to an industrial alcohol dealer or any person holding a license authorizing the manufacture or rectification of distilled spirits.

(b) A winegrower may also have upon the premises all beers, wines, and brandies, regardless of source, for sale or service only to guests during private events or private functions not open to the general public. Alcoholic beverage products sold at the premises that are not produced and bottled by, or produced and packaged for, the winegrower shall be purchased by the winegrower only from a licensed wholesaler.

(c) A winegrower shall actually produce on the winegrower's licensed premises by conversion of grapes, berries, or other fruit, into wine, not less than 50 percent of all wines sold to consumers on the winegrower's licensed premises and any licensed branch premises.

(d) The department may, if it shall determine for good cause that the granting of any such privilege would be contrary to public welfare or morals,

deny the right to exercise any on-sale privilege authorized by this section in either a bona fide eating place the main entrance to which is within 200 feet of a school or church, or on the licensed winery premises, or both.

(e) Nothing in this section or in Section 23390 is intended to alter, diminish, replace, or eliminate the authority of a county, city, or city and county from exercising land use regulatory authority by law to the extent the authority may restrict, but not eliminate, privileges afforded by these sections.

SEC. 4. Section 23396 of the Business and Professions Code is amended to read:

23396. (a) Any on-sale license authorizes the sale of the alcoholic beverage specified in the license for consumption on the premises where sold. No alcoholic beverages, other than beers, may be sold or served in any bona fide public eating place for which an on-sale license has been issued unless the premises comply with the requirements prescribed in Section 23038, 23038.1, 23038.2, or 23038.3.

(b) (1) In addition to the privilege in subdivision (a), any on-sale license for a premises located in an entertainment zone authorizes the licensee to permit consumers to leave the licensed premises with open containers of alcoholic beverages for consumption off the premises within the entertainment zone if all of the following conditions are satisfied:

(A) The alcoholic beverage is specified in both the license and the ordinance creating the entertainment zone.

(B) Open alcohol containers only leave the premises during the hours allowed by the ordinance establishing the entertainment zone.

(C) Patrons with open containers exit the licensed premises directly into an entertainment zone.

(D) All alcoholic beverages in the entertainment zone are purchased only at a licensed premises located within the entertainment zone.

(E) The premises expressly prohibits open containers or closed containers of alcoholic beverages acquired outside their premises.

(F) Delivery of alcoholic beverages to consumers within the entertainment zone by the licensee or by any third-party delivery service is expressly prohibited unless the delivery is to a residential building or private business that is not a licensee.

(G) No alcoholic beverages purchased at the licensed premises may leave the premises in an open glass or metal container for consumption in an entertainment zone.

(H) The licensee annually submits their notice of intent to participate in an open container entertainment zone to the department.

(2) This subdivision does not require a licensee to sell any alcoholic beverage for consumption off the premises within an entertainment zone.

(3) Licensees whose privileges are restricted due to operating conditions or other statutory restrictions may be prohibited from exercising entertainment zone privileges that are contrary to their operating conditions. For purposes of this paragraph, any restrictions on the exercise of off-sale

privileges shall not apply to the removal of open alcoholic beverages from the licensed premises for consumption in the entertainment zone.

SEC. 5. Section 25690 of the Business and Professions Code is amended to read:

25690. A city, county, or city and county that establishes an entertainment zone shall do both of the following:

(a) Establish a process or procedure by which persons in possession of alcoholic beverages in the entertainment zone may be readily identifiable as being 21 years of age or older.

(b) Upon establishing or modifying the entertainment zone, provide all of the following to the department:

(1) A copy of the ordinance establishing or modifying the entertainment zone.

(2) Information as may be necessary to identify the boundaries of the entertainment zone.

(3) The days and hours of operation of the entertainment zone.

(4) The types of alcoholic beverages permitted within the entertainment zone.

(5) The approved nonglass and nonmetal containers in which alcoholic beverages may be authorized.

SEC. 6. Section 25691 is added to the Business and Professions Code, to read:

25691. (a) An ordinance establishing or modifying an entertainment zone shall not authorize consumption of alcoholic beverages during the hours in which sales of alcoholic beverages are prohibited under Section 25631.

(b) An ordinance establishing or modifying an entertainment zone may only authorize consumption of alcoholic beverages during the hours in which at least one licensee within the boundaries of the entertainment zone is permitted to sell alcoholic beverages for consumption on the premises.

SEC. 7. Section 25692 is added to the Business and Professions Code, to read:

25692. (a) Before enacting an ordinance to establish or modify an entertainment zone, a city, county, or city and county shall notify local law enforcement and request feedback about both of the following:

(1) Potential health and safety impacts that might be generated by the entertainment zone and strategies to mitigate those impacts.

(2) The entertainment zone's proposed boundaries, days and hours of operation, types of alcoholic beverages permitted, and approved nonglass and nonmetal containers.

(b) A city, county, or city and county that establishes an entertainment zone, or its designated subordinate officer or body, shall review the operation of the entertainment zone every two years following the adoption of the entertainment zone to ensure that the entertainment zone is being maintained in a manner that protects the health and safety of the general public. This review shall be conducted in consultation with local law enforcement

agencies and any reports produced during the review shall be made available to the department upon request.

SEC. 8. Section 3.5 of this bill incorporates amendments to Section 23358 of the Business and Professions Code proposed by both this bill and Assembly Bill 2177. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2025, (2) each bill amends Section 23358 of the Business and Professions Code, and (3) this bill is enacted after Assembly Bill 2177, in which case Section 3 of this bill shall not become operative.

O

AGENDA TRANSMITTAL

MEETING DATE: February 3, 2026

AGENDA ITEM: Council Adoption of Resolution No. 2026 - __: A Resolution of the City Council of the City of Suisun City, California, Adopting a Social Media Policy.

FISCAL IMPACT: None.

STRATEGIC PLAN: Good Governance.

BACKGROUND:

In October 2024, the City Council updated its Norms and Procedures for City Council Members. The City Council’s Norms and Procedures addresses social media in one section, primarily focusing on City Council members’ use of City electronic devices and public records. This Resolution establishes standards of conduct for the use of social media by City officials and employees, as well as procedures for creating and managing official City social media accounts. The Social Media Policy applies to all City officials, including commissioners, City employees, and others acting on the City’s behalf.

The City Council requested input on the proposed Social Media Policy from Commissions, Boards, and Committees. The draft Social Media Policy was presented to the Recreation, Parks, and Marina Commission on September 2, 2025, and the Planning Commission on November 25, 2025.

STAFF REPORT:

In accordance with prior direction from Council, staff has prepared the attached Social Media Policy for the City Council’s consideration.

Currently, there is no citywide policy that outlines the procedures and conduct expectations for social media use by City officials or employees. The City maintains official social media accounts on several platforms, including Instagram, Facebook, and YouTube, to share information about City programs, upcoming events, and projects. The absence of a comprehensive social media policy could lead to inconsistent practices among the City’s multiple social media accounts and misunderstandings about how these platforms can be used.

Specifically, this Resolution establishes procedures for creating and maintaining official City social media accounts. It requires all official City social media accounts to utilize City contact information for account set-up, monitoring, and access. Additionally, all City login, user, and password information for the City social media accounts must be provided to the City Manager.

This Resolution outlines categories of prohibited posts, which includes discriminatory, harassing, or unlawful content. It also establishes procedures for managing third-party posts and provides the City with the authority to remove content that violates City standards or applicable laws.

Moreover, this Resolution outlines the permissible and prohibited uses of official City social media accounts, as well as of personal accounts used by City officials and employees. It prohibits City

officials and employees from speaking or posting on behalf of the City unless they are officially authorized to do so. It also encourages City officials and employees to clarify when they are posting in an individual capacity.

This Resolution also prohibits City officials from communicating directly with the social media accounts of other members on subjects within the jurisdiction of their legislative body, in accordance with the Brown Act. Furthermore, this policy addresses how the posting of content, including simply “liking” or reacting to a post from another official regarding City-related matters, by a City official could lead to a Brown Act violation.

Staff recommends that the City Council consider the draft Resolution, provide direction to staff on any desired modifications, and consider adopting the Social Media Policy.

STAFF RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2026-__: A Resolution of the City Council of the City of Suisun City, California, Adopting a Social Media Policy.

PREPARED BY:	Ashley Nash, Administrative Assistant
REVIEWED BY:	City Attorney.
APPROVED BY:	Bret Prebula, City Manager.

ATTACHMENTS:

1. [Resolution Adopting Social Media Policy.doc](#)
2. [Exhibit A - Social Media Policy.docx](#)
3. [Social Media PPT.pdf](#)

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING A SOCIAL MEDIA POLICY**

WHEREAS, the City recognizes the importance of social media as a tool for effective communication, public outreach, and community engagement; and

WHEREAS, the City utilizes various social media platforms to provide information about City programs, upcoming events, and provide access to essential services by redirecting or linking to official City resources; and

WHEREAS, the City has an overriding interest and expectation in protecting the integrity of information posted on the City’s social media sites and the content that is attributed to the City and its officials; and

WHEREAS, currently, there is no formal policy governing the use of social media by City officials, employees, and those acting on the City’s behalf; and

WHEREAS, the City now desires to establish guidelines and procedures for the operation and management of the City’s official social media accounts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Suisun City shall adopt the City of Suisun City Social Media Policy, attached as **Exhibit A**.

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 3rd of February 2026, by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City this 3rd day of February 2026.

Anita Skinner
City Clerk



CITY SOCIAL MEDIA POLICY

PURPOSE

The purpose of this Social Media Policy is to establish guidelines on the use, management, and operation of social media sites by the City of Suisun City ("City") as a means of communicating information to the public. In addition, this Social Media Policy prescribes the City's Terms of Use applicable to all users of the City's social media sites.

This policy does not intend to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions, as well as other applicable laws.

SCOPE

This policy applies to all City employees, elected and appointed City Officials, contractors, and any other representatives acting on behalf of the City or any of its Departments and Divisions. This policy also applies to the public's use of City Social Media Accounts.

DEFINITIONS

Authorized User: An individual whom the City Manager or Designee has authorized to use Social Media in an official capacity for City business.

City: The City of Suisun City, California.

City Official: An elected or appointed representative who serves on a legislative or advisory body of the City, i.e., City Council members or Commissioners. Members of a committee or task force are not considered City Officials.

City Social Media Account: Any account on a Social Media site that the City establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the Social Media site's owner, vendors, or partners. City Social Media Accounts do not include the personal Social Media sites of any City official or employee of the City.

Comment: A user-submitted response to post(s) by an Authorized User or public user of the Social Media site.

Designee: A person whom the City Manager has designated to perform some duty or carry out a role specific to Social Media.

Emergency: A condition arising from unforeseen circumstances that creates an immediate danger to public property, health, peace, or safety within the City.

Moderator: An employee designated by their respective department director for maintaining one or more social media sites on behalf of that department. A Moderator's responsibilities may include, but are not limited to: adding, editing, and reviewing posts, as well as reviewing, flagging, and possibly removing comments in accordance with established policies and/or law.

Post(s): Information, texts, articles, images, videos, or any other form of content published on a Social Media site, including links to and re-posting of content that may also be viewable elsewhere on the Internet.

Social Media: Content created by individuals using accessible and scalable technologies through and on the Internet. Social Media websites facilitate interaction and engagement among individuals in a network or virtual community. Examples of Social Media include, but are not limited to, NextDoor, Pinterest, WhatsApp, Snapchat, Facebook, MySpace, YouTube, X (formerly Twitter), LinkedIn, Flickr, TikTok, and Instagram.

GENERAL POLICY

The City's official website at **[INSERT WEBSITE]** is the City's primary source and means of internet communication. To the extent possible, a link to the City's official website shall be included on any City Social Media Account.

Information posted by the City on City Social Media Accounts will supplement, not replace, required notices and standard communication methods.

While the City will work to engage with the community via Social Media, notices or requests for City services must be made through official communication methods identified on the City's website or by traditional notification methods recognized by the City. No comments or posts on the City's Social Media Accounts will be construed as providing notice to the City of any claim, deficiency, dangerous condition, request, or otherwise.

City Social Media Accounts must adhere to applicable federal, state, and local laws, regulations, and policies.

The City reserves the right to terminate any City Social Media Account at any time without notice.

ACCOUNT AND ADMINISTRATION MANAGEMENT

a. Content Management

- i. Content posted on City Social Media Accounts must be reviewed and approved by the City Manager or Designee.
- ii. The City Manager or Designee will monitor content on City Social Media Accounts and may edit or remove posts to ensure they align with this policy, support the City's goals, and comply with applicable laws.
- iii. City Social Media Accounts may contain content, including but not limited to advertisements or hyperlinks, over which the City has no control. The City does not endorse any hyperlink or advertisement placed on City Social Media Accounts by the Social Media site's owners, vendors, or partners, or by public commenters.

b. City Social Media Account Creation

- i. The City Manager or Designee is responsible for determining who is an Authorized User.
- ii. City departments and representatives who want to create a social media account on the City's behalf must submit a written request to the City Manager for approval. The City Manager or Designee shall review all submitted requests and approve or deny the request.
- iii. City representatives must obtain written approval from the City Manager or Designee prior to creating a social media site on the City's behalf.

- iv. All Official Social Media Accounts shall utilize City contact information for account set-up, monitoring, and access.
- v. All City Social Media Accounts must display the City's official name, seal, or logo.
- vi. All City login, user, and password information for City Social Media Accounts must be provided to the City Manager. The Authorized User must immediately provide updated login information to the City Manager or Designee if it is changed for any reason. The City shall maintain a list of all City Social Media Accounts, including login and password information, to allow for the immediate removal of any content posted to a City Social Media Account in violation of or inconsistent with this Social Media Policy. To protect City Social Media Accounts from misuse and misappropriation, the City shall take all reasonable steps to prevent the disclosure of login and password for all City Social Media Accounts to the greatest extent permitted under applicable law.
- vii. City Social Media Accounts are only allowed on sites that provide a mechanism for the City to remove posts that violate City policy.
- viii. Wherever possible, City Social Media Accounts should include links back to the City's official website for forms, documents, online services and other information necessary to conduct business with the City.

c. Cybersecurity and Account Protection

- i. All City Social Media Accounts must use strong, unique passwords that are updated regularly.
- ii. Two-factor authentication must be enabled on all platforms where available.
- iii. Access to accounts will be immediately revoked upon employee departure or role change.
- iv. Administrators must report any security breaches to the City Manager or Designee immediately.

d. Employee Training. Authorized Users and their supervisors must complete mandatory training on this Policy, platform best practices, and content accessibility.

e. Accessibility

- i. Social Media content must meet ADA compliance requirements to ensure it is accessible to all members of the community.
- ii. All posts by Authorized Users to City Social Media Accounts must comply with accessibility guidelines, including but not limited to adding alt text for images, providing captions for video content, and using plain language to ensure readability.

CONTENT GUIDELINES

a. Content Ownership and Permission

- i. The City shall have full permission or rights to any content posted by the City on its Social Media Accounts, including photographs and videos.
- ii. City Social Media Accounts may only share or repost content from City partners. The City must have full permission or rights to all content posted on City Social Media Accounts. The City shall post no photos, images, graphics, video, music, or other creative content that is licensed or copyrighted unless proper permissions or rights have been granted.

b. Type of Content. The content posted on City Social Media Accounts shall only pertain to City-sponsored or City-endorsed programs, services, and events. Content includes, but is not limited to, information, photographs, videos, and hyperlinks.

c. Posting Content

- i. City Officials, employees, and agents of the City, on City Social Media Accounts, will conduct themselves professionally and in accordance with all City policies.
- ii. Authorized Users represent the City when using City Social Media Accounts and must conduct themselves as a representative of the City and in accordance with all City policies.
- iii. Authorized Users shall not express personal views or concerns on City Social Media Accounts. All posts must reflect the City's official position.
- iv. Authorized Users must review and comply with the Social Media platform's terms and conditions of use.
- v. During times not scheduled to work, Authorized Users who are hourly employees shall not post onto the City's Social Media Accounts without express permission from their supervisor or department head. Time spent by the employee outside business hours shall be noted on the employee's time sheet.

d. Prohibited Content. Posts on City Social Media Accounts must NOT include:

- i. Comments unrelated to the original post or discussion;
- ii. Support for or opposition to political campaigns, candidates, or ballot measures;
- iii. Profane, discriminatory, or offensive language or content;
- iv. Content that promotes, fosters, or perpetuates discrimination based on protected categories (e.g., race, color, age, religion, disability, national origin)
- v. Content that threatens or defames any person or organization;
- vi. Sexual or obscene content or links to sexual or obscene content;
- vii. Solicitations or advertisements for commercial products or services;
- viii. Conduct or encouragement of illegal activity;
- ix. Content that incites violence;
- x. Information that could compromise public safety or the security of public systems;
- xi. Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;
- xii. Defamatory statements;
- xiii. Threats to any person or organization;
- xiv. Disclosure of confidential, sensitive, or proprietary information, or that violates another person's right to privacy;
- xv. Images or video of a minor without the consent of the minor's parents.
- xvi. Content that violates any federal, state, or local law.

e. Responses to Comments

- i. Authorized Users shall use their best judgment in deciding whether to respond to a post or comment and shall avoid engaging any user in an argumentative or offensive manner.
- ii. Any response by an Authorized User made on behalf of the City shall comply with all terms of this policy.

- iii. Content in any post or response made on behalf of the City shall not specifically refer to any City vendor, supplier, member, contractor, employee, or official without the approval of the City Manager.

f. Monitoring Content and Comments

- i. The City reserves the right to add, remove, or adjust social media content and features as needed.
- ii. Authorized Users shall not block certain members of the public from accessing content posted to the City's Social Media Account's, or from interacting with the City's Social Media Accounts in the same way other members of the public are permitted.
- iii. No Post, Comment, or other content shall be removed solely because it is critical of the City, City Officials, employees, or programs, or because City Staff disagrees with the viewpoint of the Comment, content, or submittal.
- iv. Authorized Users shall not delete comments made on any City Social Media Account post unless the comment violates this Policy or the Social Media platform's terms and conditions.
- v. Any content removed based on these guidelines must be retained, logged, including the time, date, and poster's identity (when available).
- vi. On social media networks where the feature is available, a "strong" profanity filter should be enabled to prohibit comments and posts with profanity automatically.

PUBLIC ACCESS AND RECORD RETENTION

All City Social Media Accounts are subject to the California Public Records Act and, therefore, may be subject to public disclosure. This includes comments and other posts made by third parties on City Social Media Accounts, which may also be considered public records subject to disclosure. The City will maintain content on its Social Media Accounts pursuant to the City's records retention policy. Further, City Social Media Accounts shall be managed in accordance with the Ralph M. Brown Act and the Public Records Act.

The City must maintain a record of City Social Media Accounts, including, but not limited to:

- a. A log file containing the name of the Social Media platform, City Social Media Account identification, passwords, registered email addresses, dates established, authorizing representative, and the name of the person who created the City Social Media Account; and
- b. A record of the Social Media platform's usage agreement at the time the City Social Media Account was created and any updated versions; and
- c. A list of Authorized Users; and
- d. Any content removed based on this Policy must be retained, including the time, date, and identity of the poster, when available, for two years or such other period as required by the City records retention policy, provided that the City may remove content which violates this policy even if there is no reasonably practical means to retain that information.

USE OF SOCIAL MEDIA BY CITY OFFICIALS

The City does not create or provide support for individual Social Media accounts for City Officials. City Officials who maintain personal social and other digital media accounts should be aware that, similar to City emails or any other written or recorded communication related to the official conduct of City business,

digital communications, Social Media Posts and messages by City Officials regarding matters that are before the City for action or within City jurisdiction can be “official city business” subject to laws and policies regarding freedom of speech, records retention and production, and public transparency. Those laws and policies include but are not necessarily limited to: the California and United States Constitution, the California Public Records Act, the Ralph M. Brown Act, and the City’s records retention regulations.

City Officials participating in digital or social media communications shall maintain separate accounts for official and personal/campaign statements, clearly delineating them, and take precautions to ensure that personal/campaign communications are not conveyed in a manner that suggests they represent the position of the City or its Legislative Body as a whole.

To avoid ambiguity, all statements, headings, profile pictures, or biographies on personal or campaign accounts shall:

- Not be made in the name of the position to which the City Official was elected or appointed;
- Clearly reflect that content on such accounts does not represent the official positions of the City or its Legislative Body;
- Not display the City logo or any other official City mark or title.

Councilmembers who choose to have a social media page or profile that identifies their office must include the disclaimer: “Content on this site does not represent any official position of the City of Suisun City, only that of [NAME] in (HIS/HER) personal capacity.”

City Officials are prohibited from using the City logo or seal, or any variation of the City logo or seal, representing the City, or representing that they speak on behalf of the City, within their official or personal Social Media accounts or sites.

City Officials should not use their City email address or password in conjunction with a personal or professional Social Media profile or page.

City Officials are not authorized to use official City-owned headshot photographs on personal Social Media sites.

Digital records relating to public business must be handled in a manner that maintains the records for the applicable retention period, including through the use of highlights, bins, or archives for temporary and disappearing stories, reels, posts, or other content. Likewise, City Officials should avoid deleting Comments and should not block individuals on a City Official’s pages or sites. Social Media content should be treated the same as any written document and retained in accordance with the City’s retention schedules.

To avoid any violations of the Brown Act, consistent with the update provided by AB 992, City Officials are permitted to use a Social Media site to engage in conversations or communications on matters within the subject matter jurisdiction of the governing body:

- To answer questions;
- To provide information to the public; and
- To solicit information from the public.

However, the Brown Act prohibits a City Official from communicating directly with the Social Media of any other member on a subject within the jurisdiction of that Legislative Body. A majority of City Officials may

not use social media to "discuss among themselves" official business. The Brown Act broadly defines the meaning of "discuss among themselves" to include any "communications made, posted, or shared on an Internet-based social media network between members of a Legislative Body, including Comments or use of digital icons that express reactions to communications made by other members of the Legislative Body." Importantly, a violation still occurs even if fewer than a majority of the body's members directly communicate on social media.

City Officials should be cognizant that the posting of content, including simply "liking" or reacting to a post from another official, regarding City-related matters by a public official, could constitute a Brown Act violation.

City Officials must refrain from using the City's Social Media Accounts or any form of electronic communication to respond to, engage in, or conduct serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the body's subject matter jurisdiction without complying with the Brown Act.

City Officials should be honest and accurate when posting information or news, especially when communicating during a crisis or emergency. Any mistakes, misstatements, and/or factual errors must be corrected quickly upon discovery. City Officials should not post or share information known to be false or rumors about the City, its employees, constituents, officials, suppliers, vendors, contractors, or any other entities or individuals.

When possible, news of citywide importance should first be announced through the City's Social Media Accounts, including the City's website. This information can then be shared by City Officials, linking back to the original Post or official City website, when possible.

City Officials should never represent themselves as spokesperson for the City administration, any City department, the City Council, or a City board or committee, unless the City Official has been designated to serve as a spokesperson.

City Officials are prohibited from using Social Media to engage in any activity that constitutes a conflict of interest.

City Officials are strongly encouraged to consider the potential impact of Social Media statements prior to posting.

City Officials are expected and required to conduct themselves in a manner consistent with the City's policies and standards of conduct.

Using social media in a way that disrupts or hinders the mission and functions of the commission, board, council, department, or City is prohibited.

In summary,

City Officials may:

- Use Social Media in the City Official's capacity to communicate with constituents to answer questions, provide information to the public, or solicit information from the public.

City Officials may not:

- Discuss on Social Media with a majority of the Legislative Body, the business of a specific nature that is within the subject matter jurisdiction of the Legislative Body.
- Comment on a post of another member of the Legislative Body, including “liking,” sharing, reposting, or use of emojis.
- Block any member of the public from participating in your Social Media account if it is a moderated platform with content that pertains to City business.

CITY OFFICIAL VIOLATION PROCEDURES

The personal use of Social Media by an appointed City Official in a manner that violates this policy may result in disciplinary action in accordance with the City’s Rules and Regulations, Policies, and Procedures. The severity of the disciplinary action will be determined based on the nature of the violation, up to and including removal. The City Council is strongly encouraged to provide the City Official with at least one warning prior to removing the City Official.

EMPLOYEE USE OF SOCIAL MEDIA

While the City does not monitor employees’ personal Social Media accounts, this section when referring to the City. Following these principles helps ensure a distinction between sharing personal and agency views/information. The following rules and guidelines apply to all employees acting in an official capacity for the City of Suisun City:

- While employees may voluntarily choose to engage with the City on its Social Media Accounts, the City does not encourage or require any employee to follow or “like” City Social Media Accounts.
- The City does not condone the personal use by employees of Social Media during the employee’s working hours by any means, including by using City-owned equipment.
- Employees have no right or expectation of privacy when using City-issued devices or systems. The City reserves the right to monitor, search, or disclose employee use of City resources.
- When an employee uses Social Media in a personal capacity, they are doing so for themselves, and they are not speaking or communicating on behalf of the City. Employees should ensure that it does not appear they are speaking or posting on behalf of the City unless they have been officially authorized to do so.
- Employees may not use their official City email addresses to create or maintain any personal Social Media account(s) or site(s).
- Employees are prohibited from using the City logo or seal or any variation of the City logo or seal, representing the City, or representing that they speak on behalf of the City within their personal Social Media account(s) or site(s). Employees must also make clear in any online activity that the views and opinions they express about work-related matters are their own, have not been reviewed by the City, and do not necessarily represent the views and opinions of the City.
- Employees are reminded and cautioned that nothing posted on the Internet is private. Content can easily be shared, forwarded, and distributed to broader audiences without your knowledge or permission.

- Information posted on Social Media may be used as evidence in disciplinary, administrative, or legal proceedings.
- The City will not require you to provide a password or other security information for your personal sites that are password-protected or otherwise non-public.
- The personal use of Social Media by an employee in a manner that violates any City policy or procedure will not be tolerated, and may be grounds for disciplinary action, up to and including termination. Employees are expected to comply with the same ethical and performance standards on-line as in the workplace. Using Social Media in a way that disrupts the workplace or hinders the mission and functions of the employee's job, department, or the City is prohibited.
- Employees may not post any content on the Internet or Social Media that constitutes or contains City confidential, proprietary, privileged, private, personnel, or other non-public information.

EXCEPTIONS

Authorized Users using Social Media in an authorized investigative or covert purposes - such as law enforcement activities - are exempt from the guidelines in this policy. Instead, such activities are governed by the applicable internal department or division policies specific to such investigative or covert efforts.

Employees' failure to comply with this policy may result in disciplinary action in accordance with the City's Rules and Regulations, Policies, and Procedures. The severity of the disciplinary action will be determined based on the nature of the violation and may include, but is not limited to, termination of employment.

**SOCIAL MEDIA
ACKNOWLEDGEMENT**

The social media accounts for the City of Suisun City are limited public forums. Posts shall abide by the City of Suisun City’s “Social Media Policy,” which includes the City’s Social Media Terms of Use, federal, state, and local laws, regulations, and policies, as well as the rules and regulations of the site provider. By posting on the City’s account, you consent to providing the City with full rights to the posted content, including photographs and videos. As provided in Section VI, posts and comments by the City staff on the City’s Social Media Accounts shall NOT contain any of the following:

- Comments that are not typically related to the information posted;
- Comments in support of, or in opposition to, political campaigns, candidates, or ballot measures;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, or status about public assistance, national origin, physical or mental disability, or sexual orientation, or any other category protected by federal, state, or local law;
- Sexual or obscene content or links to sexual or obscene content;
- Solicitations of commerce or advertisements, including promotion or endorsement;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;
- Disclosure of confidential, sensitive, or proprietary information, or that violates another person’s right to privacy; or
- Images or video of a minor without the consent of the minor’s parents.

I acknowledge that I have read and understand the City of Suisun City’s “Social Media Policy.”

Officer/Employee/Contractor Signature

Name

Date

APPENDIX A

CITY OF SUISUN CITY SOCIAL MEDIA TERMS OF USE

Disclaimer/Terms of Use

THIS SITE IS NOT MONITORED IN REAL TIME. IF YOU HAVE AN EMERGENCY OR KNOW OF A CRIME IN PROGRESS, PLEASE CALL 911 IMMEDIATELY. THIS SOCIAL MEDIA SITE IS NOT A PUBLIC FORUM. BY ENGAGING WITH THIS SOCIAL MEDIA SITE, YOU AGREE TO ADHERE TO THE TERMS OF USE OUTLINED AT [https://\[INSERT WEBSITE\]](https://[INSERT WEBSITE])

The City will publish the following information on its website at [https://\[INSERT WEBSITE\]](https://[INSERT WEBSITE])

These Terms of Use apply to all users of the City of Suisun City's social media accounts ("sites"). The City's social media sites are not public forums, and all Comments and Posts must comply with these Terms of Use and the host social media site's Terms of Use. The City's social media sites are intended to serve as a mechanism for communication between the City and the public to help further our mission. If any public Comments are allowed on these sites, the City reserves the right to hide or remove posts or comments at the City's sole discretion. Any Comment submitted to sites and their fans, followers, or subscribers may be considered a public record, which is subject to disclosure pursuant to the California Public Records Act. Public information requests must be directed to the City Clerk's office.

All Comments on the City's sites should be related to the topic of the original post to which the Comment is attached. The City reserves the right to hide or remove off-topic Comments that violate these Terms of Use. The City additionally reserves the right to report a user directly to the host social media network if the user's Post, Comment, or other content violates the network's Terms of Use.

To the extent public Comments are allowed on the site, the City welcomes questions and commentary, including constructive feedback and differing opinions, but please remember to be both relevant and respectful with what you post. The City does not tolerate harassment, abuse, or threats to others. Posts or comments including, including but not limited to the following, are inappropriate and subject to removal or restriction by the City:

- Profane, obscene, or violent content and/or language;
- Content that includes unlawful harassment or threats of violence;
- Sexually explicit, "adult-oriented" or pornographic content and/or language;
- Content that promotes, fosters, or perpetuates discrimination or harassment based on race, creed, color, age, religion, gender, national origin, sexual orientation, or any other category protected by local, state, or federal law;
- Defamatory content;
- Fraudulent, deceptive, libelous, misleading, or unlawful content;
- Encourages criminal or illegal activity;
- Comments or language that is abusive, harassing, stalking, threatening, or attacking others;
- Information that tends to compromise the safety or security of City employees, the public, public systems, or the City's technology resources;
- Violates any legal ownership interest, such as a copyright or trademark;
- Contains personal information such as home addresses, phone numbers, social security numbers, dates of birth, driver's license numbers, or other information in violation of the right to privacy;
- Solicitation of commerce, including any advertising or business services or products for sale;
- Violates any federal, state, or local laws;

- Not related to City posts, business, information, announcements, events, or comments not related to the original topic, including random or unintelligible posts;
- Spamming in nature, such as repetitive posts of the same material;
- Contains links to inappropriate websites, or links that do not directly relate to City services, issues, news, and events;
- Viruses or programs that could damage the operation of other people's computers;
- Comments or posts on topics or issues not within the jurisdictional purview of the City.

The above list is not necessarily exhaustive, and the City reserves the right to remove or restrict any Post or Comment that violates the purpose or spirit of this policy.

The City of Suisun City and its respective employees and its respective employees are not liable for any errors or omissions or for any loss or damages suffered as a result of anything appearing on this site. Any information or views provided on the City's social media pages are current as of the date indicated, and are subject to change without notice. The City's social media pages are intended to disseminate news, and promote upcoming events. Where such statements are based on information provided by third parties, they are not guaranteed to be accurate or complete. The City is not responsible for anything posted by third parties, and makes no representation as to the accuracy or completeness of information contained in such material. The City is not responsible for, and disclaims any liability in relation to anything posted by contributors to the City's social media pages, including public commenters.

A Comment posted by a member of the public on any City of Suisun City social media site is the opinion of the commentator or poster only City of Suisun City does not endorse it. The publication of a Comment does not imply endorsement of, or agreement by, the City of Suisun City, nor do such Comments necessarily reflect the opinions or policies of the City of Suisun City.

The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Notwithstanding the foregoing, the City of Suisun City is not obligated to take such actions. It disclaims all responsibility and liability for any materials posted by a member of the public.

By posting a Comment, users agree to indemnify the City of Suisun City, its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to content posted by users. If a user does not agree to these terms, the , as a violation of these terms may result in legal liability.

If you have any questions regarding these Terms of Use, please email us at [\[INSERT E-MAIL ADDRESS\]](#).

The above disclaimer and Terms of Use may not be altered without the prior approval of the City Manager or City Attorney (or their respective designees). The City Manager will work with authorized staff to properly set up the site and its disclaimers.



Social Media Policy

February 3, 2026

Presented by: Patrick Enright, City Attorney



Background: Suisun City Social Media

City currently maintains several social media accounts

Currently no Citywide Policy

No policy outlining procedural and conduct expectations for:

- Elected and appointed City officials, including Commissioners, Committee Members, and Board Members;
- City employees; and
- Others acting on behalf of the City

Background: Suisun City Social Media



No policy outlining social media account creation or management

Current Norms and Procedures broadly addresses the use of social media by public officials;
Proposed Norms and Procedures does not address social media use





Proposed Social Media Policy

Proposed Social Media Policy Overview

Applies to all City officials, employees, and those acting on City's behalf

Proposes procedures and standards of conduct for creating, operating, and maintaining City social media accounts

Establishes Social Media Acknowledgment for officers, employees, and contractors to sign

Establishes a disclaimer and terms of use that applies to all users of City social media accounts

Account and Administration Management

Sets forth procedures for creating official City social media accounts

Requires City Manager or Designee's approval

All City social media accounts must be created with City contact information

All City login, user, and password information for official City social media accounts must be provided to City Manager

City social media accounts only allowed on sites that provide a way for the City to remove posts that violate City policy

Content Guidelines

**Prohibits
specific
categories of
posts on City
social media
accounts**

Prohibited content includes:

- Profane, discriminatory, or offensive language
- Content that incites violence
- Information that could compromise public safety or the security of public systems
- Defamatory statements
- Threats
- Content that violates any law

Applies to posts on official City social media accounts by City officials, employees, and third parties

Record Retention

Requires City to maintain a record of City social media accounts, including:

- A log file containing the City's social media account login and password information;
- A record of the social media platform's usage agreement at the time the City's account was created;
- A list of authorized users for the City's accounts;
- Any content removed based on this policy must be retained for two years or such other period as required by the City records retention policy; City may remove content which violates this policy even if there is no reasonably practical way to retain that information.

Use of Social Media by City Officials

Prohibits using social media in a way that violates the Brown Act

City officials cannot use social media or any form of electronic communication to respond to or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body

Simply “liking” or reacting to a post from another official, regarding City-related matters by a public official could result in a Brown Act violation

Use of Social Media by City Officials

Encourages City officials to not post or share information known to be false or rumors about the City, its employees, officials, vendors, contractors, or any other individual or entity



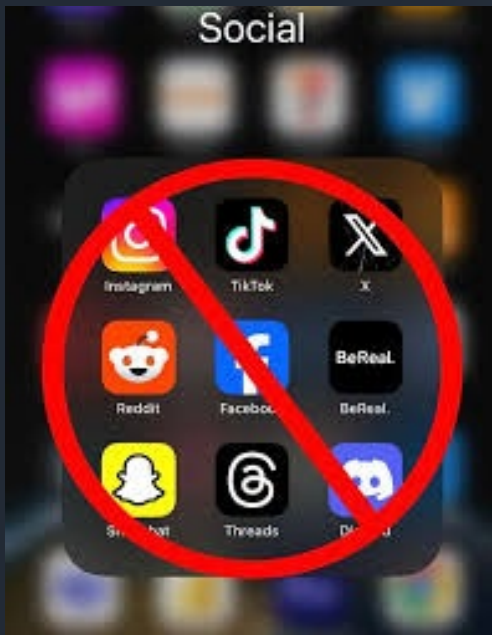
Use of Social Media by Employees

Provides guidelines for employee use of personal social media

City does not condone the personal use of social media by employees during the employee's working hours

Clarifies employees have no right or expectation of privacy when using City-issued devices or systems; City reserves the right to monitor, search, or disclose employee use of City resources

Use of Social Media by Employees



Prohibits using City e-mail for creating personal social media accounts

Prohibits posting content on the internet or social media that constitutes or contains City confidential, privileged or other non-public information

Thompson v. Central Valley School District

Recent 9th Circuit Court of Appeals Decision on discipline of employee for use of private email (Facebook)

Middle School Assistant Principal Placed on Administrative Leave and transferred to a certified teaching position

Sued under Civil Rights legislation, alleging his First Amendment rights had been violated



Social Media – Private Facebook



Posted on his private Facebook page while watching the Democratic National Convention

Hateful diatribe about the Democrats (demtard), lies, Michelle Obama, fake media, Marxist BLM, Antifa and Soroas socialist (the case quotes the post verbatim)

A school employee saw the post on her newsfeed, sent it to her sister, another school employee, and it was then forwarded to a school administrator, who brought the post to the attention of the Superintendent

Prima Facie Test for First Amendment Retaliation Claim

Must show that he spoke on a matter of public concerns

Suffered an adverse employment action

If Plaintiff satisfied all of the above elements, he has established a prima facie claim for First Amendment Retaliation

Protected expression was a substantial or motivating factor for the adverse action (Pickering v. Bd. of Ed. Of Twp. High Sch. Dist. (1968))

Burden of Public Employer

Burden shifts to the public employer to demonstrate either:

(1) that its legitimate interest in promoting an efficient workplace and avoiding workplace disruption outweighs the plaintiff's First Amendment Interests; or

(2) Alternatively, the government would have taken the same actions absent plaintiff's expressive conduct

Factors Weighing in Favor of School District

Reasonably predicted that a Facebook post by a school administrator using disability-related slurs and violent language was likely to disrupt school operations

Was intensified and reinforced by engaging in speech while serving a public-facing role as an assistant principal

Undermined the School District's written resolution to foster a safe and supportive educational environment

Responsibility to uphold the District's commitment to equity and inclusion

Enforcement

Violation of policy is grounds for disciplinary action

Disciplinary action determined based on the nature of the violation and may include termination of employment or removal from office





Thank you!

Patrick Enright, City Attorney
Richards, Watson & Gershon
penright@rwglaw.com

AGENDA TRANSMITTAL

MEETING DATE: February 3, 2026

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

FISCAL IMPACT: None.

STRATEGIC PLAN: Good Governance.

BACKGROUND: In October 2024, the City Council updated its Norms and Procedures for City Council Members. This Resolution will adopt similar rules and procedures for the City’s Commissions, Boards, and Committees. In particular, the Resolution addresses standards of conduct, demeanor, decorum, conduct during meetings, code of ethics, conflicts of interest, political activities, use of office for personal gain, and the representation of the Commissioner’s Belief as the Belief of the Commission. On June 3, 2025, the City Council considered the draft Norms and Procedures for Commissions, Boards, and Committees. The Council requested that certain amendments be made to the draft and that input be received from Commissions, Boards, and Committees. The draft was presented to the Recreation, Parks, and Marina Commission on September 2, 2025, and to the Planning Commission on November 25, 2025.

STAFF REPORT:

In accordance with prior direction from Council, staff has prepared the attached draft Rules of Procedure for the Conduct of City Commissioners, Committee Members, and Board Members for the City Council’s consideration.

Currently, there is no citywide policy that outlines procedural and conduct expectations for Commissioners, Committee Members, and Board Members. While these officials have been following implicit expectations, it is more prudent and appropriate to have a formal document that outlines their expectations and the consequences for failure to comply.

Specifically, this Resolution outlines six steps regarding commission decorum and meeting conduct. It requires officials who wish to speak to address the chair to be confined to the question under debate, not to interrupt one another, and to provide each other with utmost courtesy, and grants officials the right to move to require the chair to enforce these rules.

This Resolution requires every public official to follow a code of ethics and to conduct themselves in a manner that will preserve public confidence in and respect for the government they represent. This code requires each official to treat all citizens with courtesy, impartiality, and equality under the law, and to avoid any actual or potential conflicts between their private self-interests and the public interest.

This Resolution briefly describes the obligations of officials under the State Political Reform Act regarding Form 700 disclosures of economic interests and conflicts of financial or personal gain. It also

addresses conflicts related to incompatible employment, representation of private persons, and a prohibition on receipt of gifts and favors. It also prohibits officials from engaging in any political activity that would conflict with their official duties.

This Resolution prevents officials from using or attempting to use their roles with the City for personal gain, including financial, career, social, and personal-satisfaction-related gains. To more specifically implement this obligation, the Resolution prohibits officials from wearing any part of their City uniform to an event where they are not conducting official City business. It also prohibits officials from speaking on behalf of the City or their Commission, Board, or Committee. It encourages individual officials to clarify that they are speaking in their individual capacity whenever it may otherwise be unclear.

City officials have mostly been following these expectations so far, as they are generally implied in their roles with the City. However, it is wise for the City to formalize these expectations and rules in writing to avoid misunderstandings or future issues. This Resolution states that a violation of any ethical rules or the standards of conduct outlined in the Resolution may lead to the official's removal from their position.

Recreation, Parks & Marina Commission and Planning Commission Comments

The two commissions had similar comments on commission absences (and the removal for failure to attend regularly scheduled meetings), as well as on commissioner comments at engagements and on social media posts. There were also concerns about election-related activities or personal activities. To address these issues, the draft Code of Conduct includes a definition of unexcused absences and expands on activities with the press, social events, and political activities. I have included a redline version with the changes.

Staff recommends that the City Council consider the draft Resolution, provide direction to staff on any desired modifications, and consider adopting the Code of Conduct.

STAFF RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2026-__: A Resolution of the City Council of the City of Suisun City, California, Adopting Rules of Procedures and Conduct of Commissioners, Committee Members, and Board Members.

DOCUMENTS ATTACHED:

1. Resolution Rules of Procedure Commission Committee Board Members
2. Exhibit A - Social Media Policy
3. Presentation Proposed Commissioner Norms and Procedures

PREPARED BY:	Ashley Nash, Administrative Assistant
REVIEWED BY:	City Attorney.
APPROVED BY:	Bret Prebula, City Manager.

ATTACHMENTS:

1. [Resolution Rules of Procedure Commission Committee Board Members.docx](#)
2. [Exhibit A - Social Media Policy.docx](#)
3. [Presentation Adopting Commissioner Norms and Procedures](#)

RESOLUTION NO. 2026-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, TO ADOPT RULES OF PROCEDURE FOR THE CONDUCT OF COMMISSIONERS, COMMITTEE MEMBERS, AND BOARD MEMBERS

WHEREAS, the primary intent of California’s open meeting law, the Brown Act, is that the people’s business be conducted openly and transparently, after providing an opportunity to the largest number of members of the public to directly address a city commission, committee, or board before any action is taken on any item. The Brown Act mandates that city commissions, committee and boards adopt rules for “the conduct of business” and requires that agendas for regular meetings provide “an opportunity for members of the public to directly address the legislative body on any item of interest to the public” including agenda items before or during the legislative body’s consideration of the item that is within the subject matter jurisdiction of the legislative body.

WHEREAS, the Brown Act provides that city councils “may adopt reasonable regulations to ensure the intent” of the Brown Act is carried out. As amended by the City Council of Suisun City, the rules of procedure provide an opportunity for members of the public to directly address the commission, committee, and board on any item on the agenda before consideration of the item, in full compliance with the Brown Act, at a reasonable time. The City Council of Suisun City periodically reviews and amends the commission, committee, and board rules of procedure to facilitate the efficient and transparent conduct of the City’s business at a reasonable hour.

WHEREAS, the City Council desires to amend the rules of order to facilitate effective and efficient meeting management, greater transparency, and meaningful public participation.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT

The City Council, by ordinance, has established a number of commissions, committees and boards (collectively referred to herein as “Commissions”) which receive information, investigate, review and make decisions and recommendations regarding many areas of the City’s business. In creating these Commissions, the City Council has further obligated itself to establish procedural regulations and standards of conduct for commissioners, committee members, and board members in carrying out their duties on behalf of the City. The purpose of this Resolution is to set forth those procedural regulations and standards of conduct, with the intent that these regulations and standards will apply to all City commissioners, committee members, and board members (collectively referred to herein as “Commissioners”).

It is specifically not the intent of this Resolution that the regulations and standards set forth herein should preempt or supersede conflicting regulations and standards or state or federal law. Where

a conflicting provision appears in state law or City ordinances relating to a particular Commission, the specific law or ordinance shall apply rather than the general provisions set forth herein.

SECTION 2. PROCEDURAL RULES AND STANDARDS OF CONDUCT

A. Commissioner Appointment: Members of each Commission shall be appointed and shall serve for the period of time set forth in the ordinance creating the Commission. Where there is no ordinance establishing a term, members of the Commission shall be appointed and shall serve terms concurrent with the appointing Council Member.

No person shall concurrently serve on two or more Commissions unless the City Council determines that there is no conflict in serving in those roles.

B. Commissioner Removal: Commissioners shall serve at the pleasure of Mayor and City Council. Commissioners may be removed by the Mayor without cause, as follows:

1. At the request of the Mayor, a Commissioner may be removed from office by a majority vote of the City Council.

2. At the request of a Council Member (with the Mayor dissenting), a Commissioner may be removed from office by a majority vote of the City Council.

Vacancies must be reported to the City Clerk and shall be filled in accordance with the law.

C. Commission Attendance: Commissioners are strongly encouraged to attend all regularly scheduled meetings. Any member of a Commission who misses more than three regularly scheduled meetings within any fiscal year, without being excused by the Commission, shall be deemed to have vacated their position on the Commission. The Chair of the Commission shall report to the Mayor or other person charged with appointing members of the Commission, to the City Clerk, and to the member whose position has been declared vacated that a vacancy exists.

An absence is unexcused if the Commissioner fails to notify the Chair of the absence and does not have a substantial and compelling reason for the absence. Compelling reasons, including emergencies, illness, or unavoidable circumstances, may justify the absence, while noncompelling reasons, such as personal convenience, would not justify the absence.

D. Terms of Office: Any Commissioner may be appointed and reappointed to an unlimited number of repeated terms of office.

E. Residency Requirements: No person who is not a resident of the City shall serve on any Commission having the authority to make binding decisions. Planning Commissioners shall be residents of Suisun City and shall maintain United States citizenship.

F. Commission Meetings: Each Commission shall hold regular meetings at times and dates established by resolution of each Commission, in accordance with meeting room and staff availability. Such meetings shall be held at the stated time and in a public place, and notice of such

meetings shall be given in accordance with the provisions of the Brown Act, Government Code Section 54950 et seq. Each Commission shall meet at least once a year for the purpose of reorganization.

G. Commission Members May Serve Without Pay: Except where otherwise specifically provided by ordinance or resolution, Commissioners may serve with pay as established by ordinance and resolution. Commissioners shall not be reimbursed for time lost from work on City business. Commissioners may be reimbursed for actual costs expended while on City business, with the prior approval of the City Manager. Commissioners may be reimbursed for the use of their personal vehicles for City business at the rate allowed per mile for City employees and officers using personal vehicles on City business, with the prior approval of the City Manager.

H. Commission Demeanor, Decorum and Conduct of Meetings:

1. Any Commissioner desiring to speak shall address the Chair and, upon recognition by the Chair, shall confine remarks to the question under debate.

2. A Commissioner desiring to question the staff shall address the Commissioner's question to the City Manager or City Attorney, in appropriate cases, who shall be entitled either to answer the inquiry personally or to designate some member of the staff for that purpose.

3. A Commissioner, once recognized, shall not be interrupted while speaking unless called to order by the Chair; unless another Commissioner raises a point of order; or unless the speaker chooses to yield to questions from another Commissioner.

4. Any Commissioner called to order while the Commissioner is speaking shall cease speaking immediately until the question of order is determined. If the Commissioner is ruled to be in order, the Commissioner shall be permitted to proceed. If the point or issue is ruled to be not in order, the Commissioner shall remain silent or shall alter the Commissioner's remarks so as to comply with these rules.

5. Commissioners shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Commission and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

6. Any Commissioner may move to require the Chair to enforce the rules, and the affirmative vote of a majority of the Commission shall require the Commissioner to so act.

I. Action by Resolution or Minute Action: Actions of Commissions shall be taken by resolution or minute action.

J. Code of Ethics: The public judges its government by the way public officials and employees conduct themselves in the posts to which they are elected or appointed. The people have a right to expect that all public officials will conduct themselves in a manner that will tend to

preserve public confidence in and respect for the government represented. Such confidence and respect can best be promoted if every public official and employee, whether paid or unpaid, and whether elected or appointed, will uniformly: (a) treat all citizens with courtesy, impartiality, fairness and equality under the law; and (b) avoid both actual and potential conflicts between their private self-interests and the public interest. This code of ethics should apply to all Commissioners.

K. Conflicts of Interest: The State Political Reform Act applies to all Commissioners. Two important provisions:

1. Form 700 Disclosure of Economic Interest. The Act requires public officials to disclose assets and income that may be materially affected by their official actions by filing a “Statement of Economic Interests” (also known as a “Form 700”). For this Resolution, the requirement applies to all Commissioners. Each must file the Form 700 within 30 days after assuming office, annually, and upon leaving office, a final statement. Confer with the City Clerk as to this requirement.

2. Financial or Personal Interest. Generally, in addition to the disclosure requirements for Form 700 filers, the Act requires all Commissioners to disqualify themselves from making, participating in making, or in any way attempting to use their official position to influence a governmental decision in which they know or have reason to know they have a financial interest. An official has a disqualifying financial interest in a decision if the decision will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, directly on the official or a member of the official’s immediate family, or on certain financial interests identified in the Act. A public official’s financial interests include certain business entities, real property, sources of income, donors of gifts, and certain personal finances of the public official and immediate family.

Whenever the performance of official duties shall require any Commissioner to vote on any matter involving a financial or personal interest, the Commissioner, prior to the consideration of the matter, must immediately:

(i) Identify each financial interest that gives rise to the conflict in detail sufficient to be understood by the public (except that disclosure of the exact street address of a residence is not required);

(ii) Publicly state the Commissioner’s recusal from the matter; and

(iii) Leave the room until after the disposition of the matter unless the matter appears on a consent calendar.

Under limited circumstances, the Commissioner may appear before the board and speak as a member of the public regarding an applicable personal interest (e.g., a project may impact their residence). A former Commissioner shall not, within one year after the date of termination from office, represent any person or business in a matter in which the former Commissioner has performed an official act.

L. Representation of Private Persons: No Commissioner shall appear on behalf of any private

person, other than the Commissioner's self, before any Commission or the City Council on a matter which is within the jurisdiction of their Commission except with permission of Commission, where the Commissioner does not otherwise have a financial interest in the representation and where the Commissioner refrains from official participation in the matter.

M. Incompatible Employment: No Commissioner shall engage in private employment with or render services for, any private person who has business transactions with the City which may come before the Commission for recommendation or decision, unless the Commissioner has first made full public disclosure of the nature and extent of such employment services, and the City Attorney has determined that such outside position is not an "incompatible office."

N. Gifts and Favors: No Commissioner shall accept any gift whether in the form of money, thing, favor, loan, or promise, that would not be offered or given if the Commissioner were not in such a position.

O. Confidential Information: No Commissioner shall, without prior formal authorization of the City Council, disclose any confidential information concerning any other official or employee, or any other person, or any property or governmental affairs of the City. Whether or not it involves disclosure, no Commissioner shall use or permit the use of any such confidential information to advance the financial or personal interests of the Commissioner or any other person.

P. Fair and Equal Treatment: No Commissioner shall grant or make available to any person any consideration, treatment, advantage, or favor beyond that which it is the general practice to grant or make available to the public at large. No official or employee shall request, use, or permit the use of any publicly owned or publicly supported property, vehicle, equipment, labor, or service for the personal convenience or the private advantage of the official or employee or any other person.

Q. Political Activities: No Commissioner shall participate in any political activity which would be in conflict or incompatible with the performance of the Commissioner's official functions and duties for the City. No Commissioner may use the Commissioner's official authority or position for the purpose of influencing or interfering with or affecting the results of any election, nor shall the Commissioner solicit funds or contributions or accept or receive funds or contributions from City employees for political purposes. No Commissioner may distribute pamphlets, petitions or handbills while the Commissioner is performing the Commissioner's official functions and duties with the City. Nothing herein shall be construed to prohibit any Commissioner from participating in the political process in the Commissioner's capacity as a private citizen.

R. Use of Office for Personal Gain: Commissioners shall not use or attempt to use their role for personal gain. This includes financial, career, social, and personal-satisfaction-related gains, as well as any other benefits driven by self-interest. Commissioners shall not wear any part of their City uniform, badge or other City insignia to a meeting, an event or occasion a Commissioner attends where they are not conducting official City business.

S. Representation of Commissioner's Beliefs as Belief of Commission:

(1) Communication with the Public, Press and other Media. Commissioners shall not speak on behalf of the City or their Commission. Only the Commissioners as a whole have the authority to speak on behalf of the Commission. In order to avoid any appearance that a Commissioner is speaking on behalf of the Commission, the Commissioner should clarify that they are speaking in their individual capacity whenever there is risk of misunderstanding of authority.

There may be instances where it is appropriate for Commissioners to provide public statements about City events and policy matters to the public and press in an official capacity; however, Commissioners must coordinate with City staff and seek approval first from the Mayor and/or City Manager prior to giving such statements. Upon approval from the Mayor and/or City Manager, City staff will coordinate and organize public communication and inquiries from the media related to official statements to include the Chair of the Commission, or a representative designated by the Commission, who may clarify actions taken by the Commission, fairly and accurately recap Commission conversation, or outline next steps. The Chair or designee must not editorialize, offer personal opinion, or speculate on future actions when speaking in an official capacity. A Commissioner may recite Commission positions, activities, and actions taken and state factual accounts of those actions.

(2) Community Relations and Engagement/Social Media. Commissioners may not, in an official capacity, represent their Commission or the City to the general public without City Council approval. Commissioners may not use city logos, branding, name tag, business cards, or other collateral to represent their private, personal or political interests.

Any time that a Commissioner uses their Commission title, is wearing their Commissioner name badge or references their membership on a City Commission when speaking publicly or on social media, they must state that they are speaking in an individual capacity and not as a representative of the City of Suisun City.

(3) Election-related Activity or Personal Activity. Commissioners are prohibited from using their position as a Commissioner for political or personal gain. For example, while potential ballot measures are under consideration or while candidate campaigns are being carried out, Commissioners can elect to participate in campaign activity individually but cannot use City resources to support that activity. Thus, Commissioners may engage in election-related activity as community members, and may use their Commission title(s), current or former, for identification purposes, so long as they affirmatively declare that they do not represent the City or any legislative body of the City.

T. Violations of Ethical Rules or Standards of Conduct: Any violation of an ethical rule or standard of conduct may result in removal from the Commission.

U. Channels of Communication: Commissioners should communicate with City staff through the City Manager or the City employee who has been designated by the City Manager as staff liaison to the Commission.

SECTION 3. ADDRESSING THE COMMISSION - DECORUM AND ORDER

A. Manner of Addressing the Commission

1. Any member of the public desiring to address the Commission shall proceed to the podium and wait to be recognized by the Presiding Officer. After being recognized, the member of the public shall state their name and address for the record.

2. All remarks and questions shall be addressed to the Chair and not to any individual Commission Member, staff member or other person. During a public hearing, all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

3. Any member of the Commission who the Presiding Officer has recognized for such a purpose may address or respond to members of the public who have addressed the Commission pursuant hereto. Such an address or response shall not exceed three minutes in length, and shall be deemed to express the individual position or opinion of the Commissioner offering the same and shall not be construed to bind the Commission or the City in any manner. Unless otherwise directed by the Commission, the restrictions imposed by this Subsection (A) shall apply only to those portions of the Commission Agenda during which members of the public are permitted to make oral communications to the Commission.

B. Time Provided for Communications from the Public: Any member of the public desiring to address the Commission shall be provided three minutes for their statement unless further time has been granted by the Presiding Officer in the individual case, or is limited in accordance with Section 3(D). Public comments to the Commission may also be submitted to the City Clerk or Commission Secretary in written format, either by email or other form of written correspondence. The City Clerk or Commission Secretary shall provide all written public comments to the Commission when received and/or during the Commission meeting. The City Clerk or Commission Secretary is not required to read each comment into the record.

C. Addressing the Commission after Motion is Made: After a motion has been made, or after a public hearing has been closed, no member of the public shall address the Commission.

D. Limitations Regarding Communications from the Public and Reports: The making of oral communications to the Commission by any member of the public during the “Communications from the Public” portion of the agenda shall be subject to the following limitations:

1. At any time, before or after the oral communication has commenced, the Presiding Officer may, if the Presiding Officer deems it preferable, direct that the communication be made instead either to the Development Services Director or other appropriate staff member during regular business hours, or in writing, for subsequent submittal to Commissioners.

2. The Presiding Officer may limit the number of speakers heard on non-agenda topics at a single meeting. Those whose presentations are postponed shall be given priority at the next meeting during the “Communications from the Public” agenda item.

3. If it appears that several speakers desire to speak regarding a single topic, the Presiding Officer may reasonably limit the number speaking, as to each side of an issue. In this regard, preference may be given to speakers who represent groups of persons who have designated a spokesperson.

E. Decorum and Order – Commissioners: The following Parliamentary Procedures are meant to establish a framework for the orderly conduct of meetings, encourage discussion, and facilitate decision making by the body. The rules of order are meant to create an atmosphere in which Commissioners and members of the public can conduct business efficiently, fairly, and with full participation. And at the same time, it is up to the Chair and Commissioners to maintain common courtesy and decorum. It is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak. The basic format for an agenda item discussion is as follows:

First, the Chair should clearly announce the agenda item number and should clearly state what the subject is.

Second, following the agenda format, the Chair should invite the appropriate people to report on the item.

Third, the Chair should ask Commissioners if they have any technical questions for clarification.

Fourth, the Chair should invite public comments.

Fifth, the Chair should invite a motion.

Sixth, the Chair should determine if any Commissioners wish to second the motion.

Seventh, if the motion is made and seconded, the Chair should make sure everyone understands the motion.

Eighth, the Chair should now invite the Commissioners to discuss the motion.

Ninth, the Chair takes a vote. Simply asking for “ayes” and then the “nays” is normally sufficient.

Tenth, the Chair should announce the result of the vote and should announce what action (if any) the body has taken.

F. Decorum and Order – Public: Members of the public attending any Commission meeting shall avoid any conduct that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.

As set forth in Government Code Section 54957.9, if any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting,

the members of the Commission may order the meeting room cleared and continue the session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Commission from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

The following guidelines shall apply to all interactions between the public and Commissioners:

1. All comments and interactions shall be conducted in a respectful manner.
2. Threats, including threats of violence, will not be tolerated.
3. Members of the public and Commissioners resolve to refrain from any behavior that disrupts or threatens to disrupt the Commission and governmental operations, including the following:
 - (a) Insulting, demeaning, intimidating, or offensive communications, including but not limited to, racial, ethnic, religious, sexual orientation or other offensive language against an individual or group of individuals;
 - (b) Harassment, threats or intimidation of any Commissioner, City staff or member of the public;
 - (c) Willful destruction of property damage;
 - (d) Conduct that threatens to provoke a violent reaction or that amounts to sexual harassment;
 - (e) A continuing pattern of disruptive behavior; and
 - (f) Notwithstanding the above, members of the public do have the right to make personal, critical or harsh remarks about any matter before the Commission.

G. Enforcement of Decorum: As set forth in Government Code Section 54957.95, the Presiding Officer may remove, or cause the removal of, an individual for disrupting the meeting. Prior to removing an individual, the Presiding Officer must warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The Presiding Officer may then remove the individual if they do not promptly cease their disruptive behavior. As used in this paragraph, “disrupting” means engaging in behavior during a meeting of the Commission that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.

Notwithstanding the preceding paragraph, if the individual disrupting the meeting is using force or a true threat of force, that individual may be removed without a prior warning to cease their behavior.

SECTION 4. **MOTIONS**

A. Processing of Motions: When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. The mover shall not withdraw a motion so stated without the consent of the person seconding it.

B. Motions out of Order: The Presiding Officer may at any time, by majority consent of the Commission, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

C. Division of Question: If the question contains two or more divisional propositions, the Presiding Officer may, and upon request of a member shall, divide the motion into two separate motions.

D. Precedence of Motions: When a motion is before the Commission, no motion shall be entertained except the following, which shall have precedence in the following order:

1. Adjourn
2. Fix Hour of Adjournment
3. Table
4. Limit or Terminate Discussion
5. Amend
6. Postpone

E. Motion to Adjourn (Not Debatable): A motion to adjourn shall be in order at any time, except as follows:

1. When repeated without intervening business or discussion;
2. When made as an interruption of a member while speaking;
3. When the discussion has been ended, and a vote on a motion is pending; and
4. While a vote is being taken.

A motion to adjourn “to another time” shall be debatable only as to the time to which the meeting is adjourned.

F. Motion to Fix Hour of Adjournment: Such a motion shall be set to a definite time at which to adjourn and shall be undebatable and shall be unamendable except by unanimous vote.

G. Motion to Table: A motion to table shall be used to bypass the subject temporarily. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject

under consideration. If the motion shall prevail, the matter may be “taken from the table” at any time prior to the end of the next regular meeting.

H. Motion to Limit or Terminate Discussion: Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall be undebatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

I. Motion to Amend: A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted on first, then the main motion as amended.

J. Motion to Continue: Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

K. When Multiple Motions are Before the Governing Body: Up to three motions may be on the floor simultaneously. When two or three motions are on the floor (after motions and seconds) at the same time, the first vote should be the last motion made.

SECTION 5. VOTING PROCEDURE

A. Voting Procedure: In acting upon every motion, the vote shall be taken by voice, roll call, or any other method by which the vote of each Commissioner present may be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The City Clerk or Commission Secretary shall call the names of all members seated when a roll call vote is ordered or required. The order of voting shall be the maker of the motion first. The second shall be next. The next two shall be alternated and the Chairperson shall be last. Members shall respond “aye,” “no” or “abstain,” provided that when a vote is collectively taken by voice or when a method of voting other than by voice or roll call is used, any Commissioner not audibly and clearly responding “no” or “abstain” or otherwise registering an objection shall have his vote recorded as “aye.”

Any question before the Commission shall not require a roll call vote unless demanded by a member. It shall not be in order for members to explain their vote during roll call. Any member may change their vote before the next item of business.

B. Failure to Vote: Every Commissioner should vote unless disqualified for cause. Disqualification for cause includes but is not limited to, a conflict of interest in the decision that legally requires the Commissioner recusal and disqualification from the decision.

C. Reconsideration: Any Commissioner who voted with the majority may move a reconsideration of any action at the same meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the Commission.

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

SECTION 6. ADMINISTRATIVE OVERSIGHT OF AND ASSISTANCE TO COMMISSIONS

A. Each Commission shall be assigned appropriate administrative support, under the oversight of the City Manager, to provide administrative assistance with such matters as the preparation of agendas, recommendations for action, minutes, memoranda of decisions and official correspondence, and shall coordinate the clerical and technical work of the Commission in administering their official functions. Such administrative support shall attend Commission meetings, but shall serve in an advisory capacity only and shall have no voting rights.

B. The City Clerk shall be the custodian of records for all Commissions. Minutes of Commission meetings shall be provided to the City Council.

SECTION 7. This Resolution shall take effect immediately, and any other version of these Policies and Procedures is hereby repealed and replaced with the Policies and Procedures contained in this Resolution.

SECTION 8. The City Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on the 3rd day of February 2026, by the following vote:

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

WITNESS my hand and the seal of said City this 3rd day of February 2025.

Anita Skinner
City Clerk



CITY SOCIAL MEDIA POLICY

PURPOSE

The purpose of this Social Media Policy is to establish guidelines on the use, management, and operation of social media sites by the City of Suisun City ("City") as a means of communicating information to the public. In addition, this Social Media Policy prescribes the City's Terms of Use applicable to all users of the City's social media sites.

This policy does not intend to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions, as well as other applicable laws.

SCOPE

This policy applies to all City employees, elected and appointed City Officials, contractors, and any other representatives acting on behalf of the City or any of its Departments and Divisions. This policy also applies to the public's use of City Social Media Accounts.

DEFINITIONS

Authorized User: An individual whom the City Manager or Designee has authorized to use Social Media in an official capacity for City business.

City: The City of Suisun City, California.

City Official: An elected or appointed representative who serves on a legislative or advisory body of the City, i.e., City Council members or Commissioners. Members of a committee or task force are not considered City Officials.

City Social Media Account: Any account on a Social Media site that the City establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the Social Media site's owner, vendors, or partners. City Social Media Accounts do not include the personal Social Media sites of any City official or employee of the City.

Comment: A user-submitted response to post(s) by an Authorized User or public user of the Social Media site.

Designee: A person whom the City Manager has designated to perform some duty or carry out a role specific to Social Media.

Emergency: A condition arising from unforeseen circumstances that creates an immediate danger to public property, health, peace, or safety within the City.

Moderator: An employee designated by their respective department director for maintaining one or more social media sites on behalf of that department. A Moderator's responsibilities may include, but are not limited to: adding, editing, and reviewing posts, as well as reviewing, flagging, and possibly removing comments in accordance with established policies and/or law.

Post(s): Information, texts, articles, images, videos, or any other form of content published on a Social Media site, including links to and re-posting of content that may also be viewable elsewhere on the Internet.

Social Media: Content created by individuals using accessible and scalable technologies through and on the Internet. Social Media websites facilitate interaction and engagement among individuals in a network or virtual community. Examples of Social Media include, but are not limited to, NextDoor, Pinterest, WhatsApp, Snapchat, Facebook, MySpace, YouTube, X (formerly Twitter), LinkedIn, Flickr, TikTok, and Instagram.

GENERAL POLICY

The City's official website at **[INSERT WEBSITE]** is the City's primary source and means of internet communication. To the extent possible, a link to the City's official website shall be included on any City Social Media Account.

Information posted by the City on City Social Media Accounts will supplement, not replace, required notices and standard communication methods.

While the City will work to engage with the community via Social Media, notices or requests for City services must be made through official communication methods identified on the City's website or by traditional notification methods recognized by the City. No comments or posts on the City's Social Media Accounts will be construed as providing notice to the City of any claim, deficiency, dangerous condition, request, or otherwise.

City Social Media Accounts must adhere to applicable federal, state, and local laws, regulations, and policies.

The City reserves the right to terminate any City Social Media Account at any time without notice.

ACCOUNT AND ADMINISTRATION MANAGEMENT

a. Content Management

- i. Content posted on City Social Media Accounts must be reviewed and approved by the City Manager or Designee.
- ii. The City Manager or Designee will monitor content on City Social Media Accounts and may edit or remove posts to ensure they align with this policy, support the City's goals, and comply with applicable laws.
- iii. City Social Media Accounts may contain content, including but not limited to advertisements or hyperlinks, over which the City has no control. The City does not endorse any hyperlink or advertisement placed on City Social Media Accounts by the Social Media site's owners, vendors, or partners, or by public commenters.

b. City Social Media Account Creation

- i. The City Manager or Designee is responsible for determining who is an Authorized User.
- ii. City departments and representatives who want to create a social media account on the City's behalf must submit a written request to the City Manager for approval. The City Manager or Designee shall review all submitted requests and approve or deny the request.
- iii. City representatives must obtain written approval from the City Manager or Designee prior to creating a social media site on the City's behalf.

- iv. All Official Social Media Accounts shall utilize City contact information for account set-up, monitoring, and access.
- v. All City Social Media Accounts must display the City's official name, seal, or logo.
- vi. All City login, user, and password information for City Social Media Accounts must be provided to the City Manager. The Authorized User must immediately provide updated login information to the City Manager or Designee if it is changed for any reason. The City shall maintain a list of all City Social Media Accounts, including login and password information, to allow for the immediate removal of any content posted to a City Social Media Account in violation of or inconsistent with this Social Media Policy. To protect City Social Media Accounts from misuse and misappropriation, the City shall take all reasonable steps to prevent the disclosure of login and password for all City Social Media Accounts to the greatest extent permitted under applicable law.
- vii. City Social Media Accounts are only allowed on sites that provide a mechanism for the City to remove posts that violate City policy.
- viii. Wherever possible, City Social Media Accounts should include links back to the City's official website for forms, documents, online services and other information necessary to conduct business with the City.

c. Cybersecurity and Account Protection

- i. All City Social Media Accounts must use strong, unique passwords that are updated regularly.
- ii. Two-factor authentication must be enabled on all platforms where available.
- iii. Access to accounts will be immediately revoked upon employee departure or role change.
- iv. Administrators must report any security breaches to the City Manager or Designee immediately.

d. Employee Training. Authorized Users and their supervisors must complete mandatory training on this Policy, platform best practices, and content accessibility.

e. Accessibility

- i. Social Media content must meet ADA compliance requirements to ensure it is accessible to all members of the community.
- ii. All posts by Authorized Users to City Social Media Accounts must comply with accessibility guidelines, including but not limited to adding alt text for images, providing captions for video content, and using plain language to ensure readability.

CONTENT GUIDELINES

a. Content Ownership and Permission

- i. The City shall have full permission or rights to any content posted by the City on its Social Media Accounts, including photographs and videos.
- ii. City Social Media Accounts may only share or repost content from City partners. The City must have full permission or rights to all content posted on City Social Media Accounts. The City shall post no photos, images, graphics, video, music, or other creative content that is licensed or copyrighted unless proper permissions or rights have been granted.

b. Type of Content. The content posted on City Social Media Accounts shall only pertain to City-sponsored or City-endorsed programs, services, and events. Content includes, but is not limited to, information, photographs, videos, and hyperlinks.

c. Posting Content

- i. City Officials, employees, and agents of the City, on City Social Media Accounts, will conduct themselves professionally and in accordance with all City policies.
- ii. Authorized Users represent the City when using City Social Media Accounts and must conduct themselves as a representative of the City and in accordance with all City policies.
- iii. Authorized Users shall not express personal views or concerns on City Social Media Accounts. All posts must reflect the City's official position.
- iv. Authorized Users must review and comply with the Social Media platform's terms and conditions of use.
- v. During times not scheduled to work, Authorized Users who are hourly employees shall not post onto the City's Social Media Accounts without express permission from their supervisor or department head. Time spent by the employee outside business hours shall be noted on the employee's time sheet.

d. Prohibited Content. Posts on City Social Media Accounts must NOT include:

- i. Comments unrelated to the original post or discussion;
- ii. Support for or opposition to political campaigns, candidates, or ballot measures;
- iii. Profane, discriminatory, or offensive language or content;
- iv. Content that promotes, fosters, or perpetuates discrimination based on protected categories (e.g., race, color, age, religion, disability, national origin)
- v. Content that threatens or defames any person or organization;
- vi. Sexual or obscene content or links to sexual or obscene content;
- vii. Solicitations or advertisements for commercial products or services;
- viii. Conduct or encouragement of illegal activity;
- ix. Content that incites violence;
- x. Information that could compromise public safety or the security of public systems;
- xi. Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;
- xii. Defamatory statements;
- xiii. Threats to any person or organization;
- xiv. Disclosure of confidential, sensitive, or proprietary information, or that violates another person's right to privacy;
- xv. Images or video of a minor without the consent of the minor's parents.
- xvi. Content that violates any federal, state, or local law.

e. Responses to Comments

- i. Authorized Users shall use their best judgment in deciding whether to respond to a post or comment and shall avoid engaging any user in an argumentative or offensive manner.
- ii. Any response by an Authorized User made on behalf of the City shall comply with all terms of this policy.

- iii. Content in any post or response made on behalf of the City shall not specifically refer to any City vendor, supplier, member, contractor, employee, or official without the approval of the City Manager.

f. Monitoring Content and Comments

- i. The City reserves the right to add, remove, or adjust social media content and features as needed.
- ii. Authorized Users shall not block certain members of the public from accessing content posted to the City's Social Media Account's, or from interacting with the City's Social Media Accounts in the same way other members of the public are permitted.
- iii. No Post, Comment, or other content shall be removed solely because it is critical of the City, City Officials, employees, or programs, or because City Staff disagrees with the viewpoint of the Comment, content, or submittal.
- iv. Authorized Users shall not delete comments made on any City Social Media Account post unless the comment violates this Policy or the Social Media platform's terms and conditions.
- v. Any content removed based on these guidelines must be retained, logged, including the time, date, and poster's identity (when available).
- vi. On social media networks where the feature is available, a "strong" profanity filter should be enabled to prohibit comments and posts with profanity automatically.

PUBLIC ACCESS AND RECORD RETENTION

All City Social Media Accounts are subject to the California Public Records Act and, therefore, may be subject to public disclosure. This includes comments and other posts made by third parties on City Social Media Accounts, which may also be considered public records subject to disclosure. The City will maintain content on its Social Media Accounts pursuant to the City's records retention policy. Further, City Social Media Accounts shall be managed in accordance with the Ralph M. Brown Act and the Public Records Act.

The City must maintain a record of City Social Media Accounts, including, but not limited to:

- a. A log file containing the name of the Social Media platform, City Social Media Account identification, passwords, registered email addresses, dates established, authorizing representative, and the name of the person who created the City Social Media Account; and
- b. A record of the Social Media platform's usage agreement at the time the City Social Media Account was created and any updated versions; and
- c. A list of Authorized Users; and
- d. Any content removed based on this Policy must be retained, including the time, date, and identity of the poster, when available, for two years or such other period as required by the City records retention policy, provided that the City may remove content which violates this policy even if there is no reasonably practical means to retain that information.

USE OF SOCIAL MEDIA BY CITY OFFICIALS

The City does not create or provide support for individual Social Media accounts for City Officials. City Officials who maintain personal social and other digital media accounts should be aware that, similar to City emails or any other written or recorded communication related to the official conduct of City business,

digital communications, Social Media Posts and messages by City Officials regarding matters that are before the City for action or within City jurisdiction can be “official city business” subject to laws and policies regarding freedom of speech, records retention and production, and public transparency. Those laws and policies include but are not necessarily limited to: the California and United States Constitution, the California Public Records Act, the Ralph M. Brown Act, and the City’s records retention regulations.

City Officials participating in digital or social media communications shall maintain separate accounts for official and personal/campaign statements, clearly delineating them, and take precautions to ensure that personal/campaign communications are not conveyed in a manner that suggests they represent the position of the City or its Legislative Body as a whole.

To avoid ambiguity, all statements, headings, profile pictures, or biographies on personal or campaign accounts shall:

- Not be made in the name of the position to which the City Official was elected or appointed;
- Clearly reflect that content on such accounts does not represent the official positions of the City or its Legislative Body;
- Not display the City logo or any other official City mark or title.

Councilmembers who choose to have a social media page or profile that identifies their office must include the disclaimer: “Content on this site does not represent any official position of the City of Suisun City, only that of [NAME] in (HIS/HER) personal capacity.”

City Officials are prohibited from using the City logo or seal, or any variation of the City logo or seal, representing the City, or representing that they speak on behalf of the City, within their official or personal Social Media accounts or sites.

City Officials should not use their City email address or password in conjunction with a personal or professional Social Media profile or page.

City Officials are not authorized to use official City-owned headshot photographs on personal Social Media sites.

Digital records relating to public business must be handled in a manner that maintains the records for the applicable retention period, including through the use of highlights, bins, or archives for temporary and disappearing stories, reels, posts, or other content. Likewise, City Officials should avoid deleting Comments and should not block individuals on a City Official’s pages or sites. Social Media content should be treated the same as any written document and retained in accordance with the City’s retention schedules.

To avoid any violations of the Brown Act, consistent with the update provided by AB 992, City Officials are permitted to use a Social Media site to engage in conversations or communications on matters within the subject matter jurisdiction of the governing body:

- To answer questions;
- To provide information to the public; and
- To solicit information from the public.

However, the Brown Act prohibits a City Official from communicating directly with the Social Media of any other member on a subject within the jurisdiction of that Legislative Body. A majority of City Officials may

not use social media to "discuss among themselves" official business. The Brown Act broadly defines the meaning of "discuss among themselves" to include any "communications made, posted, or shared on an Internet-based social media network between members of a Legislative Body, including Comments or use of digital icons that express reactions to communications made by other members of the Legislative Body." Importantly, a violation still occurs even if fewer than a majority of the body's members directly communicate on social media.

City Officials should be cognizant that the posting of content, including simply "liking" or reacting to a post from another official, regarding City-related matters by a public official, could constitute a Brown Act violation.

City Officials must refrain from using the City's Social Media Accounts or any form of electronic communication to respond to, engage in, or conduct serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the body's subject matter jurisdiction without complying with the Brown Act.

City Officials should be honest and accurate when posting information or news, especially when communicating during a crisis or emergency. Any mistakes, misstatements, and/or factual errors must be corrected quickly upon discovery. City Officials should not post or share information known to be false or rumors about the City, its employees, constituents, officials, suppliers, vendors, contractors, or any other entities or individuals.

When possible, news of citywide importance should first be announced through the City's Social Media Accounts, including the City's website. This information can then be shared by City Officials, linking back to the original Post or official City website, when possible.

City Officials should never represent themselves as spokesperson for the City administration, any City department, the City Council, or a City board or committee, unless the City Official has been designated to serve as a spokesperson.

City Officials are prohibited from using Social Media to engage in any activity that constitutes a conflict of interest.

City Officials are strongly encouraged to consider the potential impact of Social Media statements prior to posting.

City Officials are expected and required to conduct themselves in a manner consistent with the City's policies and standards of conduct.

Using social media in a way that disrupts or hinders the mission and functions of the commission, board, council, department, or City is prohibited.

In summary,

City Officials may:

- Use Social Media in the City Official's capacity to communicate with constituents to answer questions, provide information to the public, or solicit information from the public.

City Officials may not:

- Discuss on Social Media with a majority of the Legislative Body, the business of a specific nature that is within the subject matter jurisdiction of the Legislative Body.
- Comment on a post of another member of the Legislative Body, including “liking,” sharing, reposting, or use of emojis.
- Block any member of the public from participating in your Social Media account if it is a moderated platform with content that pertains to City business.

CITY OFFICIAL VIOLATION PROCEDURES

The personal use of Social Media by an appointed City Official in a manner that violates this policy may result in disciplinary action in accordance with the City’s Rules and Regulations, Policies, and Procedures. The severity of the disciplinary action will be determined based on the nature of the violation, up to and including removal. The City Council is strongly encouraged to provide the City Official with at least one warning prior to removing the City Official.

EMPLOYEE USE OF SOCIAL MEDIA

While the City does not monitor employees’ personal Social Media accounts, this section when referring to the City. Following these principles helps ensure a distinction between sharing personal and agency views/information. The following rules and guidelines apply to all employees acting in an official capacity for the City of Suisun City:

- While employees may voluntarily choose to engage with the City on its Social Media Accounts, the City does not encourage or require any employee to follow or “like” City Social Media Accounts.
- The City does not condone the personal use by employees of Social Media during the employee’s working hours by any means, including by using City-owned equipment.
- Employees have no right or expectation of privacy when using City-issued devices or systems. The City reserves the right to monitor, search, or disclose employee use of City resources.
- When an employee uses Social Media in a personal capacity, they are doing so for themselves, and they are not speaking or communicating on behalf of the City. Employees should ensure that it does not appear they are speaking or posting on behalf of the City unless they have been officially authorized to do so.
- Employees may not use their official City email addresses to create or maintain any personal Social Media account(s) or site(s).
- Employees are prohibited from using the City logo or seal or any variation of the City logo or seal, representing the City, or representing that they speak on behalf of the City within their personal Social Media account(s) or site(s). Employees must also make clear in any online activity that the views and opinions they express about work-related matters are their own, have not been reviewed by the City, and do not necessarily represent the views and opinions of the City.
- Employees are reminded and cautioned that nothing posted on the Internet is private. Content can easily be shared, forwarded, and distributed to broader audiences without your knowledge or permission.

- Information posted on Social Media may be used as evidence in disciplinary, administrative, or legal proceedings.
- The City will not require you to provide a password or other security information for your personal sites that are password-protected or otherwise non-public.
- The personal use of Social Media by an employee in a manner that violates any City policy or procedure will not be tolerated, and may be grounds for disciplinary action, up to and including termination. Employees are expected to comply with the same ethical and performance standards on-line as in the workplace. Using Social Media in a way that disrupts the workplace or hinders the mission and functions of the employee's job, department, or the City is prohibited.
- Employees may not post any content on the Internet or Social Media that constitutes or contains City confidential, proprietary, privileged, private, personnel, or other non-public information.

EXCEPTIONS

Authorized Users using Social Media in an authorized investigative or covert purposes - such as law enforcement activities - are exempt from the guidelines in this policy. Instead, such activities are governed by the applicable internal department or division policies specific to such investigative or covert efforts.

Employees' failure to comply with this policy may result in disciplinary action in accordance with the City's Rules and Regulations, Policies, and Procedures. The severity of the disciplinary action will be determined based on the nature of the violation and may include, but is not limited to, termination of employment.

**SOCIAL MEDIA
ACKNOWLEDGEMENT**

The social media accounts for the City of Suisun City are limited public forums. Posts shall abide by the City of Suisun City’s “Social Media Policy,” which includes the City’s Social Media Terms of Use, federal, state, and local laws, regulations, and policies, as well as the rules and regulations of the site provider. By posting on the City’s account, you consent to providing the City with full rights to the posted content, including photographs and videos. As provided in Section VI, posts and comments by the City staff on the City’s Social Media Accounts shall NOT contain any of the following:

- Comments that are not typically related to the information posted;
- Comments in support of, or in opposition to, political campaigns, candidates, or ballot measures;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, or status about public assistance, national origin, physical or mental disability, or sexual orientation, or any other category protected by federal, state, or local law;
- Sexual or obscene content or links to sexual or obscene content;
- Solicitations of commerce or advertisements, including promotion or endorsement;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;
- Disclosure of confidential, sensitive, or proprietary information, or that violates another person’s right to privacy; or
- Images or video of a minor without the consent of the minor’s parents.

I acknowledge that I have read and understand the City of Suisun City’s “Social Media Policy.”

Officer/Employee/Contractor Signature

Name

Date

APPENDIX A

CITY OF SUISUN CITY SOCIAL MEDIA TERMS OF USE

Disclaimer/Terms of Use

THIS SITE IS NOT MONITORED IN REAL TIME. IF YOU HAVE AN EMERGENCY OR KNOW OF A CRIME IN PROGRESS, PLEASE CALL 911 IMMEDIATELY. THIS SOCIAL MEDIA SITE IS NOT A PUBLIC FORUM. BY ENGAGING WITH THIS SOCIAL MEDIA SITE, YOU AGREE TO ADHERE TO THE TERMS OF USE OUTLINED AT [https://\[INSERT WEBSITE\]](https://[INSERT WEBSITE])

The City will publish the following information on its website at [https://\[INSERT WEBSITE\]](https://[INSERT WEBSITE])

These Terms of Use apply to all users of the City of Suisun City's social media accounts ("sites"). The City's social media sites are not public forums, and all Comments and Posts must comply with these Terms of Use and the host social media site's Terms of Use. The City's social media sites are intended to serve as a mechanism for communication between the City and the public to help further our mission. If any public Comments are allowed on these sites, the City reserves the right to hide or remove posts or comments at the City's sole discretion. Any Comment submitted to sites and their fans, followers, or subscribers may be considered a public record, which is subject to disclosure pursuant to the California Public Records Act. Public information requests must be directed to the City Clerk's office.

All Comments on the City's sites should be related to the topic of the original post to which the Comment is attached. The City reserves the right to hide or remove off-topic Comments that violate these Terms of Use. The City additionally reserves the right to report a user directly to the host social media network if the user's Post, Comment, or other content violates the network's Terms of Use.

To the extent public Comments are allowed on the site, the City welcomes questions and commentary, including constructive feedback and differing opinions, but please remember to be both relevant and respectful with what you post. The City does not tolerate harassment, abuse, or threats to others. Posts or comments including, including but not limited to the following, are inappropriate and subject to removal or restriction by the City:

- Profane, obscene, or violent content and/or language;
- Content that includes unlawful harassment or threats of violence;
- Sexually explicit, "adult-oriented" or pornographic content and/or language;
- Content that promotes, fosters, or perpetuates discrimination or harassment based on race, creed, color, age, religion, gender, national origin, sexual orientation, or any other category protected by local, state, or federal law;
- Defamatory content;
- Fraudulent, deceptive, libelous, misleading, or unlawful content;
- Encourages criminal or illegal activity;
- Comments or language that is abusive, harassing, stalking, threatening, or attacking others;
- Information that tends to compromise the safety or security of City employees, the public, public systems, or the City's technology resources;
- Violates any legal ownership interest, such as a copyright or trademark;
- Contains personal information such as home addresses, phone numbers, social security numbers, dates of birth, driver's license numbers, or other information in violation of the right to privacy;
- Solicitation of commerce, including any advertising or business services or products for sale;
- Violates any federal, state, or local laws;

- Not related to City posts, business, information, announcements, events, or comments not related to the original topic, including random or unintelligible posts;
- Spamming in nature, such as repetitive posts of the same material;
- Contains links to inappropriate websites, or links that do not directly relate to City services, issues, news, and events;
- Viruses or programs that could damage the operation of other people's computers;
- Comments or posts on topics or issues not within the jurisdictional purview of the City.

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Summary of Proposed Commissioner Norms and Procedures

February 3, 2026

Presented by: Patrick Enright, City Attorney

Overview: Norms and Procedures

- The City updated its Norms and Procedures for City Councilmembers in late-2024
- Currently, there are no comparable Norms and Procedures for Commissioners, Board Members, and Committee Members
- Proposed Norms and Procedures provide comparable procedures for these officials
- These expectations have largely been followed implicitly up until this point, but it is prudent to put them in formal writing
- These Proposed Norms and Procedures were presented to City Council in June 2025, and Councilmembers sought input from Commissioners

Suisun City Current Commissioner Norms and Procedures

■ Currently no Citywide Policy

- No policy outlining procedural and conduct expectations for Commissioners, Committee Members, and Board Members
- It is appropriate to have a formal document describing the expectations of these officials, and consequences for failure to comply

Proposed Norms and Procedures

Proposed Norms and Procedures

- Overview

- Fills the gap of expected norms and procedures for Commissioners, Committee Members, and Board Members
- Sets forth procedural regulations and standards of conduct with the intent that these regulations and standards will apply to all City Commissioners, Committee Members and Board Members

Standards of Conduct

- **Standards of Conduct regarding appointment and removal processes, and expectations while sitting on Commission**
 - Commissioners are appointed in the manner required by the establishing ordinance, and may be removed by the Mayor or by a majority vote of City Council
 - Commissioners are expected to attend all regularly scheduled meetings
 - Commissioners must live in the City and are expected to serve without pay

Demeanor, Decorum & Conduct of Meetings

- **Sets forth the expected procedures to be conducted in a meeting**
 - Commissioners shall address the chair if they desire to speak
 - Any question for staff shall be addressed to the Development Services Director or City Attorney, who may answer the question themselves or inquire of staff
 - Commissioners shall not interrupt one another
 - Calls to order require the speaker to immediately stop speaking
 - Commissioners shall afford courtesy to one another, staff, and the public
 - Any commissioner may move to require the chair to enforce these rules

Code of Ethics

- **Requires every public official to follow a code of ethics**
 - Expected to conduct themselves in a manner that will preserve public confidence in and respect for the government they represent
 - Requires each official to treat all citizens with courtesy, impartiality, and equality under the law, and to avoid any actual or potential conflicts between their private self-interests and the public interest

Conflicts of Interest and Political Activities

- **Briefly outlines conflict requirements of the State Political Reform Act**
 - Form 700 disclosures are required after assuming office, annually, and upon leaving office
 - Financial and personal interests generally require commissioners to disqualify themselves from making, participating in making, or attempting to use their official position to influence a governmental decision
- **Commissioners cannot participate in political activities which would be in conflict with their current official duties for the City**

Use of Office for Personal Gain and Speaking on Behalf of City

■ Prohibits Use of Political Office for Personal Gain

- Includes financial, career, social, and personal satisfaction-related gains
- Officials cannot wear any part of their City uniform to an event where they are not conducting official business for the City

■ Prohibits Speaking on Behalf of City or Commission

- Encourages individual commissioners to clarify that they are speaking in their individual capacity when it may be unclear

Enforcement

- Violation of the ethical rules or standards of conduct is grounds for removal from office



Thank you!

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