

CITY COUNCIL  
Mayor  
Alma Hernandez, Mayor Pro-Tem  
Jane Day  
Michael J. Hudson  
Wanda Williams



CITY COUNCIL MEETING

First and Third Tuesday  
Every Month

## A G E N D A

### SPECIAL MEETING OF THE SUISUN CITY COUNCIL

AND

### SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY

TUESDAY, APRIL 19, 2022

5:30 P.M.

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**SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA**

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#### **NOTICE**

*Pursuant to Government Code Section 54953, subdivision (b), and in accordance with the provisions of SB 361 (2021), the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Jane Day, Michael Hudson, Wanda Williams, Mayor Pro Tem Alma Hernandez. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.*

*PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES IF NOT FULLY VACCINATED. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.*

*THE CITY COUNCIL HAS RESUMED IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT [clerk@suisun.com](mailto:clerk@suisun.com) OR 707 421-7302.*

#### **ZOOM MEETING INFORMATION:**

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

**MEETING ID: ID: 859 1306 3962**

**CALL IN PHONE NUMBER: (707) 438-1720**

**REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING  
BY EMAILING [CLERK@SUISUN.COM](mailto:CLERK@SUISUN.COM) (PRIOR TO 4pm) OR  
VIA WEBSITE OR PHONE APPLICATION, ZOOM**

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

#### **ROLL CALL**

Council / Board Members

#### **CONFLICT OF INTEREST NOTIFICATION**

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

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320  
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340  
SUCCESSOR AGENCY 421-7309 FAX 421-7366

**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.)*

**CLOSED SESSION**

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

**Successor Agency**

1. Conference with Legal Counsel - Significant Exposure to Litigation (1 potential case)  
Pursuant to Government Code Section 54956.9(d)(2)

**City Council**

2. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 54957.6  
Agency negotiator: City Manager  
Employee organizations:  
SCPFA IAFF (Suisun City Professional Firefighters' Association, International Association of Fire Fighters)
3. PERSONNEL MATTERS  
Pursuant to California Government Code Section 54957(b)(1) et seq. the Suisun City Council will hold a Closed Session for the purpose of Public Employee Performance Evaluation: City Attorney

**CONVENE OPEN SESSION**

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

**ADJOURNMENT**

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. Assistive listening devices may be obtained at the meeting

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  - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
  - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
  - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of April 19, 2022 was posted and available for review, in compliance with the Brown Act.

CITY COUNCIL  
Mayor  
Alma Hernandez, Mayor Pro-Tem  
Jane Day  
Michael J. Hudson  
Wanda Williams



CITY COUNCIL MEETING

First and Third Tuesday  
Every Month

## A G E N D A

### REGULAR MEETING OF THE SUISUN CITY COUNCIL

### SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY, AND HOUSING AUTHORITY TUESDAY, APRIL 19, 2022

6:30 P.M.

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**SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA**

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#### NOTICE

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(Next Ord. No. – 793)

(Next City Council Res. No. 2022 – 58)

Next Suisun City Council Acting as Successor Agency Res. No. SA2022 - 01)

(Next Housing Authority Res. No. HA2022 – 01)

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SUCCESSOR AGENCY 421-7309 FAX 421-7366

**ROLL CALL**

Council / Board Members

Pledge of Allegiance

Invocation

**CONFLICT OF INTEREST NOTIFICATION**

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

**REPORTS: (Informational items only)**

1. City Manager/Executive Director/Staff

**PRESENTATION/APPOINTMENTS**

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

2. Solano County Economic Development Corporation Annual Presentation by Chris Rico, President/CEO.

**Mayoral Appointments of Council Boards, Commissions and Committees**

3. Appointment to Train Depot Ad hoc Committee – (Hernandez: [ahernandez@suisun.com](mailto:ahernandez@suisun.com)).

**CONSENT CALENDAR**

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

**City Council**

4. Council Consideration and possible action to adopt Resolution No. 2022-\_\_: A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the use of remote teleconference meeting procedures by the City's legislative bodies, as authorized by government code section 54953(e) *et seq.*, through May 18, 2022 – (Folsom: [gfolson@suisun.com](mailto:gfolson@suisun.com)).
5. Council Adoption of Resolution No. 2022-\_\_: Accepting the Annual Comprehensive Financial Report for Fiscal Year 2020-21 – (Deol: [ideol@suisun.com](mailto:ideol@suisun.com)).
6. Council Adoption of Resolution No. 2022-\_\_: Accepting the New Railroad Avenue Pavement Rehabilitation Project, Federal Project No. STPL-5032(034), as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project – (Vue: [nvue@suisun.com](mailto:nvue@suisun.com)).

**PUBLIC COMMENTS**

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**PUBLIC HEARING** None

**GENERAL BUSINESS****City Council**

7. Council Introduction and Waive Reading of Ordinance No. \_\_\_\_: Adopting Policy 706 Relating to the Police Department's use of Military Equipment, in Accordance with Assembly Bill 481 – (Roth: [aroth@suisun.com](mailto:aroth@suisun.com)).
8. Amending City Manager Employment Contract and Updating Citywide Salary Schedule – (City Attorney).
  - a. Council Consideration of Adoption of Resolution No. 2022-\_\_: Authorizing the Second Amendment to the 2019 Three Year City Manager Employment Agreement Between City of Suisun City and Gregory Folsom; and
  - b. Council Consideration of Adoption of Resolution No. 2022-\_\_: Amending the City of Suisun City Citywide Salary Schedule to Update the Compensation of the City Manager.

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

9. Discussion and Direction: Fiscal Year 2022-23 Annual Presentation of Conceptual Budget Strategy - (Deol: [ldel@suisun.com](mailto:ldel@suisun.com)).

**City Council**

10. Council Discussion and Direction: Provide direction to City Manager and City Attorney relating to filling the Mayor vacancy pursuant to one of the following, or at the Council's discretion – (City Attorney).
  - a. Direct the City Attorney to return at a future council meeting with the appropriate resolution to call a special election.
  - b. Adopt Resolution No. 2022-\_\_: A Resolution of the City Council of the City Of Suisun City Adopting Procedures Relating to the Filling of a Vacancy For the Mayor's Seat.
  - c. Provide direction to the City Attorney's Office to return at a future meeting with the appropriate documentation to appoint one of the sitting Councilmembers to the Mayor's office.

**REPORTS: (Informational items only)**

11. Council Updates
  - a. Council/Boardmembers
  - b. Mayor

12. Non-Discussion Items

**ADJOURNMENT**

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  - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of April 19, 2022 was posted and available for review, in compliance with the Brown Act.

## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2022

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**CITY AGENDA ITEM:** Consideration and possible action to adopt Resolution No. 2022-\_\_: A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the use of remote teleconference meeting procedures by the City's legislative bodies, as authorized by government code section 54953(e) *et seq.*, through May 18, 2022.

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**FISCAL IMPACT:** None.

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**STRATEGIC PLAN:** Provide Good Governance

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**BACKGROUND:** A number of laws have changed since the beginning of the COVID pandemic related to the Brown Act as it relates to teleconferenced public meetings, both from Governor Newsom's Executive Orders and recently from the enactment of Assembly Bill 361, which took effect October 1, 2021, allowing continued remote teleconference meetings without traditional Brown Act compliance, provided certain findings can be made related to the ongoing state of emergency and subject to adherence to certain new noticing and public participation requirements.

The City, as all public agencies in California, must now invoke and adhere to AB 361 and its modifications on certain elements of remote public meetings, or else revert to traditional Brown Act compliance. The major change associated with continuing remote meetings under AB 361 is that the public must now be allowed to make comments in real-time during the public comment period, either telephonically or electronically (such as by Zoom). No physical location for public comment need be provided.

The other major change is that all public agencies, if they want to continue to conduct public meetings remotely, must adopt a resolution every 30 days making the findings of necessity to do so and affirming the measures in place to allow remote public comments by the public.

On October 19, 2021 the City of Suisun City passed a resolution proclaiming that a local emergency persists and authorizing the transition to use of remote teleconference meeting procedures by City's the legislative bodies, as authorized by government code section 54953(e) *et seq.*, for the initial period of October 19, 2021 through November 18, 2021.

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**STAFF REPORT:** This is a recurring resolution, after 30 days following the initial invocation of AB 361, continued reliance on AB 361 for subsequent meetings requires the following:

1. Either the "state of emergency" must remain active, or state or local officials have imposed or recommended measures to promote social distancing; and
2. No later than 30 days after teleconferencing for the first time under AB 361 rules, and every 30 days thereafter, the legislative body, by majority vote, finds that it has reconsidered the circumstances of the state of emergency and at least one of the following circumstances exist:

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**PREPARED/APPROVED BY:**

Greg Folsom, City Manager

- The state of emergency continues to impact the ability of the members to meet safely in person; or
- State or local officials continue to impose recommended measures to promote social distancing

Continued reliance on AB 361 will require adoption of a new resolution making the required findings every 30 days.

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**STAFF RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2022- \_\_\_\_: A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the transition to use of remote teleconference meeting procedures by City's the legislative bodies, as authorized by government code section 54953(e) et seq., through May 18, 2022.

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**ATTACHMENTS:**

1. Resolution 2022-\_\_\_\_ A Resolution of the City Council of the City of Suisun City proclaiming a local emergency persists and authorizing the transition to use of remote teleconference meeting procedures by City's the legislative bodies, as authorized by government code section 54953(e) et seq., through May 18, 2022.



**RESOLUTION NO. 2022-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN  
CITY PROCLAIMING A LOCAL EMERGENCY PERSISTS AND  
AUTHORIZING THE TRANSITION TO USE OF REMOTE  
TELECONFERENCE MEETING PROCEDURES BY CITY'S THE  
LEGISLATIVE BODIES, AS AUTHORIZED BY GOVERNMENT  
CODE SECTION 54953(E) *ET SEQ.*, THROUGH MAY 18, 2022**

**WHEREAS**, the City Council of the City of Suisun City is committed to preserving and nurturing public access, transparency, observation and participation in its meetings and the meetings of each of its legislative bodies; and

**WHEREAS**, all meetings of the City's legislative bodies are open and public, as required by the Ralph M. Brown Act, codified as Government Code sections 54950 *et seq.*, so that any member of the public may attend, participate, and observe the City's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, as amended by Assembly Bill 361 (2021), amending Government Code section 54953(e) *et seq.*, allows for remote teleconferencing observation and participation in meetings by members of a legislative body and members of the public, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, the initial required condition is a declaration of a state of emergency by the Governor pursuant to the California Emergency Services Act, Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the City, as provided in Government Code section 8558; and

**WHEREAS**, on March 4, 2020, pursuant to Government Code Section 8625, Governor Newsom declared the existence of a state of emergency for the State of California, in response to the outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19); and

**WHEREAS**, on March 16, 2020, the City's Director of Emergency Services declared a local emergency for the City pursuant to Chapter 2.32 of the Suisun City Municipal Code, finding that conditions of extreme peril to the safety of persons and property have arisen within the City as a result of the COVID-19 virus and that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

**WHEREAS**, on March 17, 2020, the City Council adopted Resolution No. 2020-40, ratifying the Director of Emergency Services' declaration of local emergency; and

**WHEREAS**, Government Code section 54953(e) further requires that state or local officials have imposed or recommended measures to promote social distancing; or, the legislative body of the City finds that meeting in person would present imminent risk to the health and safety of attendees; and

1       **WHEREAS**, the Council hereby finds that such emergency conditions now exist in  
2 the City, such that meeting in person for the meetings of the legislative bodies of the City  
3 would present imminent risk to the health and safety of attendees as a result of the increased  
4 risk of the spread of the COVID-19 virus among those in attendance; and

5       **WHEREAS**, the Council hereby finds that the state of emergency due to the COVID-  
6 19 virus and the conditions related thereto has caused, and will continue to cause, conditions  
7 of extreme peril to the safety of persons within the City that are likely to be beyond the  
8 control of services, personnel, equipment, and facilities of the City, and thereby affirms,  
9 authorizes, and proclaims that the existence of a local emergency persists throughout the City,  
10 and ratifies the proclamation of state of emergency by the Governor of the State of California;  
11 and

12       **WHEREAS**, the Council hereby finds that, as a consequence of the existing local  
13 emergency, the legislative bodies of the City shall conduct their meetings without compliance  
14 with Government Code section 54953(b)(3), and shall instead comply with the remote  
15 teleconference meeting requirements as authorized by Government Code section 54953(e) *et*  
16 *seq.*; and

17       **WHEREAS**, the Council affirms that it will allow for observation and participation by  
18 Councilmembers and the public by allowing limited in-person attendance, as well as allowing  
19 public participation and comment in real time via Zoom or by telephone, in an effort to  
20 protect the constitutional and statutory rights of all attendees.

21       **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUISUN CITY**  
22 **FINDS, RESOLVES, AND ORDERS AS FOLLOWS:**

23       Section 1. The Recitals set forth above are true and correct and are incorporated herein  
24 Resolution by reference.

25       Section 2. The Council hereby recognizes and affirms the existence and conditions of  
26 a state of emergency as proclaimed by the Governor, the existence of emergency conditions in  
27 the City, and affirms, authorizes, and proclaims that the existence of a local emergency  
28 persists throughout the City.

29       Section 3. The Council hereby ratifies the Governor of the State of California's  
30 Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

31       Section 4. Further, the Council finds that holding the meetings of the City's legislative  
32 bodies in person with no limitations to attendance would present imminent risk to the health  
33 and safety of attendees as a result of the increased risk of the spread of the COVID-19 virus  
34 among those in attendance, as required by Government Code section 54953(e) *et seq.*

35       Section 5. The City Manager and legislative bodies of the City are hereby authorized  
36 and directed to take all actions necessary to carry out the intent and purpose of this Resolution  
37 including, conducting open and public meetings in accordance with Government Code section  
38 54953(e) and other applicable provisions of the Brown Act.

Section 6. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) May 3, 2022, or (ii) such time the Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City may continue to teleconference without compliance with Government Code section 54953(b)(3).

**PASSED AND ADOPTED** at the Regular Meeting of the City Council of the City of Suisun City duly held on April 19, 2022, by the following vote:

**AYES:** Council Members:

**NOES:** Council Members:

**ABSENT:** Council Members:

**ABSTAIN:** Council Members:

**WITNESS** my hand and the seal of said City this 19<sup>th</sup> day of April 2022.

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Anita Skinner  
City Clerk

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## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2022

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**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_: Accepting the Annual Comprehensive Financial Report for Fiscal Year 2020-21.

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**FISCAL IMPACT:** There would be no fiscal impact associated with the adoption of the proposed Resolution.

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**STRATEGIC PLAN IMPACT:** Provide Good Governance, Section 4.1 – Review and update required planning and financial documents as needed for transparency.

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**STAFF REPORT:** Chavan & Associates, LLP (C&A), an external auditing firm, has completed its fieldwork and has provided the City with the necessary adjustments to the general ledger. The Annual Comprehensive Financial Report (ACFR) (Attachment 2) summarizes the results of operations of all Funds for the Fiscal Year ending June 30, 2021. C&A has determined that the City has a clean audit report.

The Government Accounting Standards Board (GASB) issues a number of statements to set forth any changes in reporting requirements. GASB Statement Number 34 (GASB 34) required numerous changes to the presentation of the ACFR. With this ACFR, the City has fully implemented GASB 34. With this implementation, the financial report contains two statements: the Government-Wide Financial Statements and the Fund Financial Statements.

The Government-Wide Financial Statements are designed to provide readers with a broad overview of the City's finances. As of June 30, 2021, the City's assets were \$177.4 million, its deferred outflow of resources was \$5.7 million, liabilities were \$36.9 million, deferred inflow of resources was \$1.1 million and its net position was \$145.1 million, as illustrated on ACFR page 40-41.

GASB 68 requires changes in how the City reports its long-term pension obligations beginning in FY 2014-15. The new accounting standards provide additional transparency on long-term pension obligations in annual financial reports. Net pension liabilities are reported on the City-wide balance sheet, providing citizens and others a clearer picture of the size and nature of the financial obligations owed to current and former employees for pension benefits. GASB 68 requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability. Previously, the City, like most California cities, had only reported the Annual Required Contribution (ARC) to the pension plan in its financial reports. Now, the Net Pension Liability must be recorded in the balance sheet.

As a long-term obligation, the Net Pension Liability is not recorded in the modified accrual basis financial statements for governmental funds. The liability impact is limited to the Government-Wide Financial Statements and does not impact the modified accrual current resources focus of the General Fund, other governmental funds, or the budget-to-actual comparison. Therefore, the General Fund, the Housing Authority Fund and other governmental funds will not contain this liability; their liability is reported in the Government-Wide Financial Statements.

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|                     |  |
|---------------------|--|
| <b>PREPARED BY:</b> | Elizabeth N. Luna, Accounting Services Manager |
| <b>REVIEWED BY:</b> | Lakhwinder Deol, Finance Director              |
| <b>APPROVED BY:</b> | Greg Folsom, City Manager                      |

The accounting valuation for financial reporting actuarial study determines the total liability of the pension plan. In order to determine the Net Pension Liability, the City contracted with CalPERS (California Public Employees Retirement System) to prepare GASB 68 Accounting Valuation Reports for all five of the City's retirement plans. As of June 30, 2021, the City's reported net pension liability for its proportionate shares of the net pension liability of each Plan are as follows:

|                             | Proportionate Share of<br>Net Pension<br><u>Liability/(Asset)</u> |
|-----------------------------|---|
| Miscellaneous               | \$ 9,145,964  |
| Safety                      | 11,667,710  |
| Total Net Pension Liability | <u>\$ 20,813,674</u>  |

Detailed information on pension plan can be found on ACFR pages 82-87.

In June 2015, GASB released new accounting standards for post retirement benefit programs, GASB 74 and GASB 75. In August 2018, the City released a request for proposals for actuarial valuation of retiree health insurance as of June 30, 2018. The City selected Dempsey, Filliger & Associates, LLC (DFA) to perform the actuarial report on an annual basis.

As of June 30, 2021, the City's reported Other Post Employment Benefit (OPEB) is as follows:

|   |
|---|
| Net OPEB<br>Liability<br><u>(Asset)</u> |
| \$ 3,725,008                            |

The City has not adopted an irrevocable trust for the pre-funding of retiree healthcare benefits. The City operates in a Pay-As-You-Go Plan, and contributes \$143 per month on behalf of all eligible retirees and surviving spouses, who are responsible for the premium costs of their selected health plan.

Detailed information on OPEB plan can be found on CAFR page 87-90.

The Fund Financial Statements focus on short-term inflows and outflows of spendable resources and the remaining year-end balances available for spending. This information is useful in evaluating the City's near-term financing requirements.

As shown on ACFR pages 47, the General Fund balance as of June 30, 2021, is \$7,493,286. The net change in fund balance is an increase of \$683,627. A summary of the variances is presented on the table below:

### Fiscal Year 2020-21 General Fund – Revenues and Expenditures

|                                       | <b>Final Adopted<br/>Budget</b> | <b>Actual<br/>Amounts</b> | <b>Variance with<br/>Final Budget<br/>Positive<br/>(Negative)</b> |
|---------------------------------------|---------------------------------|---------------------------|---|
| Taxes - Property                      | 2,487,497                       | 2,466,064                 | (21,433)  |
| Taxes - Transient Occupancy           | 360,367                         | 273,720                   | (86,647)  |
| Sales Tax                             | 1,930,450                       | 2,053,046                 | 122,596   |
| Sales & Use Tax (Measure S)           | 2,807,000                       | 3,178,686                 | 371,686   |
| License and Permits                   | 1,272,900                       | 1,447,277                 | 174,377   |
| Fines & Forfeitures                   | 423,500                         | 205,044                   | (218,456)   |
| Intergovernmental Revenues            | 2,737,980                       | 3,167,027                 | 429,047   |
| Charges for Services                  | 2,564,600                       | 2,260,207                 | (304,393)   |
| Investment Earnings                   | 25,000                          | 40,471                    | 15,471  |
| Other Revenues                        | 117,800                         | 145,151                   | 27,351  |
| <b>Total Revenues</b>                 | <b>14,727,094</b>               | <b>15,236,693</b>         | <b>509,599</b>  |
| <b>Total Expenditures</b>             | <b>16,657,672</b>               | <b>15,062,014</b>         | <b>1,595,658</b>  |
| <b>Emergency Reserves</b>             | <b>3,419,000</b>                | <b>-</b>                  | <b>3,419,000</b>  |
| <b>Other Financing Sources/(Uses)</b> | <b>(677,335)</b>                | <b>508,948</b>            | <b>1,186,283</b>  |
| <b>Net Change in Fund Balance</b>     | <b>(6,026,913)</b>              | <b>683,627</b>            | <b>6,710,540</b>  |
| <b>Fund Balance Beginning</b>         | <b>6,809,659</b>                | <b>6,809,659</b>          | <b>-</b>  |
| <b>Fund Balance Ending</b>            | <b>782,746</b>                  | <b>7,493,286</b>          | <b>6,710,540</b>  |

For FY 2020-21, overall General Fund revenue was higher compared to the budget by \$509,599. The net positive revenue variance is a result of higher Sales Tax, License and Permits and Intergovernmental Revenues. The significant increase in sales revenue was due to residents' increase in online shopping during the corona virus pandemic. License and Permits revenue came higher mainly due to some new construction development in the city. Intergovernmental Revenues growth are mainly due to higher Vehicle License Fees. On the other hand, the pandemic affected the Charges for Services and Transient Occupancy tax revenues. Community Center and Recreation activities have been affected by the shelter at home order.

The General Fund actual expenditures were lower by \$1,595,658 from the budget excluding emergency reserves. Almost all Departments ended with lower expenditures compared to the budget. Most of the unexpended budget came from public safety due to delay in hiring the budgeted positions. Measure S funded projects such as storm channel rehabilitation has been rescheduled. The culture and recreation generated some savings due to less activities during the pandemic. The detailed comparison of the budget to actual can be found on ACFR page 96.

In terms of Other Financing Sources and Uses, most of the transfers in and out of the general fund are related to landscape and lighting districts spending. One major transfer in comes from the Municipal Facilities Fund to pay for City Hall major repairs.

The Statement of Revenues, Expenditures and Changes in Fund Balance for the City's major funds are illustrated, starting on ACFR page 44. Individual financial statements for the City Funds are available at the beginning of ACFR page 108. The former Redevelopment Agency financial information is now classified as a Private Trust Fund; statements can be found on CAFR pages 56-57 along with Custodial Funds.

The following sections of the ACFR can be found on the following pages:

- Independent Auditor's Report – Page 17-19
- Management's Discussion and Analysis – Page 22-35
- Notes to Financial Statements – Page 60-91
- Custodial (Fiduciary) Funds Statements – Page 172-179
- Statistical Section – Page 185-204

### **Report on Federal Grant Awards**

In the past years, the Report of Federal Grant Awards, also known as the Single Audit, is submitted to Council along with the ACFR. However, due to the corona virus pandemic, the Office of Management and Budget (OMB) extended the report deadline to September 30, 2022, from the original deadline of March 31<sup>st</sup>.

Additional information is available upon request at the City's Finance Department.

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**RECOMMENDATION:** It is recommended that the City Council review the Annual Comprehensive Financial Report for Fiscal Year 2020-21 and adopt Resolution No. 2022-\_\_\_\_: Accepting the Annual Comprehensive Financial Report for Fiscal Year 2020-21.

---

### **ATTACHMENTS:**

1. Resolution No. 2022-\_\_\_\_: Accepting the Annual Comprehensive Financial Report for Fiscal Year 2020-21.
2. Annual Comprehensive Financial Report (ACFR) for FY 2020-21\*

\*Due to the large size of the document, this attachment is available for review in the City Manager's Office.



**RESOLUTION NO. 2022-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL REPORT  
FOR FISCAL YEAR 2020-21**

**WHEREAS**, the City of Suisun City endeavors to manage its financial affairs in a prudent and professional manner, consistent with Generally Accepted Accounting Practices; and

**WHEREAS**, an annual audit conducted by outside auditors is an essential method to ensure we meet this goal of fiscal prudence; and

**WHEREAS**, the accounting firm of Chavan & Associates, LLP (C&A) conducted the audit and concluded that the City's financial statements "present fairly in all material respects the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Suisun City, California, as of June 30, 2021"; and

**WHEREAS**, the City of Suisun City's Annual Comprehensive Financial Report for the fiscal year ending June 30, 2021, was presented to the City Council for its review and consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Suisun City hereby accepts the Annual Comprehensive Financial Report for Fiscal Year 2020-21.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 19<sup>th</sup> day of April 2022 by the following vote:

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

**WITNESS** my hand and the seal of said City this 19th day of April 2022.

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

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## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2022

---

**CITY AGENDA ITEM:** Council Adoption of Resolution No. 2022-\_\_\_\_: Accepting the New Railroad Avenue Pavement Rehabilitation Project, Federal Project No. STPL-5032(034), as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.

---

**FISCAL IMPACT:** There is no impact to the General Fund. The New Railroad Avenue Pavement Rehabilitation Project (Project), Federal Project No. STPL-5032(03), is funded with One Bay Area Grant (OBAG) allocation in the amount of \$491,000 from the California Department of Transportation, as well as with Transportation Development Act Article 3 (TDA 3) allocation in the amount of \$124,675 from the Solano Transportation Authority (STA). The total of the two grant allocations is \$615,675, to be utilized for the construction phase. No local match is required from either grant program.

---

**STRATEGIC PLAN:** Provide Good Governance, Enhance Environment.

---

**BACKGROUND:** On December 21, 2021, the City Council awarded the construction contract for the Project to McKim Corporation (Contractor) in the amount of \$464,176.67, including a 20% contingency (\$92,835.33) for a maximum construction cost of \$557,012.

---

**STAFF REPORT:** Contractor has completed the work under the construction contract. The project completed the following:

- Performed base failure repairs, asphalt grinding, 2" asphalt concrete overlay on eastbound Railroad Avenue from Sunset Avenue to Village Drive, including an additional 950 feet to the west
- Upgraded curb ramps to ADA-compliant curb ramps within this eastbound street segment at Pepperwood Street and at Village Drive.
- Performed base failure repairs on eastbound Railroad Avenue from the limits of the asphalt overlay work to Birchwood Court.
- Upgraded the existing bicycles lanes to buffered bicycle lanes on both sides of Railroad Avenue from Marina Boulevard to Sunset Avenue, including installing new striping.

The City has received, reviewed and approved the Contractor's final invoice for this contract. The final construction contract is \$552,147.12, which is \$4,864.88 less than the approved maximum construction cost of \$557,012.

McKim Corporation 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 work completed. 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.

---

**PREPARED BY:**  
**REVIEWED BY:**  
**APPROVED BY:**

Nick Lozano, Associate Engineer  
 Nouae Vue, Public Works Director  
 Greg Folsom, City Manager

---

**RECOMMENDATION:** It is recommended that the City Council adopt Resolution No. 2022-\_\_: Accepting the New Railroad Avenue Pavement Rehabilitation Project, Federal Project No. STPL-5032(034), as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.

---

**ATTACHMENTS:**

1. Resolution No. 2022-\_\_: Accepting the New Railroad Avenue Pavement Rehabilitation Project, Federal Project No. STPL-5032(034), as Complete, and Authorizing the City Manager to Record the Notice of Completion for the Project.
2. Project Location Map.
3. Notice of Completion.
4. Photos.

**RESOLUTION NO. 2022-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ACCEPTING THE NEW RAILROAD AVENUE PAVEMENT REHABILITATION  
PROJECT, FEDERAL PROJECT NO. STPL-5032(034), AS COMPLETE, AND  
AUTHORIZING THE CITY MANAGER TO RECORD THE NOTICE OF  
COMPLETION FOR THE PROJECT**

**WHEREAS**, the City has been awarded One Bay Area Grant (OBAG) grant allocation in the amount of \$491,000 from the California Department of Transportation (Caltrans) and Transportation Development Act Article 3 (TDA 3) in the amount of \$124,675 from the Solano Transportation Authority (STA) for the construction of the New Railroad Avenue Pavement Rehabilitation Project (Project), Federal Project No. STPL-5032(034); and

**WHEREAS**, on December 21, 2021, the City Council awarded the construction contract of \$464,176.67, plus 20% for contingencies (92,835.33), for the Project to McKim Corporation; and

**WHEREAS**, the construction contract includes performing asphalt concrete overlay and digout repairs on eastbound Railroad Avenue from Birchwood Court to Sunset Avenue, as well as upgrading the existing bicycle lanes to buffered bicycle lanes on both side of Railroad Avenue from Marina Boulevard to Sunset Avenue; and

**WHEREAS**, McKim Corporation has completed all work under the contract for the Project, submitted a final invoice for a total project cost of \$552,147.12, and is ready to receive a Notice of Completion.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun City does hereby accept the completed improvements completed on the New Railroad Avenue Pavement Rehabilitation Project, Federal Project No. STPL-5032(034), as completed, and authorizes the City Manager to take such measures as necessary 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 19<sup>th</sup> day of April 2022, by the following vote:

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

**WITNESS** my hand and the seal of said City this 19<sup>th</sup> day of April 2022.

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

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New Railroad Avenue Pavement Rehabilitation Project  
Location Map



| LEGEND:  |  |
|--|--|
| ASPHALT CONCRETE OVERLAY AND DIGOUT REPAIRS, EASTBOUND LANES ONLY            |  |
| DIGOUT REPAIRS, EASTBOUND LANES ONLY   |  |
| 5' WIDE BICYCLE LANE WITH 2' WIDE STRIPED BUFFER ZONES, BOTH SIDES OF STREET |  |

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WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

No Fee, per code 27283

### NOTICE OF COMPLETION

A.P.N. \_\_\_\_\_

Notice is hereby given that:

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

NAMES

ADDRESSES

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

NAMES

ADDRESSES

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

7. A work of improvement on the property hereinafter described was completed on: April 19, 2022
8. The name of the contractor, if any, for such work of improvement was McKim Corporation

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

9. The property on which said work of improvement was completed is in the City of Suisun City,  
County of Solano, State of California, and is described as follows:  
New Railroad Avenue Pavement Rehabilitation Project, Federal Project No. STPL-5032(034)

10. The street address of said property is Sunset Avenue from Marina Boulevard to Sunset Avenue

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

Signature of  
owner named  
in paragraph 2

Dated: \_\_\_\_\_

By Greg Folsom, City Manager

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Photos  
New Railroad Avenue Pavement Rehabilitation Project, Federal Project No. STPL-5032(034)  
Page 1 of 3

Pre-Construction



Post Construction



Pre-Construction



Post Construction



Photos

New Railroad Avenue Pavement Rehabilitation Project, Federal Project No. STPL-5032(034)

Page 2 of 3

Pre-Construction



Post Construction



Pre-Construction



Post Construction





Photos

New Railroad Avenue Pavement Rehabilitation Project, Federal Project No. STPL-5032(034)

Page 3 of 3

Pre-Construction



Pre-Construction



Post Construction



Post Construction



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## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2022

---

**CITY AGENDA ITEM:** Council Introduction and Waive Reading of Ordinance No. \_\_\_\_: An Ordinance of the City Council of the City of Suisun City, California Adopting Policy 706 Relating to the Police Department's use of Military Equipment, in Accordance with Assembly Bill 481.

---

**FISCAL IMPACT:** There is no fiscal impact.

---

**STRATEGIC PLAN:**

- Ensure Public Safety, Section 3.6 – Develop and implement emergency preparation, response and recovery plans across the organization in collaboration with other community efforts.
  - Provide Good Governance, Section 4.7 – Improve productivity, efficiency, effectiveness, customer service and citizen satisfaction in all areas of municipal organization.
- 

**BACKGROUND:**

On September 30, 2021, Governor Newsom signed Assembly Bill 481 to address the funding, acquisition, and use of military equipment by law enforcement agencies in California. Assembly Bill 481 has designated certain equipment as “military equipment,” regardless of whether it was procured from the military or not. Assembly Bill 481 is intended to increase transparency, accountability, and oversight surrounding the acquisition and use of military equipment by state and local law enforcement.

Effective January 1, 2022, Assembly Bill (AB) 481 requires law enforcement agencies to obtain approval of the applicable governing body (City Council), by adoption of a military equipment use policy prior to taking certain actions relating to the funding, acquisition, or use of military equipment, as defined. This approval process needs to begin prior to May 1, 2022.

---

**STAFF REPORT:**

Assembly Bill Number 481 (AB 481), codified as Government Code sections 7070 through 7075, requires that Suisun City Police Department (SCPD) begin the process of obtaining approval from City Council of its military equipment use policy by ordinance prior to May 1, 2022.

The term “military equipment,” as used in AB 481, does not necessarily indicate equipment used by the military. Items deemed to be “military equipment” include, but are not limited to, unmanned aerial or ground vehicles, armored vehicles, command and control vehicles, pepper balls, less lethal shotguns, less lethal 40mm projectile launchers, long range acoustic devices, and light and sound diversionary devices. The list of items considered “military equipment” in AB 481 are employed by many law enforcement agencies across the country as best practices to enhance citizen and officer safety.

---

**PREPARED BY:**

**REVIEWED / APPROVED BY**

Aaron Roth, Police Chief  
Greg Folsom, City Manager

Provided as an attachment is a draft policy for consideration of adoption, as well as a list of equipment SCPD currently possesses that fall under the category of “military equipment” as defined by AB 481. This draft policy was created in collaboration with Lexipol, who currently provides policy suggestions drafted by a team of attorneys to law enforcement organizations around the state and nation. This draft was also reviewed by the Suisun City, City Attorney.

This draft policy was also presented to and reviewed by the Suisun City Public Safety and Emergency Management Committee during one of its regular meetings on March 31, 2022, with full committee support of adopting this policy.

Lastly, a copy of the draft policy was also placed on the SCPD website for review prior to the committee meeting and is still accessible on the SCPD website with a specific notation this policy would be discussed at the April 19<sup>th</sup>, 2022, City Council meeting.

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**STAFF RECOMMENDATION:**

1. Council Introduction and Waive Reading of Ordinance No. \_\_\_\_: An Ordinance of the City Council of the City of Suisun City, California Adopting Policy 706 Relating to the Police Department’s use of Military Equipment, in Accordance with Assembly Bill 481.

---

**ATTACHMENTS:**

1. An Ordinance of the City Council of the City of Suisun City, California Adopting Policy 706 Relating to the Police Department’s use of Military Equipment, in Accordance with Assembly Bill 481.



**ORDINANCE NO. 2022-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, ADOPTING POLICY 706 RELATING TO THE POLICE DEPARTMENT'S USE OF MILITARY EQUIPMENT, IN ACCORDANCE WITH ASSEMBLY BILL 481**

**WHEREAS**, On September 30, 2021, Governor Newsom signed Assembly Bill 481 (AB 481) to address the funding, acquisition, and use of military equipment by law enforcement agencies in California.

**WHEREAS**, AB 481), codified as Government Code Sections 7070 through 7075, requires that Suisun City Police Department (SCPD) begin the process of obtaining approval from City Council of its military equipment use policy by ordinance prior to May 1, 2022.

**WHEREAS**, SCPD has drafted Policy 706, City of Suisun City Police Department Military Equipment Use Procedure Policy to comply with AB 481, listing all of its current "military equipment," as that phrase is defined in Government Code Section 7070.

**WHEREAS**, Policy 706 was written in collaboration with Lexipol, and presented to and reviewed by the Suisun City Public Safety and Emergency Management Committee at its March 31, 2022 regular meeting.

**WHEREAS**, Policy 706 was also placed on the SCPD website for public review prior to the March 31, 2022 Public Safety and Emergency Management Committee meeting.

**WHEREAS**, Policy 706 was reviewed by the City of Suisun City legal counsel.

**WHEREAS**, the City Council finds that Policy 706 meets the requirements of AB 481.

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

**SECTION 1.** The above recitals are true and correct and are incorporated herein by reference.

**SECTION 2.** Policy 706, City of Suisun City Police Department Military Equipment Use Procedure Policy, attached hereto as Attachment 1 and incorporated by reference, is hereby adopted.

**SECTION 3.** If any section, subsection, sentence, clause, or phrase of this ordinance, including the provisions of Policy 706, is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

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

**SECTION 5.** This Ordinance shall be in full force and effect on the 30th day after its second reading and adoption.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Suisun City, California, on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Alma Hernandez, Mayor Pro Tem

ATTEST:

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

APPROVED AS TO FORM  
AND LEGAL CONTENT:

\_\_\_\_\_  
Aleshire & Wynder, LLP

**CERTIFICATION**

I, Anita Skinner, City Clerk of the City of Suisun City and ex-officio Clerk of the City Council of said City, do hereby certify that the above and foregoing ordinance was introduced at a regular meeting of the said City Council held on April 19, 2022 and passed and adopted at a regular meeting of said City Council held on \_\_\_\_\_, 2022, by the following vote:

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

**WITNESS** my hand and the seal of said City this 19<sup>th</sup> day of April 2022.

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

# Military Equipment

## 706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072). This policy will supersede previous SCPD Policy 210.

### 706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

**Governing body** – The elected or appointed body that oversees the Department.

**Military equipment** – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

## *Military Equipment*

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### **706.2 POLICY**

It is the policy of the Suisun City Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

### **706.3 MILITARY EQUIPMENT COORDINATOR**

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Suisun City Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
  - 1. Publicizing the details of the meeting.
  - 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

### **706.4 MILITARY EQUIPMENT INVENTORY**

The following constitutes a list of qualifying equipment for the Department:

#### **Description, quantity, capabilities, and purchase cost.**

##### **Defense Technology 40mm LMT Tactical Single Shot Launcher With Expandable Stock**

- Description: Tactical single shot launcher that features an expandable ROGERS Super Stock and an adjustable Integrated Front Grip (IFG) with light rail. The ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single and two point sling attachment. The 40LMT will fire standard 40mm less lethal projectiles propelled by smokeless powder, up to 4.8 inches in cartridge length. The Picatinny Rail Mounting System will accept a wide array of enhanced optics/sighting systems. Double action S&W trigger group, barrel length of 14 inches rifled bore.
- Cost: \$985.70 (Curtis Blue Line Uniforms)

## *Military Equipment*

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- Quantity of four (4)

### **DEFENSE TECHNOLOGY, Model 6325 eXact iMPact 40mm sponge round.**

- Description: 40 mm sponge Round delivers a point-of-aim, point-of-impact direct-fire round in the form of a plastic body and sponge nose. It is a lightweight, high-speed projectile that is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifled barrel. Due to the smokeless powder as the propellant, it has velocities that are extremely consistent. This round has been effectively used for crowd control, patrol, and tactical applications.
- Cost: \$28.65 per round
- Quantity of one hundred ten (110)

### **REMINGTON 870 LESS LETHAL SHOTGUN,**

- **Description :** The Remington 870 Less Lethal Shotgun is used to deploy the less-lethal 12-gauge Super-Sock Beanbag Round up to a distance of 75 feet. The range of the weapon system helps to maintain space between officers and a suspect reducing the immediacy of the threat, which is a principle of Deescalation.
- Cost: \$800 per rifle
- Quantity: five (5)

### **12-GAUGE DRAG STABILIZED BEAN BAG ROUND**

The Drag Stabilized™ 12-Gauge Round is a translucent 12-Gauge shell loaded with a 40-Gram tear shaped bag made from a cotton and ballistic material blend and filled with #9 shot. This design utilizes four stabilizing tails and utilizes smokeless powder as the propellant. The 12-Gauge Drag Stabilized Round has secured its place as the Law Enforcement Communities' number one choice for limiting the escalation of conflict where the deployment of lethal force is prohibited.

Cost: \$7 per round

Quantity: Fifty (50)

## **706.5 APPROVAL**

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.

## *Military Equipment*

---

- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

### **706.6 COORDINATION WITH OTHER JURISDICTIONS**

*Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction shall comply with their respective military equipment use policies in rendering mutual aid.*

### **706.7 ANNUAL REPORT**

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

### **706.8 COMMUNITY ENGAGEMENT**

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

### **706.9 USE IN EXIGENT CIRCUMSTANCES**

The Suisun City Police Department participates with the Solano County Sheriff's Special Response Unit and works closely with local, county, state, and federal partners. In exigent circumstances and with the approval of the Chief of Police or designee, military equipment may be deployed from outside entities to promote the safety and security of community members. If the Police Department acquires, borrows, or uses military equipment in exigent circumstances, it will

### *Military Equipment*

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provide written notification of the acquisition or use to the City Council within 30 days following the commencement of such exigent circumstance, unless such information is confidential or privileged under local, state or federal law.

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## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2022

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**AGENDA ITEM:** Amending City Manager Employment Contract and Updating Citywide Salary Schedule.

- A. Council Consideration of Adoption of Resolution No. 2022-\_\_\_ Authorizing the Second Amendment to the 2019 Three Year City Manager Employment Agreement Between City of Suisun City and Gregory Folsom; and
- B. Council Consideration of Adoption of Resolution No. 2022-\_\_\_ Amending the City of Suisun City Citywide Salary Schedule to Update the Compensation of the City Manager.

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**FISCAL IMPACT:** The additional compensation to be paid to Mr. Folsom would be funded by the General Fund.

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**BACKGROUND:** On March 5, 2019, the City Council approved a Three Year City Manager Employment Agreement between City of Suisun City and Gregory Folsom, with a start date of April 2, 2019. On June 22, 2021 Council approved a first amendment to Mr. Folsom's contract that provided a merit increase, additional vacation leave accrual, and clarified that the City Manager is entitled to the same benefits as Executive Management. Collectively, the 2019 employment agreement and the 2021 amendment are referred to as "the Agreement."

The City Council has conducted a performance review of the City Manager's performance over the last year, and is now considering approval of the Second Amendment to the Agreement.

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**STAFF REPORT:** The City Council and Mr. Folsom met in closed session multiple times for the period of April 1, 2021 through March 31, 2022 to conduct Mr. Folsom's annual performance evaluation and salary review, as required by the Agreement.

The Second Amendment would make the following changes to the Agreement:

(1) The City Manager's base salary is increased by 2.5%. This is a merit increase pursuant to Section 2.2 (Annual Salary Review) of the Agreement. This will increase Mr. Folsom's annual compensation from \$243,848.70 to \$249,944.92.

(2) Vacation leave accrual is adjusted to 200 hours from 180 hours.

The Citywide Salary Schedule is recommended to be updated accordingly.

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**STAFF RECOMMENDATION:** Staff recommends that the City Council:

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**PREPARED BY:**

**REVIEWED/APPROVED BY:**

Elena Q. Gerli, City Attorney  
Greg Folsom, City Manager

1. Adopt Resolution 2022 - \_\_\_\_: Authorizing the Second Amendment to the 2019 Three Year City Manager Employment Agreement Between City of Suisun City and Gregory Folsom.
2. Adopt Resolution No. 2022-\_\_\_\_ Amending the City of Suisun City Citywide Salary Schedule to Update the Compensation of the City Manager.

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**ATTACHMENTS:**

1. Resolution No. 2022-\_\_\_\_: Authorizing the Second Amendment to the 2019 Three Year City Manager Employment Agreement Between City of Suisun City and Gregory Folsom.
2. Resolution No. 2022-\_\_\_\_ Amending the City of Suisun City Citywide Salary Schedule to Update the Compensation of the City Manager.
3. Resolution No. 2019-20 approving Mr. Folsom's City Manager Employment Agreement, dated March 5, 2019
4. Resolution No. 2021-54 approving the First Amendment to Mr. Folsom's Employment Agreement, dated June 22, 2021

**RESOLUTION NO. 2022-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AUTHORIZING THE SECOND AMENDMENT TO THE 2019 THREE YEAR CITY  
MANAGER EMPLOYMENT AGREEMENT BETWEEN CITY OF SUISUN CITY  
AND GREGORY FOLSOM**

**WHEREAS**, on March 5, 2019, the City Council of the City of Suisun City entered into a Three Year City Manager Employment Agreement Between City of Suisun City And Gregory Folsom (the “Agreement”), with a start date of April 2, 2019; and

**WHEREAS**, Section 2.2 of the Agreement provides that the City Manager shall undergo an annual salary review concurrently with a performance review, as provided by Section 5.2 of the Agreement; and

**WHEREAS**, Section 2.1 of the Agreement provides that the City Manager’s annual salary is \$205,000 and Section 2.3 provides that the salary will be adjusted by CPI on July 1 of every year; and

**WHEREAS**, Section 9.2 of the Agreement allows for any amendment, alteration, extension or modification to the Agreement in writing, by mutual consent and with the approval of the City Council; and

**WHEREAS**, in July of 2019, the City Council adopted Resolution No. 2019-87 which, among other changes to executive compensation, increased the annual maximum salary of the City Manager position to \$213,204; and

**WHEREAS**, the City Manager waived the CPI adjustment pursuant to Section 2.3 of the Agreement that would have been effective July 1, 2020 based on the uncertainty caused by COVID-19; and

**WHEREAS**, on February 24, 2021, and subsequently on April 13, 2021, April 20, 2021, May 4, 2021, and May 25, 2021 the City Manager and City Council met in closed session to conduct a performance evaluation of the City Manager pursuant to Section 5.2 of the Agreement and to conduct an annual salary review pursuant to Section 2.2 of the Agreement; and

**WHEREAS**, on June 22, 2021, the City Council adopted Resolution No. 2021-54, approving the First Amendment to the Agreement; and

**WHEREAS**, the First Amendment to the Agreement: (1) Increased the City Manager’s base salary by a 2.5%, merit increase; (2) Added advanced education compensation eligibility consistent with what is provided to Executive Management Employees, currently at 3% of base salary, and a one-time bonus retroactive to the City Manager’s start date of April 2, 2019; (3) Adjusted vacation leave accrual to 180 hours; (4) Extended the Agreement by 2 years to March 31, 2024; (5) Amended Section 2.2 to require that refusal or deferral of base salary adjustment by either party must be in writing; and (6) Amended Section 6.1 to provide for automatic

1 additional compensation or benefits as may be provided to Executive Management Employees;  
2 and

3 **WHEREAS**, the City Manager and City Council met multiple times in closed session  
4 to conduct a performance evaluation of the City Manager for the period of April 1, 2021 through  
5 March 31, 2022 pursuant to Section 5.2 of the Agreement and to conduct an annual salary  
6 review pursuant to Section 2.2 of the Agreement; and

7 **WHEREAS**, the Second Amendment will (1) Increase the City Manager's base salary  
8 by a 2.5%, merit increase; (2) Adjust vacation leave accrual to 200 hours; and

9 **WHEREAS**, the City Manager desires to accept these employment terms as such from  
10 the City and has provided his written consent to the following terms and conditions in this First  
11 Amendment; and

12 **NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun  
13 City hereby approves the Second Amendment to the 2019 Three Year City Manager Employment  
14 Agreement Between City of Suisun City And Gregory Folsom substantially in the form of contract  
15 attached hereto as Attachment A and incorporated by reference.

16 **PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City  
17 duly held on Tuesday, the 19<sup>th</sup> day of April 2022, by the following vote:

18 **AYES:** Council Members: \_\_\_\_\_  
19 **NOES:** Council Members: \_\_\_\_\_  
20 **ABSENT:** Council Members: \_\_\_\_\_  
21 **ABSTAIN:** Council Members: \_\_\_\_\_

22 **WITNESS** my hand and the seal of said City this 19<sup>th</sup> day of April 2022.

23 \_\_\_\_\_  
24 Anita Skinner, CMC  
25 City Clerk  
26  
27  
28

**SECOND AMENDMENT TO THE  
2019 CITY MANAGER EMPLOYMENT AGREEMENT  
BETWEEN  
CITY OF SUISUN CITY AND GREGORY FOLSOM**

This SECOND AMENDMENT TO THE 2019 CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SUISUN CITY AND GREGORY FOLSOM (the “Second Amendment”) is made and entered into effective April 1, 2022, by and between the CITY OF SUISUN CITY, a municipal corporation (the “City”) and GREGORY FOLSOM, an individual (“City Manager”).

**RECITALS**

WHEREAS, on March 5, 2019, the City Council of the City of Suisun City entered into a Three Year City Manager Employment Agreement Between City of Suisun City And Gregory Folsom (the “Agreement”), with a start date of April 2, 2019; and

WHEREAS, Section 2.2 of the Agreement provides that the City Manager shall undergo an annual salary review concurrently with a performance review, as provided by Section 5.2 of the Agreement; and

WHEREAS, Section 2.1 of the Agreement provides that the City Manager’s annual salary is \$205,000 and Section 2.3 provides that the salary will be adjusted by CPI on July 1 of every year; and

WHEREAS, Section 9.2 of the Agreement allows for any amendment, alteration, extension or modification to the Agreement in writing, by mutual consent and with the approval of the City Council; and

WHEREAS, in July of 2019, the City Council adopted Resolution No. 2019-87 which, among other changes to executive compensation, increased the annual maximum salary of the City Manager position to \$213,204; and

WHEREAS, the City Manager waived the CPI adjustment pursuant to Section 2.3 of the Agreement that would have been effective July 1, 2020 based on the uncertainty caused by COVID-19; and

WHEREAS, on February 24, 2021, and subsequently on April 13, 2021, April 20, 2021, May 4, 2021, and May 25, 2021 the City Manager and City Council met in closed session to conduct a performance evaluation of the City Manager pursuant to Section 5.2 of the Agreement and to conduct an annual salary review pursuant to Section 2.2 of the Agreement; and

WHEREAS, on June 22, 2021, the City Council adopted Resolution No. 2021-54, approving the First Amendment to the Agreement; and

WHEREAS, the First Amendment to the Agreement: (1) Increased the City Manager's base salary by a 2.5%, merit increase; (2) Added advanced education compensation eligibility consistent with what is provided to Executive Management Employees, currently at 3% of base salary, and a one-time bonus retroactive to the City Manager's start date of April 2, 2019; (3) Adjusted vacation leave accrual to 180 hours; (4) Extended the Agreement by 2 years to March 31, 2024; (5) Amended Section 2.2 to require that refusal or deferral of base salary adjustment by either party must be in writing; and (6) Amended Section 6.1 to provide for automatic additional compensation or benefits as may be provided to Executive Management Employees; and

WHEREAS, the City Manager and City Council met multiple times in closed session to conduct a performance evaluation of the City Manager for the period of April 1, 2021 through March 31, 2022 pursuant to Section 5.2 of the Agreement and to conduct an annual salary review pursuant to Section 2.2 of the Agreement; and

WHEREAS, the Second Amendment will (1) Increase the City Manager's base salary by a 2.5%, merit increase; (2) Adjust vacation leave accrual to 200 hours; and

WHEREAS, the City Manager desires to accept these employment terms from the City and has provided his written consent to the following terms and conditions in this First Amendment; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, City and City Manager hereby agree as follows:

### **AGREEMENT**

**SECTION 1.** The above recitals are incorporated by reference as if set forth in full herein.

**SECTION 2.** Section 2.1 of the Agreement is hereby amended, in its entirety, to read:

"2.1 Compensation. For the services rendered pursuant to this Agreement, Employee's base annual compensation shall be Two Hundred and Five Thousand Dollars and No Cents (\$205,000.00) annually ("Salary"), which shall be paid on a pro-rated basis bi-weekly at the same time as other employees of the City are paid. Such Salary shall be adjusted for payroll taxes, workers' compensation, and other payroll-related liability costs.

Effective April 1, 2022, Employee's base annual compensation shall be Two Hundred Forty Nine Thousand Nine Hundred Forty Four Dollars and Ninety Two Cents (\$249,944.92)."

**SECTION 6.** Subsection (c) of Section 6.1 of the Agreement is amended, in its entirety, to read:

“(c) Vacation Leave. Vacation leave for the term of this contract shall be accrued at an annualized rate of 200 hours per year. Employee may accumulate up to 400 hours maximum Vacation Leave. Employee shall be entitled to an opening vacation balance of 80 hours. Employee shall be entitled to cash out up to 80 hours of vacation leave per fiscal year.”

**SECTION 8.** Except as expressly amended by this Second Amendment, the underlying terms, conditions, and compensation of City Manager by City as and for his employment as City Manager shall be as set forth in the Agreement and the First Amendment to the Agreement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the CITY OF SUISUN CITY has caused this Second Amendment to be signed and executed on its behalf by its Mayor, and duly attested by its officers thereunto duly authorized, and CITY MANAGER has signed and executed this Second Amendment, both in duplicate.

**CITY OF SUISUN CITY**

**ATTEST:**

\_\_\_\_\_  
Mayor Pro Tem

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney

**CITY MANAGER**

\_\_\_\_\_  
GREGORY FOLSOM

Dated:\_\_\_\_\_

**[END OF SIGNATURES]**



**RESOLUTION NO. 2022-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AMENDING THE CITY OF SUISUN CITY CITYWIDE SALARY SCHEDULE TO  
UPDATE THE COMPENSATION OF THE CITY MANAGER.**

**WHEREAS**, on April 5, 2022, the City Council approved the current Citywide Salary Schedule to include the creation of the job classifications and salaries for Senior Associate Engineer, Principal Planner and Battalion Chief; to eliminate the Community Development Director and Economic Development Director from the City's Classification and Compensation Plans; and providing equity adjustments to Department Heads, the Police Chief, Fire Chief, Police Commanders, Deputy Fire Chief, Police Sergeants and Recreation Supervisor to address compaction issues resulting from the proposed new classifications and to maintain internal alignment; and

**WHEREAS**, the City Manager and City Council met multiple times in closed session to conduct a performance evaluation of the City Manager for the period of April 1, 2021 through March 31, 2022 which has resulted in the second amendment to the City Manager's contract that includes a 2.5% merit increase;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Suisun City hereby adopts Resolution No. 2022-\_\_: Approving the Amended City of Suisun City Citywide Salary Schedule.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 19th day of April 2022, by the following vote:

|                 |                  |       |
|-----------------|------------------|-------|
| <b>AYES:</b>    | Council Members: | _____ |
| <b>NOES:</b>    | Council Members: | _____ |
| <b>ABSENT:</b>  | Council Members: | _____ |
| <b>ABSTAIN:</b> | Council Members: | _____ |

**WITNESS** my hand and the seal of said City this 19th day of April 2022.

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

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City of Suisun City  
Salary Schedule  
Resolution Date: 4/19/2022

| Job Class                             | Range | Hourly  |         |         |         |          | Monthly  |          | Effective Date B.U. | FLSA    |
|---------------------------------------|-------|---------|---------|---------|---------|----------|----------|----------|---------------------|---------|
|                                       |       | Step A  | Step B  | Step C  | Step D  | Step E   | Starting | Ending   |                     |         |
| Account Clerk I                       | 500   | \$18.54 | \$19.47 | \$20.44 | \$21.46 | \$22.54  | \$3,214  | \$3,907  | 10/01/21            | SCEA    |
| Account Clerk II*                     | 501   | \$20.40 | \$21.42 | \$22.49 | \$23.61 | \$24.80  | \$3,536  | \$4,298  | 10/01/21            | SCEA    |
| Account Clerk III                     | 503   | \$22.43 | \$23.56 | \$24.73 | \$25.97 | \$27.27  | \$3,889  | \$4,727  | 10/01/21            | SCEA    |
| Accountant*                           | 235   | \$34.03 | \$35.73 | \$37.52 | \$39.40 | \$41.37  | \$5,899  | \$7,170  | 10/01/21            | SCMPEA  |
| Accounting Services Manager           | 207   | \$43.19 | \$45.35 | \$47.62 | \$50.00 | \$52.50  | \$7,486  | \$9,100  | 10/01/21            | SCMPEA  |
| Accounting Technician                 | 508   | \$25.04 | \$26.29 | \$27.60 | \$28.98 | \$30.43  | \$4,340  | \$5,275  | 10/01/21            | SCEA    |
| Administrative Assistant I            | 510   | \$24.08 | \$25.29 | \$26.55 | \$27.88 | \$29.27  | \$4,174  | \$5,074  | 10/01/21            | SCEA    |
| Administrative Assistant II*          | 560   | \$25.78 | \$27.07 | \$28.42 | \$29.85 | \$31.34  | \$4,469  | \$5,432  | 10/01/21            | SCEA    |
| Assistant Engineer                    | 220   | \$39.26 | \$41.23 | \$43.29 | \$45.45 | \$47.72  | \$6,805  | \$8,272  | 10/01/21            | SCMPEA  |
| Assistant Planner                     | 235   | \$34.03 | \$35.73 | \$37.52 | \$39.40 | \$41.37  | \$5,899  | \$7,170  | 10/01/21            | SCMPEA  |
| Associate Engineer*                   | 270   | \$43.19 | \$45.35 | \$47.62 | \$50.00 | \$52.50  | \$7,486  | \$9,100  | 10/01/21            | SCMPEA  |
| Associate Planner*                    | 236   | \$37.44 | \$39.31 | \$41.28 | \$43.34 | \$45.51  | \$6,490  | \$7,888  | 10/01/21            | SCMPEA  |
| Background Investigator               | 955   | -       | -       | -       | -       | \$49.92  | -        | -        | 12/24/21            | Temp/PT |
| Battalion Chief (2912 annual hours)   | 232   | \$33.18 | \$34.84 | \$36.58 | \$38.41 | \$40.33  | \$8,267  | \$10,048 | 04/05/22            | Unrep   |
| Building Inspection Services Manager* | 270   | \$43.19 | \$45.35 | \$47.62 | \$50.00 | \$52.50  | \$7,486  | \$9,100  | 10/01/21            | SCMPEA  |
| Building Inspector I                  | 520   | \$28.93 | \$30.38 | \$31.90 | \$33.49 | \$35.16  | \$5,015  | \$6,095  | 10/01/21            | SCEA    |
| Building Inspector II*                | 521   | \$31.81 | \$33.40 | \$35.07 | \$36.83 | \$38.67  | \$5,514  | \$6,703  | 10/01/21            | SCEA    |
| Building Maintenance Worker I         | 565   | \$21.35 | \$22.42 | \$23.54 | \$24.71 | \$25.95  | \$3,700  | \$4,498  | 10/01/21            | SCEA    |
| Building Maintenance Worker II*       | 566   | \$23.48 | \$24.66 | \$25.89 | \$27.18 | \$28.54  | \$4,070  | \$4,947  | 10/01/21            | SCEA    |
| Chief Building Official*              | 130   | \$48.64 | -       | -       | -       | \$65.66  | \$8,430  | \$11,381 | 10/01/21            | Unrep   |
| City Engineer*                        | 267   | \$54.01 | \$56.71 | \$59.55 | \$62.53 | \$65.65  | \$9,362  | \$11,380 | 10/01/21            | SCMPEA  |
| City Manager**                        | 100   | -       | -       | -       | -       | \$120.17 | -        | \$20,829 | 04/01/22            | Unrep   |
| Community Services Officer I          | 535   | \$21.12 | \$22.18 | \$23.29 | \$24.45 | \$25.68  | \$3,661  | \$4,451  | 10/01/21            | SCEA    |
| Community Services Officer II         | 536   | \$23.25 | \$24.41 | \$25.63 | \$26.91 | \$28.26  | \$4,029  | \$4,898  | 10/01/21            | SCEA    |
| Computer Systems Specialist           | 917   | \$19.07 | \$20.02 | \$21.02 | \$22.08 | \$23.18  | -        | -        | 12/24/21            | Temp/PT |
| Computer Technician*                  | 545   | \$33.44 | \$35.11 | \$36.87 | \$38.71 | \$40.65  | \$5,796  | \$7,046  | 10/01/21            | SCEA    |
| Deputy Fire Chief                     | 255   | \$56.74 | \$59.57 | \$62.55 | \$65.68 | \$68.96  | \$9,834  | \$11,954 | 04/01/22            | SCMPEA  |
| Development Services Director*        | 140   | \$56.18 | -       | -       | -       | \$75.84  | \$9,738  | \$13,146 | 04/01/22            | Unrep   |
| Dispatch/Records Supervisor*          | 223   | \$31.93 | \$33.53 | \$35.20 | \$36.96 | \$38.81  | \$5,535  | \$6,727  | 10/01/21            | SCMPEA  |
| Economic Development Consultant       | 956   | -       | -       | -       | -       | \$65.00  | -        | -        | 12/24/21            | Temp/PT |
| Finance Director*                     | 140   | \$56.18 | -       | -       | -       | \$75.84  | \$9,738  | \$13,146 | 04/01/22            | Unrep   |
| Financial Services Manager            | 225   | \$45.00 | \$47.25 | \$49.62 | \$52.10 | \$54.70  | \$7,800  | \$9,482  | 10/01/21            | SCMPEA  |
| Financial Services Specialist         | 917   | \$19.07 | \$20.02 | \$21.02 | \$22.08 | \$23.18  | -        | -        | 12/24/21            | Temp/PT |
| Fire Captain (2,912 annual hours)     | 202   | \$28.85 | \$30.29 | \$31.81 | \$33.40 | \$35.07  | \$7,189  | \$8,738  | 10/01/21            | IAFF    |
| Fire Chief*                           | 110   | \$63.85 | -       | -       | -       | \$86.20  | \$11,068 | \$14,942 | 04/01/22            | Unrep   |
| Fire Engineer (2912 annual hours)     | 203   | \$26.45 | \$27.77 | \$29.16 | \$30.62 | \$32.15  | \$6,590  | \$8,010  | 10/01/21            | IAFF    |
| Fire Marshal*                         | 237   | \$49.38 | \$51.84 | \$54.44 | \$57.16 | \$60.02  | \$8,558  | \$10,403 | 10/01/21            | SCMPEA  |
| Firefighter                           | 910   | \$19.70 | \$20.69 | \$21.72 | \$22.81 | \$23.95  | -        | -        | 12/24/21            | Temp/PT |

(C) Denotes Confidential Class

\* Denotes Benchmark Class

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

| Job Class | Range | Hourly |        |        |        |        | Monthly  |        | Effective Date | B.U. | FLSA |
|-----------|-------|--------|--------|--------|--------|--------|----------|--------|----------------|------|------|
|           |       | Step A | Step B | Step C | Step D | Step E | Starting | Ending |                |      |      |

|  |     |         |         |         |         |         |          |          |          |         |        |
|--|-----|---------|---------|---------|---------|---------|----------|----------|----------|---------|--------|
| Fleet Mechanic*                                  | 525 | \$24.65 | \$25.88 | \$27.18 | \$28.53 | \$29.96 | \$4,273  | \$5,193  | 10/01/21 | SCEA    | Exempt |
| Housing Manager*                                 | 230 | \$35.99 | \$37.79 | \$39.68 | \$41.67 | \$43.75 | \$6,239  | \$7,583  | 10/01/21 | SCMPEA  | Exempt |
| Housing Specialist I                             | 560 | \$25.78 | \$27.07 | \$28.42 | \$29.85 | \$31.34 | \$4,469  | \$5,432  | 10/01/21 | SCEA    |        |
| Housing Specialist II*                           | 561 | \$27.06 | \$28.42 | \$29.84 | \$31.33 | \$32.90 | \$4,691  | \$5,702  | 10/01/21 | SCEA    |        |
| Human Resources Administrator*                   | 242 | \$45.14 | -       | -       | -       | \$60.93 | \$7,824  | \$10,562 | 10/01/21 | Unrep   | Exempt |
| Human Resources Technician (C)                   | 519 | \$28.36 | \$29.78 | \$31.27 | \$32.83 | \$34.48 | \$4,916  | \$5,976  | 10/01/21 | SCEA    |        |
| IT Services Manager                              | 270 | \$43.19 | \$45.35 | \$47.62 | \$50.00 | \$52.50 | \$7,486  | \$9,100  | 10/01/21 | SCMPEA  | Exempt |
| Maintenance Worker I                             | 565 | \$21.35 | \$22.42 | \$23.54 | \$24.71 | \$25.95 | \$3,700  | \$4,498  | 10/01/21 | SCEA    |        |
| Maintenance Worker II*                           | 566 | \$23.48 | \$24.66 | \$25.89 | \$27.18 | \$28.54 | \$4,070  | \$4,947  | 10/01/21 | SCEA    |        |
| Management Analyst I                             | 235 | \$34.03 | \$35.73 | \$37.52 | \$39.40 | \$41.37 | \$5,899  | \$7,170  | 10/01/21 | SCMPEA  | Exempt |
| Management Analyst II*                           | 236 | \$37.44 | \$39.31 | \$41.28 | \$43.34 | \$45.51 | \$6,490  | \$7,888  | 10/01/21 | SCMPEA  | Exempt |
| Marina & Waterfront Events Manager               | 236 | \$37.44 | \$39.31 | \$41.28 | \$43.34 | \$45.51 | \$6,490  | \$7,888  | 10/01/21 | SCMPEA  | Exempt |
| Marketing Manager                                | 245 | \$34.18 | \$35.88 | \$37.68 | \$39.56 | \$41.54 | \$5,924  | \$7,200  | 10/01/21 | SCMPEA  | Exempt |
| Office Assistant                                 | 509 | \$20.15 | \$21.16 | \$22.21 | \$23.33 | \$24.49 | \$3,493  | \$4,245  | 10/01/21 | SCEA    |        |
| Permit Technician                                | 519 | \$28.36 | \$29.78 | \$31.27 | \$32.83 | \$34.48 | \$4,916  | \$5,976  | 10/01/21 | SCEA    |        |
| Planning Specialist                              | 917 | \$19.07 | \$20.02 | \$21.02 | \$22.08 | \$23.18 | -        | -        | 12/24/21 | Temp/PT |        |
| Police Chief*                                    | 110 | \$63.85 | -       | -       | -       | \$86.20 | \$11,068 | \$14,942 | 04/01/22 | Unrep   | Exempt |
| Police Commander                                 | 255 | \$56.74 | \$59.57 | \$62.55 | \$65.68 | \$68.96 | \$9,834  | \$11,954 | 04/01/22 | SCMPEA  | Exempt |
| Police Evidence and Property Technician I        | 535 | \$21.12 | \$22.18 | \$23.29 | \$24.45 | \$25.68 | \$3,661  | \$4,451  | 10/01/21 | SCEA    |        |
| Police Evidence and Property Technician II       | 536 | \$23.25 | \$24.41 | \$25.63 | \$26.91 | \$28.26 | \$4,029  | \$4,898  | 10/01/21 | SCEA    |        |
| Police Officer Trainee                           | 906 | -       | -       | -       | \$28.63 | \$30.06 | -        | -        | 12/24/21 | Temp/PT |        |
| Police Officer*                                  | 400 | \$33.22 | \$34.88 | \$36.62 | \$38.46 | \$40.38 | \$5,758  | \$6,999  | 10/01/21 | SCPOA   |        |
| Police Sergeant*                                 | 450 | \$43.64 | \$45.83 | \$48.12 | \$50.52 | \$53.05 | \$7,565  | \$9,195  | 04/01/22 | SCPOA   |        |
| Police Support Services Manager                  | 270 | \$43.19 | \$45.35 | \$47.62 | \$50.00 | \$52.50 | \$7,486  | \$9,100  | 10/01/21 | SCMPEA  | Exempt |
| Principal Planner                                | 266 | \$49.42 | \$51.89 | \$54.48 | \$57.21 | \$60.07 | \$8,566  | \$10,412 | 04/01/22 | SCMPEA  | Exempt |
| Project Manager*                                 | 220 | \$39.31 | \$41.27 | \$43.34 | \$45.50 | \$47.78 | \$6,813  | \$8,282  | 10/01/21 | SCMPEA  | Exempt |
| Public Safety Dispatcher I                       | 525 | \$24.65 | \$25.88 | \$27.18 | \$28.53 | \$29.96 | \$4,273  | \$5,193  | 10/01/21 | SCEA    |        |
| Public Safety Dispatcher II*                     | 526 | \$26.39 | \$27.71 | \$29.09 | \$30.55 | \$32.08 | \$4,574  | \$5,560  | 10/01/21 | SCEA    |        |
| Public Works & Building Director/City Engineer*  | 140 | \$56.18 | -       | -       | -       | \$75.84 | \$9,738  | \$13,146 | 04/01/22 | Unrep   | Exempt |
| Public Works Inspector*                          | 570 | \$32.19 | \$33.79 | \$35.48 | \$37.26 | \$39.12 | \$5,579  | \$6,781  | 10/01/21 | SCEA    |        |
| Public Works Specialist                          | 917 | \$19.07 | \$20.02 | \$21.02 | \$22.08 | \$23.18 | -        | -        | 12/24/21 | Temp/PT |        |
| Public Works Superintendent*                     | 265 | \$49.01 | \$51.46 | \$54.04 | \$56.74 | \$59.58 | \$8,496  | \$10,326 | 10/01/21 | SCMPEA  | Exempt |
| Public Works Supervisor*                         | 222 | \$31.78 | \$33.37 | \$35.03 | \$36.79 | \$38.63 | \$5,508  | \$6,695  | 10/01/21 | SCMPEA  | Exempt |
| Recreation Coordinator                           | 580 | \$25.13 | \$26.39 | \$27.71 | \$29.10 | \$30.55 | \$4,357  | \$5,295  | 10/01/21 | SCEA    |        |
| Recreation Program Administrative Coordinator    | 510 | \$24.08 | \$25.29 | \$26.55 | \$27.88 | \$29.27 | \$4,174  | \$5,074  | 10/01/21 | SCEA    |        |
| Recreation Specialist I                          | 935 | -       | \$15.28 | \$16.05 | \$16.85 | \$17.69 | -        | -        | 12/24/21 | Temp/PT |        |
| Recreation Specialist II                         | 936 | \$16.01 | \$16.81 | \$17.65 | \$18.53 | \$19.46 | -        | -        | 12/24/21 | Temp/PT |        |
| Recreation Specialist III                        | 937 | \$17.61 | \$18.49 | \$19.41 | \$20.38 | \$21.40 | -        | -        | 12/24/21 | Temp/PT |        |
| Recreation Specialist Supervisor                 | 939 | \$19.37 | \$20.34 | \$21.36 | \$22.43 | \$23.55 | -        | -        | 12/24/21 | Temp/PT |        |
| Recreation Supervisor*                           | 241 | \$27.65 | \$29.03 | \$30.48 | \$32.01 | \$33.61 | \$4,792  | \$5,825  | 04/01/22 | SCMPEA  | Exempt |
| Recreation, Parks & Marina Director*             | 140 | \$56.18 | -       | -       | -       | \$75.84 | \$9,738  | \$13,146 | 04/01/22 | Unrep   | Exempt |
| Secretary to City Manager/Deputy City Clerk (C)* | 300 | \$29.85 | \$31.34 | \$32.91 | \$34.55 | \$36.28 | \$5,174  | \$6,289  | 10/01/21 | SCMPEA  | Exempt |

(C) Denotes Confidential Class

\* Denotes Benchmark Class

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

| Job Class                       | Range | Hourly  |         |         |         |         | Monthly  |          | Effective Date B.U. | FLSA   |
|---------------------------------|-------|---------|---------|---------|---------|---------|----------|----------|---------------------|--------|
|                                 |       | Step A  | Step B  | Step C  | Step D  | Step E  | Starting | Ending   |                     |        |
| Senior Account Clerk            | 508   | \$25.04 | \$26.29 | \$27.60 | \$28.98 | \$30.43 | \$4,340  | \$5,275  | 10/01/21            | SCEA   |
| Senior Accountant               | 220   | \$39.31 | \$41.27 | \$43.34 | \$45.50 | \$47.78 | \$6,813  | \$8,282  | 10/01/21            | SCMPEA |
| Senior Associate Engineer       | 231   | \$47.51 | \$49.89 | \$52.38 | \$55.00 | \$57.75 | \$8,235  | \$10,010 | 04/01/22            | SCMPEA |
| Senior Building Inspector       | 220   | \$39.31 | \$41.27 | \$43.34 | \$45.50 | \$47.78 | \$6,813  | \$8,282  | 10/01/21            | SCMPEA |
| Senior Maintenance Worker       | 525   | \$24.65 | \$25.88 | \$27.18 | \$28.53 | \$29.96 | \$4,273  | \$5,193  | 10/01/21            | SCEA   |
| Senior Management Analyst       | 238   | \$41.18 | \$43.24 | \$45.40 | \$47.67 | \$50.06 | \$7,138  | \$8,676  | 10/01/21            | SCMPEA |
| Senior Planner                  | 238   | \$41.18 | \$43.24 | \$45.40 | \$47.67 | \$50.06 | \$7,138  | \$8,676  | 10/01/21            | SCMPEA |
| Senior Public Safety Dispatcher | 530   | \$29.03 | \$30.48 | \$32.00 | \$33.60 | \$35.28 | \$5,031  | \$6,116  | 10/01/21            | SCEA   |
| Youth Services Specialist       | 590   | \$29.68 | \$31.16 | \$32.72 | \$34.36 | \$36.08 | \$5,145  | \$6,253  | 10/01/21            | SCEA   |

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**RESOLUTION NO. 2019-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
APPOINTING GREG FOLSOM AS CITY MANAGER OF SUISUN CITY WITH AN  
EFFECTIVE START DATE OF APRIL 2, 2019**

**WHEREAS**, the City Council, following the retirement of Suzanne Bragdon, retained Ralph Andersen and Associates to conduct a recruitment for Suisun City to find a replacement for Ms. Bragdon; and

**WHEREAS**, Ralph Andersen conducted a national search for talent that the City Council could interview in considering appointing a new City Manager; and

**WHEREAS**, at the completion of an exhaustive search, interviews and background checks, the City Council conducted a final interview with their preferred candidate, Mr. Greg Folsom on Saturday, February 9, 2019 in the City Council Chambers; and

**WHEREAS**, the City Council, following the interview and again on February 19, 2019 deliberated in Closed Session on the appointment of Mr. Greg Folsom, and

**WHEREAS**, upon the adjournment of the City Council Closed Session on February 19, 2019; and on a 5-0 vote, announced the selection of Mr. Greg Folsom as Suisun City's next City Manager;

**NOW THEREFORE BE IT RESOLVED**, the City Council of Suisun City hereby appoints Mr. Greg Folsom as City Manager of Suisun City under terms and conditions of his Employment Agreement which is attached hereto and made part of this Resolution.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 5<sup>th</sup> day of March 2019, by the following vote:

|                 |                  |   |
|-----------------|------------------|---|
| <b>AYES:</b>    | Council Members: | <u>Adams, Day, Segala, Williams, Wilson</u> |
| <b>NOES:</b>    | Council Members: | <u>None</u>                                 |
| <b>ABSENT:</b>  | Council Members: | <u>None</u>                                 |
| <b>ABSTAIN:</b> | Council Members: | <u>None</u>                                 |

**WITNESS** my hand and the seal of said City this 5<sup>th</sup> day of March 2019.



Donna Pock, CMC  
Deputy City Clerk

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**CITY OF SUISUN CITY**  
**CITY MANAGER**  
**EMPLOYMENT AGREEMENT**

This CITY MANAGER EMPLOYMENT AGREEMENT ("Agreement") is entered into and made effective the 5th day of March 2019, by and between the CITY OF SUISUN CITY, a general law city and municipal corporation ("City") and Gregory Folsom, an individual ("Employee").

**RECITALS**

WHEREAS, it is the desire of the City Council of the City of Suisun City (hereinafter the "City Council") to employ an individual to serve in the position of City Manager, which position is prescribed by State law, the City's Municipal Code and in the job description attached hereto as Exhibit A; and

WHEREAS, California Government Code Section 34852 provides that an ordinance establishing a city manager form of government shall define the powers and duties of the city manager; and

WHEREAS, the duties of the city manager of the City are set forth in Suisun City Municipal Code ("SCMC") Sections 2.08.080 and 2.08.230; and

WHEREAS, pursuant to SCMC Section 2.08.020, "[t]he city manager shall be appointed by the city council solely on the basis of his executive and administrative qualifications and ability. He shall hold office at and during the pleasure of the city council . . . ." and

WHEREAS, the City requires the services of a city manager; and

WHEREAS, based on Employee's executive and administrative qualifications and ability, the City Council desires to employ Employee to serve as the city manager for the City; and

WHEREAS, Employee has the required level of education, experience, skills and expertise to serve as the city manager of the City; and

WHEREAS, Employee desires to perform and assume responsibility for the provision of city manager services to the City and its related agencies; and

WHEREAS, the parties wish to establish the terms and conditions of Employee's provision of city manager professional services to the City and its related agencies through this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the City and Employee hereby agree as follows:

**AGREEMENT**

**1.0 EMPLOYMENT & DUTIES**

1.1 Duties. City hereby employs Employee as city manager for the City to perform the functions and duties of the city manager, as specified in the City's Municipal Code and in the Government Code of the State of California, and to perform such other legally permissible and proper duties and functions as the City Council shall, from time-to-time, direct or assign. Employee shall devote his best efforts and full-time attention to performance of these duties.

1.2 Work Schedule. It is recognized that Employee is expected to engage in the hours of work that are necessary to fulfill the obligations of the position, must be available at all times, and must devote a great deal of time outside the normal office hours to the business of the City. Employee acknowledges that proper performance of the duties of city manager will require Employee to generally observe normal business hours, as set by the City and may be duly revised from time-to-time (currently 8:00 a.m. to 6:00 p.m., Monday, Wednesday and Thursday; 8:00 a.m. to 7:00 p.m. on Tuesday), and will also often require the performance of necessary services outside of normal business hours. Notwithstanding the foregoing, the City will permit Employee such reasonable "time off" as is customary for exempt employees of the City, so long as the time off does not interfere with normal business. Employee's compensation (whether salary or benefits or other allowances) is not based on hours worked, and Employee shall not be entitled to any compensation for overtime.

1.3 Other Activities. Employee shall focus his professional time, ability, and attention to City business during the term of this Agreement. Employee shall not engage, without the express prior written consent of the City Council, in any other business duties or pursuits whatsoever, or directly or indirectly render any services of a business, commercial, or professional nature to any other person or organization, whether for compensation or otherwise, that is or may be competitive with the City, that might cause a conflict-of-interest with the City, or that otherwise might interfere with the business or operation of the City or the satisfactory performance of the functions and duties of city manager. The foregoing shall not preclude occasional teaching, writing, or consulting performed during Employee's time off.

1.4 Employment Status. Upon appointment to the city manager position, Employee shall serve at the will and pleasure of the City Council and understands that he shall be an "at-will" employee without recourse to bumping or other demotion rights and shall be subject to summary dismissal without any right of notice or hearing except as expressly provided in this Agreement, including any so-called due process pre-disciplinary "Skelly" hearing. The City may terminate Employee at any time in accordance with Section 3.4 below.

1.5 City Documents. All data, studies, reports and other documents prepared by Employee while performing his duties during the term of this Agreement shall be furnished to and become the property of the City, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee to the extent permitted by applicable law, except as may be required by any governmental agency or court of competent jurisdiction. Such materials shall not be used by Employee, without the prior written consent of the City Council, for any purposes other than the performance of his duties. Additionally, no such materials may be disclosed to any person or

entity not connected with the performance of services under this Agreement, except as required by (a) law, (b) any governmental agency, (c) subpoena, or (d) an order issued by a court of competent jurisdiction.

1.6 Exclusion from Competitive Service. Employee understands, acknowledges and agrees that he is exempt from the City's personnel system pursuant to Suisun City Municipal Code Section 2.40.040 and the City's Personnel Rules (Administrative Directive – AD 7) pursuant to Personnel Rule Section 1.4.9.

1.7 FLSA Exempt Status. Employee agrees that his position is that of an exempt employee for the purposes of the Fair Labor Standards Act.

## **2.0 COMPENSATION AND REIMBURSEMENT**

2.1 Compensation. For the services rendered pursuant to this Agreement, Employee's base annual compensation shall be Two Hundred and Five Thousand Dollars and No Cents (\$205,000.00) annually ("Salary"), which shall be paid on a pro-rated basis bi-weekly at the same time as other employees of the City are paid. Such Salary shall be adjusted for payroll taxes, workers' compensation, and other payroll-related liability costs.

2.2 Annual Salary Review. The City Council and Employee agree to conduct an annual salary review concurrently with the annual performance evaluation set forth in Section 5.2. Following the annual performance review, the City may increase the Employee's salary. Any action to approve an increase must be approved by a majority vote of the Council at a public meeting. The City Council and/or the Employee reserve the right to defer or refuse any or all part of any base salary adjustment if either party determines that the fiscal state of the City warrants such action.

2.3 CPI Increase. Effective July 1<sup>st</sup> of every year, the base Salary shall be adjusted in accordance with any increase in the All Urban Consumer Price Index for the San Francisco-Oakland-Hayward Area ("CPI"), but will not be decreased in the event there is any year-to-year or cumulative decrease in the CPI during the Term of this Agreement. Any increase in the base Salary as a result of an increase to the CPI will be rounded up to the nearest dollar. Any changes in Employee's base Salary shall be based on the April year-to-year change.

2.4 Highest Paid Employee. Notwithstanding Employee's annual base Salary as set forth herein, the annual salary of Employee shall never be less than the annual base Salary (excluding overtime, other pay, or any incentive compensation) of the City's next highest paid employee.

## **3.0 TERM**

3.1 Commencement & Effective Date. Employee shall commence his services hereunder at 12:01 a.m. Pacific daylight savings time on April 2, 2019 or such earlier date upon which the City Council and Employee may mutually agree, in either event such date will also be deemed the effective date of this Agreement ("Effective Date").

3.2 Term. The term of this Agreement will be for three (3) years following the Effective Date (“Term”) (i.e. until 11:59 p.m. on April 1, 2022 and, thereafter, the term of this Agreement may be extended for such an additional term(s) as Employee and City Council mutually deem appropriate, as evidenced by a written amendment signed by both parties.

3.3 Termination by Employee. Employee may terminate this Agreement at any time, provided Employee provides the City Council with at least thirty (30) days’ advance written notice. In the event Employee terminates this Agreement, Employee expressly agrees that he shall not be entitled to any severance pay.

3.4 Termination by City. Upon the decision of a majority of the City Council, the City Council may terminate this Agreement at any time with or without cause, by providing written notice of the reason(s). The City Council’s right to terminate Employee pursuant to this Section 3.4 shall not be subject to or in any way limited by the City’s Personnel Rules or past City practices related to the employment, discipline or termination of the City’s employees. Employee expressly waives any rights provided for the city manager under the City’s Personnel Rules, Municipal Code, or under other state or federal law to any other form of pre-termination or post-termination hearing, appeal, or other administrative process pertaining to termination. Nothing herein, however, shall be construed to create a property interest, where one does not exist by rule of law, in the position of city manager. Upon appointment to the city manager position, Employee remains an at-will employee serving at the pleasure of the City Council.

(a) Termination by City for Cause. The City may terminate this Agreement for cause at any time by providing Employee with five (5) business days’ written notice of the termination for cause and the facts and grounds constituting such cause. The term “cause” shall be defined to include any misconduct materially related to performance of official duties, including but not be limited to any of the following: 1) Breach of this Agreement, 2) Willful or persistent material breach of duties, 3) Résumé fraud or other acts of material dishonesty, 4) Unauthorized absence or leave, 5) Conviction of a misdemeanor involving moral turpitude (i.e., offenses contrary to justice, honesty, or morality) or conviction of a felony under California law, 6) Violation of the City’s anti-harassment policies and/or a finding that legally prohibited personal acts of harassment against a City official or employee or legally prohibited personal acts of discrimination against a City official or employee has occurred, 7) Violation of the City’s Municipal Code, Ordinances, Rules, and Regulations, including but not limited to the City’s Personnel Rules, 8) Use or possession of illegal drugs, 9) Any illegal or unethical act involving personal gain, 10) A pattern of repeated, willful and intentional failure to carry out materially significant and legally constituted direction or policy decisions of the City Council, 11) “abuse of office or position” as defined in Government Code §53243.4 (i.e., waste, fraud, and violation of the law under color of authority and crimes against public justice, including crimes involving bribery and corruption). For any of the foregoing, the City may, in its discretion, place Employee on paid or unpaid administrative leave until resolution. If the City terminates for cause this Agreement and the services of Employee hereunder, the City shall have no obligation to pay severance.

(b) Termination by City Council Without Cause. By providing Employee at least thirty (30) days’ prior written notice thereof, the City Council may terminate Employee without cause but rather based upon management reasons such as implementing the City’s goals or policies, including but not limited to: (i) change of administration, or (ii) incompatibility of

management styles. In the event Employee is terminated without cause, Employee expressly agrees that he shall not be entitled to any severance pay as the result of the termination of this Agreement except as provided in Section 4.1 below.

(c) Elections. In no event may Employee be terminated within ninety (90) days without cause before or after any municipal election for the selection or recall of one or more of the members of the City Council.

#### **4.0 SEVERANCE**

4.1 Severance Pay. In the event Employee is terminated without cause and does not challenge such termination, then City shall pay to Employee severance in an amount equal to his monthly base salary (as defined in Section 2 above, calculated on a per diem basis) then in effect multiplied by six (6), less applicable deductions and excluding deferred compensation or the value of any other benefits. Employee is also entitled to accrued vacation leave. For each full year of service as City Manager for City, the amount of severance pay will be increased by one full month, capped at a maximum of eight (8) months.

Notwithstanding the foregoing, Government Code Section 53260 provides that all contracts of employment with a city must include a provision limiting the maximum cash settlement for the termination of the contract to the monthly salary (excluding benefits) multiplied by the number of months left on the unexpired term, but not more than 18 months if the unexpired term exceeds 18 months. Accordingly, should such proposed severance payment exceed the amount authorized to be paid under Government Code Section 53260, then the amount paid to Employee shall be reduced in the amount necessary to comply with such statute. (For example, if termination occurs with two (2) months left in the term, severance would be equal to the monthly base salary multiplied by two (2) rather than the amounts provided herein. )

4.2 No Severance Pay if Termination for Cause or Initiated by Employee. As provided in Section 3.4(a), should Employee be terminated for cause, the City shall have no obligation to pay the severance provided for in Section 4.1 above. As provided in Section 3.3, should Employee initiate termination of this Agreement, the City shall have no obligation to pay the severance provided for in Section 4.1 above.

4.3 Sole Rights. The severance rights provided in this Section 4.0 shall constitute the sole and only entitlement of Employee with respect to severance pay in the event of the termination, other than for cause. Employee expressly waives any and all other rights with respect to severance pay except as provided herein. Any and all severance rights are conditioned upon and in consideration for execution by Employee of a standard form Agreement of Separation, Severance, and General Release, to be mutually negotiated by the parties.

#### **5.0 PERFORMANCE EVALUATIONS**

5.1 Purpose. The performance review and evaluation process set forth herein is intended to provide review and feedback to Employee so as to facilitate a more effective management of the City. Employee and City Council agree to at a minimum, fill out an evaluation for (self-evaluation for Employee) as provided for in Exhibit B. Nothing herein shall be deemed

to alter or change the employment status of Employee (as set forth in Section 1.3 above), nor shall this Section 5.0 be construed as requiring "cause" to terminate this Agreement, or the services of Employee hereunder. Further, the City Council and Employee may mutually agree to use a 3<sup>rd</sup> party facilitator, such as a League of California Cities Senior Advisor, to undertake the facilitation.

5.2 Annual Evaluation. The City Council shall review and evaluate the performance of Employee annually within thirty (30) days after each anniversary of the Effective Date. In addition, Employee shall submit for the City Council's consideration, no later than December 31 of each year of the term of this Agreement, Employee's proposed annual performance goals and objectives and incorporate the City Council's suggestions. Such review and evaluation shall be conducted concurrently with an annual salary review, and in accordance with the purpose noted in Section 5.1 above.

5.3 Written Summary. The City Council may, at its sole discretion, elect to provide a written summary of each performance evaluation to Employee within two (2) weeks following the conclusion of the review and evaluation process, and may, at his its discretion, schedule at least one (1) closed personnel session with Employee to deliver and discuss the evaluation.

## **6.0 BENEFITS**

6.1 Benefits. City shall provide Employee those benefits, including (but not limited to) retirement/PERS Classic (non-PEPRA), vacation leave, holiday leave, insurance, executive leave, deferred compensation, sick leave, etc., provided to other executive management employees of City, except as noted below. The level of benefits to which Employee is entitled on the Effective Date of the Agreement shall remain in effect until changed by the City Council.

(a) Automobile Allowance. Employee shall be paid an automobile allowance of \$400 per month for use of personal vehicle. Additional mileage reimbursement per City policy when travel exceeds 50 miles per round trip. Employee is not precluded from using City vehicle for City business during, before, and after the normal workday if needed.

(b) Technology/Cell Phone Allowance. Employee shall be provided a City purchased and maintained cell phone, tablet, lap-top, personal computer, printer, remote access from home computer and all other related technology needed to successfully undertake the job of the City Manager.

(c) Vacation Leave. Vacation leave for the term of this contract shall be accrued at an annualized rate of 120 hours per year. Employee may accumulate up to 400 hours maximum Vacation Leave. Employee shall be entitled to an opening vacation balance of 80 hours. Employee shall be entitled to cash out up to 80 hours of vacation leave per fiscal year.

(d) Sick Leave. Sick leave shall be accrued at the same rate as other executive management staff per City policy. Employee shall be entitled to an opening sick leave balance of 96 hours.

(e) Executive Leave. Executive leave shall be provided at the rate of 120 hours per year. Executive leave shall be credited per City policies.

(f) Temporary Housing and Relocation Assistance. City shall provide temporary housing and relocation assistance up to a reimbursable amount of \$10,000 provided Employee resides in Suisun City within six months of Employees appointment date.

(g) Deferred Compensation. City agrees to contribute annually on behalf of Employee additional compensation in an amount equal to three and one-half percent (3.5%) of the Employee's annual base salary to a deferred compensation plan in equal installments at the same time other employees are paid, commencing with first pay period of employment. City agrees to transfer ownership to succeeding employers upon separation of employment.

## **7.0 PROFESSIONAL DEVELOPMENT**

7.1 Membership. The City encourages Employee's continued professional development and shall provide payment of appropriate related costs for such activities, including membership in relevant professional organizations, as approved by the City Council, including, but not limited to, International City/County Management Association (ICMA), California City Management Foundation (CCMF), California Association for Local Economic Development (CALED), and others as appropriate

7.2 Out-of-Town Meetings & Seminars. The City agrees to pay for/reimburse Employee the actual cost for registration, travel, lodging, meals, and other expenses incurred by Employee while attending overnight, out-of-town meetings or seminars related to his employment with the City, in accordance with the City's policies for expense reimbursement. City agrees to pay for/reimburse Employee for registration, travel, lodging, meals and other expenses to League of CA Cities annual conference and annual League of CA Cities City Manager Department meeting. Moreover, to be eligible Employee must have budgeted funds available for same; provided, however, that the City Council may, in their sole discretion, approve such unbudgeted expenditures if they deem it in the best interests of the City.

7.3 Local Meetings & Seminars. The City agrees to reimburse Employee the actual cost of registration, meals, and other expenses necessarily incurred while in attendance at local meetings or seminars related to his employment with City in accordance with the City's policies for expense reimbursement.

7.4 Incidental Expenses. The City agrees to reimburse Employee the actual cost of those incidental expenses necessarily incurred by Employee while engaged in the business of the City upon the presentation of an appropriate receipt therefor, in accordance with the City's policies for expense reimbursement.

## **8.0 BONDS AND INDEMNIFICATION**

8.1 Indemnification. To the extent mandated by the California Government Code, the City shall defend, hold harmless, and indemnify Employee against any tort, professional liability, claim or demand, or other legal action arising out of an alleged act or omission occurring

in the performance of Employee's services under this Agreement. This section shall not apply to any intentional tort or crime committed by Employee, to any action outside the course and scope of the services provided by Employee under this Agreement, or any other intentional or malicious conduct or gross negligence of Employee.

8.2 Bonds. City shall bear the full cost of any fidelity or other bonds, which may be required in the performance of Employee's services under this Agreement.

## 9.0 GENERAL PROVISIONS

9.1 Entire Agreement. This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to Employee's employment by the City and contains all of the covenants and agreements between the parties with respect to such employment. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by either party, or anyone acting on behalf of either party, which are not embodied herein, and that no other agreement, statement or promises not contained in this Agreement shall be valid or binding upon either party.

9.2 Amendment. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing, which amendment shall require City Council approval.

9.3 Notices. Any notice required or permitted by this Agreement shall be in writing and shall be personally served or shall be sufficiently given when served upon the other party as sent by United States Postal Service, postage prepaid and addressed as follows:

To City:

Mayor  
City of Suisun City  
701 Civic Center Blvd.  
Suisun City, California 94585

To Employee:

\_\_\_\_\_  
Gregory Folsom  
[On file with Human Resources Dept.]

Notices shall be deemed given as of the date of personal service or upon the date of deposit in the course of transmission with the United States Postal Service.

9.4 Conflicts Prohibited. During the term of this Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement. Employee shall comply with all requirements of law, including but not limited to, Sections 87100 et seq., Section 1090 and Section 1125 of the Government Code, and all other similar statutory and administrative rules.



9.5 Effect of Waiver. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

9.6 Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.7 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, which are in full force and effect as of the date of execution and delivery by each party hereto.

9.8 AB 1344. Assembly Bill 1344, which was subsequently enacted as Government Code §§ 53243 - 53243.4, sought to provide greater transparency in local government and institute certain limitations on compensation paid to local government executives. These statutes also require that contracts between local agencies and its employees include provisions requiring an employee who is convicted of a crime involving an abuse of his office or position to provide reimbursement to the local agency. These statutes are incorporated herein by reference. Accordingly, the Parties agree that it is their mutual intent to fully comply with these Government Code sections and all other applicable law as it exists as of the date of execution of this Agreement and as such laws may be amended from time to time thereafter. Specifically, the following Government Code sections are called out and hereby incorporated by this Agreement:

§53243. Reimbursement of paid leave salary required upon conviction of crime involving office or position.

§53243.1. Reimbursement of legal criminal defense upon conviction of crime involving office or position.

§53243.2. Reimbursement of cash settlement upon conviction of crime involving office or position.

§53243.3. Reimbursement of noncontractual payments upon conviction or crime involving office or position.

§53243.4. "Abuse of office or position" defined.

Employee represents that Employee has reviewed, is familiar with, and agrees to comply fully with each of these provisions if any of these provisions are applicable to Employee, including that Employee agrees that any cash settlement or severance related to a termination that Employee may receive from the City shall be fully reimbursed to the local agency if Employee is convicted of a crime involving an abuse of Employee's office or position.

9.9 Independent Legal Advice. The City and Employee represent and warrant to each other that each has received legal advice from independent and separate legal counsel with

respect to the legal effect of this Agreement, and the City and Employee further represent and warrant that each has carefully reviewed this entire Agreement and that each and every term thereof is understood and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall not be construed against the party or its representatives who drafted it or who drafted any portion thereof.

IN WITNESS WHEREOF, the City of Suisun City has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its officers thereunto duly authorized, and Employee has read and executed this Agreement. and agrees to be bound by the same.

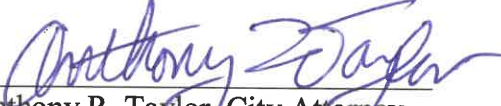
CITY OF SUISUN CITY

\_\_\_\_\_  
Lori Wilson, Mayor

ATTEST:

  
\_\_\_\_\_  
Linda Hobson, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Anthony R. Taylor, City Attorney

EMPLOYEE

\_\_\_\_\_  
Gregory Folsom

respect to the legal effect of this Agreement, and the City and Employee further represent and warrant that each has carefully reviewed this entire Agreement and that each and every term thereof is understood and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall not be construed against the party or its representatives who drafted it or who drafted any portion thereof.

IN WITNESS WHEREOF, the City of Suisun City has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its officers thereunto duly authorized, and Employee has read and executed this Agreement. and agrees to be bound by the same.

CITY OF SUISUN CITY



Lori Wilson, Mayor

ATTEST:

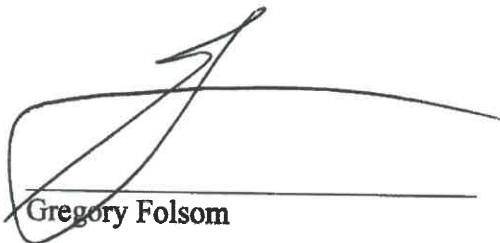


Linda Hobson, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Anthony R. Taylor, City Attorney

EMPLOYEE

  
\_\_\_\_\_  
Gregory Folsom

## Suisun City Manager Performance Evaluation

• Evaluation period: \_\_\_\_\_ to \_\_\_\_\_

### Suisun City Council:

• Each member of the governing body should complete this evaluation form, sign it in the space at the top of page two, and return it to Mayor Lori Wilson, or the Mayor's designee. The Annual Performance Evaluation form needs to be submitted on or before March 1, 2020 for the Annual Evaluation as prescribed in 5.0 of the City Manager's Employment Agreement. Should the City Manager desire a six-month "Check-In" related to performance, the City Council may use this same evaluation form.

The evaluation forms will be summarized and included for discussion at either a facilitated Special Closed Session or a regularly scheduled Closed Session (with or without a facilitator). If the City Council and City Manager agree to a facilitated evaluation, copies of the forms will be provided to the facilitator.

\_\_\_\_\_  
Lori Wilson, Mayor

\_\_\_\_\_  
Date

City Council Member's Signature

---

Date Submitted

Page 1 of 7

## INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank or should the evaluation not be turned in will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Please initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the a facilitator or by governing body (with or without a facilitator) to the city manager as part of the agenda for the meeting indicated on the cover page.

## PERFORMANCE CATEGORY SCORING

### 1. INDIVIDUAL CHARACTERISTICS

\_\_\_\_\_ Diligent and thorough in the discharge of duties, "self-starter"

Page 2 of 7    Initials \_\_\_\_\_

- \_\_\_\_\_ Exercises good judgment
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt
- \_\_\_\_\_ Mental and physical stamina appropriate for the position
- \_\_\_\_\_ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal \_\_\_\_\_  $\div 5 =$  \_\_\_\_\_ score for this category

## **2. PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management
- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them
- \_\_\_\_\_ Willing to try new ideas proposed by governing body members and/or staff
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal \_\_\_\_\_  $\div 5 =$  \_\_\_\_\_ score for this category

## **3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY**

- \_\_\_\_\_ Carries out directives of the body as a whole as opposed to those of any one member or minority group; maintains a "level playing field"
- \_\_\_\_\_ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- \_\_\_\_\_ Disseminates complete and accurate information equally to all members in a timely manner
- \_\_\_\_\_ Assists by facilitating decision making without usurping authority
- \_\_\_\_\_ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal \_\_\_\_\_  $\div 5 =$  \_\_\_\_\_ score for this category

## **4. POLICY EXECUTION**

- \_\_\_\_\_ Implements governing body actions in accordance with the intent of council
- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization

- \_\_\_\_\_ Understands, supports, and enforces local government's laws, policies, and ordinances
- \_\_\_\_\_ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- \_\_\_\_\_ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical
- \_\_\_\_\_ Adherence to the City Manager's stated goals and objectives as provided for in 5.2 of the City Manager's Employment Agreement
- \_\_\_\_\_ If a City Council approved Work Program has been established, to what degree has it been successfully implemented?

Add the values from above and enter the subtotal \_\_\_\_\_  $\div 5 =$  \_\_\_\_\_ score for this category

## 5. REPORTING

- \_\_\_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- \_\_\_\_\_ Responds in a timely manner to requests from the governing body for special reports
- \_\_\_\_\_ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature \_\_\_\_\_
- Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal \_\_\_\_\_  $\div 5 =$  \_\_\_\_\_ score for this category

## 6. CITIZEN RELATIONS

- \_\_\_\_\_ Responsive to requests from citizens
- \_\_\_\_\_ Demonstrates a dedication to service to the community and its citizens
- \_\_\_\_\_ Maintains a nonpartisan approach in dealing with the news media
- \_\_\_\_\_ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- \_\_\_\_\_ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal \_\_\_\_\_  $\div 5 =$  \_\_\_\_\_ score for this category

## 7. STAFFING

- \_\_\_\_\_ Recruits and retains competent personnel for staff positions
- \_\_\_\_\_ Applies an appropriate level of supervision to improve any areas of substandard performance
- \_\_\_\_\_ Stays accurately informed and appropriately concerned about employee relations
- \_\_\_\_\_ Professionally manages the compensation and benefits plan
- \_\_\_\_\_ Promotes training and development opportunities for employees at all levels of the organization ,

Add the values from above and enter the subtotal \_\_\_\_\_  $\div 5 =$  \_\_\_\_\_ score for this category

## 8. SUPERVISION

- \_\_\_\_\_ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- \_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- \_\_\_\_\_ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- \_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- \_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal \_\_\_\_\_  $\div 5 =$  \_\_\_\_\_ score for this category

## 9. FISCAL MANAGEMENT

- \_\_\_\_\_ Prepares a balanced budget to provide services at a level directed by council



\_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

\_\_\_\_\_ Prepares a budget and budgetary recommendations in an intelligent and accessible format

\_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

\_\_\_\_\_ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

## 10. COMMUNITY

\_\_\_\_\_ Shares responsibility for addressing the difficult issues facing the city

\_\_\_\_\_ Avoids unnecessary controversy

\_\_\_\_\_ Cooperates with neighboring communities and the county

\_\_\_\_\_ Helps the council address future needs and develop adequate plans to address long term trends

\_\_\_\_\_ Cooperates with other regional, state and federal government agencies

\_\_\_\_\_ Is an active member of the Suisun City Community

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

## NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? \_\_\_\_\_

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What constructive suggestions or assistance can you offer the manager to enhance performance? \_\_\_\_\_

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? \_\_\_\_\_

**RESOLUTION NO. 2021-54**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
AUTHORIZING THE FIRST AMENDMENT TO THE 2019 THREE YEAR CITY  
MANAGER EMPLOYMENT AGREEMENT BETWEEN CITY OF SUISUN CITY  
AND GREGORY FOLSOM**

WHEREAS, on March 5, 2019, the City Council of the City of Suisun City entered into a Three Year City Manager Employment Agreement Between City of Suisun City And Gregory Folsom (the "Agreement"); and

WHEREAS, Section 2.1 of the Agreement provides that the City Manager shall undergo an annual salary review concurrently with a performance review, as provided by Section 5.2 of the Agreement; and

WHEREAS, Section 2.1 of the Agreement provides that the City Manager's annual salary is \$205,000 and Section 2.3 provides that the salary will be adjusted by CPI on July 1 of every year; and

WHEREAS, in July of 2019, the City Council adopted Resolution No. 2019-87 which, among other changes to executive compensation, increased the annual maximum salary of the City Manager position to \$213,204; and

WHEREAS, the City Manager waived the CPI adjustment pursuant to Section 2.3 of the Agreement that would have been effective July 1, 2020 based on the uncertainty caused by COVID-19; and

WHEREAS, on February 24, 2021, and subsequently on April 13, 2021, April 20, 2021, May 4, 2021, and May 25, 2021 the City Manager and City Council met in closed session to conduct a performance evaluation of the City Manager pursuant to Section 5.2 of the Agreement and to conduct an annual salary review pursuant to Section 2.2 of the Agreement; and

WHEREAS, Section 9.2 of the Agreement allows for any amendment, alteration, extension or modification to the Agreement in writing, by mutual consent and with the approval of the City Council; and

WHEREAS, the City Manager and the City Council agree to enter into the first amendment to the Agreement (First Amendment); and

WHEREAS, the First Amendment to the Agreement would: (1) Increase the City Manager's base salary by 2.5%, merit increase; (2) Add advanced education compensation

1 eligibility consistent with what is provided to Executive Management Employees, currently at 3%  
2 of base salary, and a one-time bonus retroactive to the City Manager's hiring date of April 1, 2019;  
3 (3) Adjust vacation leave accrual to 180 hours; (4) Extend the Agreement by 2 years to March 31,  
4 2024; (5) Amend Section 2.2 to require that refusal or deferral of base salary adjustment by either  
5 party must be in writing; and (6) Amend Section 6.1 to provide for automatic additional  
6 compensation or benefits as may be provided to Executive Management Employees; and


7 WHEREAS, the City Manager desires to accept these employment terms as such from the  
8 City and has provided his written consent to the following terms and conditions in this First  
9 Amendment; and

10 NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun  
11 City hereby approves the First Amendment to the 2019 Three Year City Manager Employment  
12 Agreement Between City of Suisun City And Gregory Folsom substantially in the form of contract  
13 attached hereto as Attachment A and incorporated by reference.

14 PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of  
15 Suisun City duly held on Tuesday, the 22<sup>nd</sup> day of June 2021, by the following vote:

|    |          |                  |   |
|----|----------|------------------|---|
| 15 | AYES:    | Council Members: | <u>Day, Hernandez, Hudson, Williams, Mayor Wilson</u> |
| 16 | NOES:    | Council Members: | <u>None</u>   |
| 17 | ABSENT:  | Council Members: | <u>None</u>   |
| 18 | ABSTAIN: | Council Members: | <u>None</u>   |

19 WITNESS my hand and the seal of said City this 22<sup>nd</sup> day of June 2021.

20   
21 Anita Skinner  
22 City Clerk  
23  
24  
25  
26  
27  
28

**FIRST AMENDMENT TO THE  
2019 CITY MANAGER EMPLOYMENT AGREEMENT  
BETWEEN  
CITY OF SUISUN CITY AND GREGORY FOLSOM**

This FIRST AMENDMENT TO THE 2019 CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SUISUN CITY AND GREGORY FOLSOM (the “First Amendment”) is made and entered into effective June 22, 2021, by and between the CITY OF SUISUN CITY, a municipal corporation (the “City”) and GREGORY FOLSOM, an individual (“City Manager”).

**RECITALS**

WHEREAS, on March 5, 2019, the City Council of the City of Suisun City entered into a Three Year City Manager Employment Agreement Between City of Suisun City And Gregory Folsom (the “Agreement”), with a start date of April 2, 2019; and

WHEREAS, Section 2.1 of the Agreement provides that the City Manager shall undergo an annual salary review concurrently with a performance review, as provided by Section 5.2 of the Agreement; and

WHEREAS, Section 2.1 of the Agreement provides that the City Manager’s annual salary is \$205,000 and Section 2.3 provides that the salary will be adjusted by CPI on July 1 of every year; and

WHEREAS, in July of 2019, the City Council adopted Resolution No. 2019-87 which, among other changes to executive compensation, increased the annual maximum salary of the City Manager position to \$213,204; and

WHEREAS, the City Manager waived the CPI adjustment pursuant to Section 2.3 of the Agreement that would have been effective July 1, 2020 based on the uncertainty caused by COVID-19; and

WHEREAS, on February 24, 2021, and subsequently on April 13, 2021, April 20, 2021, May 4, 2021, and May 25, 2021 the City Manager and City Council met in closed session to conduct a performance evaluation of the City Manager pursuant to Section 5.2 of the Agreement and to conduct an annual salary review pursuant to Section 2.2 of the Agreement; and

WHEREAS, Section 9.2 of the Agreement allows for any amendment, alteration, extension or modification to the Agreement in writing, by mutual consent and with the approval of the City Council; and

WHEREAS, the First Amendment would: (1) Increase the City Manager's base salary by a 2.5%, merit increase; (2) Add advanced education compensation eligibility consistent with what is provided to Executive Management Employees, currently at 3% of base salary, and a one-time bonus retroactive to the City Manager's start date of April 2, 2019; (3) Adjust vacation leave accrual to 180 hours; (4) Extend the Agreement by 2 years to March 31, 2024; (5) Amend Section 2.2 to require that refusal or deferral of base salary adjustment by either party must be in writing; and (6) Amend Section 6.1 to provide for automatic additional compensation or benefits as may be provided to Executive Management Employees; and

WHEREAS, the City Manager desires to accept these employment terms as such from the City and has provided his written consent to the following terms and conditions in this First Amendment; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, City and City Manager hereby agree as follows:

### **AGREEMENT**

**SECTION 1.** The above recitals are incorporated by reference as if set forth in full herein.

**SECTION 2.** Section 2.1 of the Agreement is hereby amended, in its entirety, to read:

“2.1 Compensation. For the services rendered pursuant to this Agreement, Employee's base annual compensation shall be Two Hundred and Five Thousand Dollars and No Cents (\$205,000.00) annually (“Salary”), which shall be paid on a pro-rated basis bi-weekly at the same time as other employees of the City are paid. Such Salary shall be adjusted for payroll taxes, workers' compensation, and other payroll-related liability costs.

Effective April 1, 2021, Employee's base annual compensation shall be Two Hundred Eighteen Thousand Five Hundred Thirty Four Dollars and Ten Cents (\$218,534.10).”

**SECTION 3.** Section 2.2 of the Agreement is hereby amended, in its entirety, to read:

“2.2 Annual Salary Review. The City Council and Employee agree to conduct an annual salary review concurrently with the annual performance evaluation set forth in Section 5.2. Following the annual performance review, the City may increase the Employee's salary. Any action to approve an increase must be approved by a majority vote of the Council at a public meeting. The City Council and/or the Employee reserve the right to defer or refuse any or all part of any base salary adjustment if either party determines that the fiscal state of the City warrants such action. Any deferral or refusal by either party must be in writing.”

**SECTION 4.** A new Section 2.5 of the Agreement is hereby added to read:

“2.5 Advanced Education Compensation. In addition to the base annual compensation, Employee shall be eligible to receive an advanced education compensation base salary adjustment consistent with that provided to Executive Management Employees in the then-current Schedule of Salary and Benefits for Executive Management Employees, and subject to the same terms and conditions therein. The advanced education compensation for Executive Management Employees is presently 3% of base salary. Advanced education compensation shall be paid on a pro-rated basis bi-weekly. City Manager shall receive a one-time lump sum advanced education compensation of 3% dating back to City Manager’s start date of April 2, 2019, in the amount of \$13,783.78. Such lump sum payment shall not be “compensation earnable” under CalPERS laws and regulations for purposes of calculating Employee’s CalPERS service retirement benefits.”

**SECTION 5.** Section 3.2 of the Agreement is hereby amended, in its entirety, to read:

“3.2 Term. The term of this Agreement will be for five (5) years following the Effective Date (“Term”) (i.e., until 11:59 p.m. on April 1, 2024 and, thereafter, the term of this Agreement may be extended for such an additional term(s) as Employee and City Council mutually deem appropriate, as evidenced by a written amendment signed by both parties.”

**SECTION 6.** Subsection (c) of Section 6.1 of the Agreement is amended, in its entirety, to read:

“(c) Vacation Leave. Vacation leave for the term of this contract shall be accrued at an annualized rate of 180 hours per year. Employee may accumulate up to 400 hours maximum Vacation Leave. Employee shall be entitled to an opening vacation balance of 80 hours. Employee shall be entitled to cash out up to 80 hours of vacation leave per fiscal year.”

**SECTION 7.** Subsection (h) of Section 6.1 of the Agreement is added to read:

“(h) Executive Management Employees Benefits Match. At any time all Executive Management Employees are provided additional benefits under the Schedule of Salary and Benefits for Executive Management Employees, such benefits shall accrue to Employee, consistent with Section 2.4, effective on the same date. Such benefits adjustment shall be memorialized in an amendment to the Agreement on the next available agenda for approval.”

**SECTION 8.** Except as expressly amended by this First Amendment, the underlying terms, conditions, and compensation of City Manager by City as and for his employment as City Manager shall be as set forth in the Agreement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the CITY OF SUISUN CITY has caused this First Amendment to be signed and executed on its behalf by its Mayor, and duly attested by its officers thereunto duly authorized, and CITY MANAGER has signed and executed this First Amendment, both in duplicate.

**CITY OF SUISUN CITY**

**ATTEST:**


  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
City Attorney

**CITY MANAGER**

  
\_\_\_\_\_  
GREGORY FOLSOM  
Dated: 6/27/2021

**[END OF SIGNATURES]**



## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2022

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**CITY AGENDA ITEM:** Fiscal Year 2022-23 Annual Presentation of Conceptual Budget Strategy.

---

**FISCAL IMPACT:** There would be no fiscal impact at this time.

---

**BACKGROUND:** The FY 2022-23 Annual Budget will be presented to the City Council at the Budget Hearing on June 21, 2022. As a prelude to finalizing the full budget document, this item provides a summary and overview of the Recommended FY 2022-23 Annual Budget with an emphasis on the General Fund. This provides the Council with an opportunity to provide feedback about the proposed budget prior to preparing the document itself in advance of the public hearing.

---

**STAFF REPORT:** This Budget Strategy staff report is presented in three sections:

- Context within which the Budget Strategy was formulated.
- Conceptual Fiscal Year 2022-23 Budget Strategy.
- Service Enhancements contained in the Budget Strategy.

This report will focus on both traditional tax revenues, the Measure S Transactions and Use Tax – a 1% tax on retail purchases approved by City voters in November 2016, and American Rescue Plan Act (ARPA) Federal Government funding the City received during last fiscal year.

### BUDGET STRATEGY CONTEXT

This section will address the following topics:

- Purpose of the workshop
- Budget Challenges
- General Fund, Measure S Fund, and ARPA Fund Fiscal Analysis

### Purpose

The purpose of the workshop is to introduce the preliminary budget and receive input from Council and the public regarding proposed spending for the next fiscal year. The information is currently at a high level and direction from Council will create a proposed budget for review and adoption at the City Council meeting on June 21<sup>st</sup>. This provides the Council with an opportunity to provide feedback about the proposed budget in advance of the public hearing.

---

**PREPARED BY:**  
**REVIEWED/APPROVED BY:**

Lakhwinder Deol, Finance Director  
 Greg Folsom, City Manager

### **Budget Challenges**

Suisun City has a significant challenge generating sufficient revenues to maintain city operations in the General Fund. General fund Expenditures will exceed general fund Revenues in the next fiscal year, as they did in the current fiscal year. The budget will be balanced based on Measure S revenues, new and existing cannabis revenues, new development, and one-time money from the American Rescue Plan Act (ARPA) that is funding multiple personnel positions, premium pay, and a few major projects such as the Enterprise Resources Planning (ERP) software system. Measure S is going to expire in 3-4 years. The lack of revenues is why service levels, staffing levels, and salaries are below average comparing to surrounding cities. As proposed, the draft budget does not include any funding for the future dredging project and the General Fund expenditures exceed its revenues by approximately half million. However, for the first time the proposed budget will include \$340,000 for road improvements from Measure S.

### **General Fund and Measure S Fund Fiscal Analysis**

General Fund is the primary fund that is used by the City. Main sources of revenues in the General Fund are property taxes, sales taxes, transient occupancy taxes, cannabis taxes, and charges for services. The Proposed Budget has \$26,218,917 in total resources (including transfer ins and beginning balance) and \$24,251,316 in total expenditures (including transfer outs) resulting in a General Fund surplus or ending balance of \$1,967,600.

Measure S is a 1% general transactions and use tax levied on gross receipts within the city of Suisun City, online, and on vehicles purchased anywhere in the state. Measure S was approved by the voters of Suisun City in 2016 and has a 10-year term. The Measure S Oversight Committee has the responsibility to review financial reports to ensure compliance with the legal use of the revenues. The Proposed Budget has \$3,578,350 in total revenues and \$3,578,350 in total expenditures. The Measure S Fund is transferring out \$451,499 to the General Fund and covering 17 positions totaling about \$2,511,852. It is also funding \$340,000 for Street Improvements and \$275,000 for software agreement payments for the RIMS software used by the Police Department.

The following positions are funded through Measure S:

- Police Officer (4) positions
- Public Safety Dispatcher (4) positions
- Community Service Officer position
- Fire Marshal position
- Fire Battalion Chief (3) positions
- Fire Captain (3) positions
- Computer Technician position

### **CONCEPTUAL FISCAL YEAR 2022-23 BUDGET STRATEGY**

This section of the report will address the budget balancing strategy for the FY 2022-23 General Fund, as well as selected other funds. This section of the report is organized as follows:

---

**PREPARED BY:**  
**REVIEWED/APPROVED BY:**

Lakhwinder Deol, Finance Director  
 Greg Folsom, City Manager

- General Fund and Measure S Fund Resources
- General Fund Use of Resources
- Discussion of American Rescue Plan Act (ARPA)
- Discussion of Other funds

### **General Fund and Measure S Fund Resources**

The Proposed FY 2022-23 General Fund Budget (including Measure S) is summarized in **Attachment 1**. Columns 1 and 2 display the Amended Budget for the Fiscal Year 2020-21 and FY 2021-22. Column 3 displays the Proposed Budget for FY 2022-23. The General Fund Resources are a combination of the Beginning Balance (which is a one-time resource) and ongoing revenues. The General Fund Resources assumptions include the following:

#### **Beginning Balance**

- Carryover from the prior year Ending Balance is \$2,546,395.

#### **Revenues**

Consistent with Council Budget Policies, revenues have been conservatively estimated, but not so conservative as to unnecessarily constrict the budget. Staff incorporated the following new revenue assumptions in the budget concept:

- The City Council has approved two cannabis dispensaries to be open within the city limits. The Proposed Budget includes \$1,200,000 in Cannabis Tax revenue.
- New Revenue of Public Private Partnership (PPP) and First Responder fees of \$377,000 for Fire is included.
- Property Taxes are projected to increase by \$62,000 due to the strong real estate market.
- Building & Permits revenue has increased by \$451,000 due to six new major projects.

Overall, revenues (exclusive of the beginning balance but including transfer ins) are expected to increase by \$2,872,289 over the FY 2021-22 amended budget, primarily the result of Cannabis Tax, Sales Tax, Recreation programs, and Building and Permits revenue increase.

### **General Fund Use of Resources**

The General Fund Use of Resources is a combination of the Operating Budget, the Non-Operating Budget, and the Ending Balance. The Proposed Budget has an Ending Balance of \$1,967,600. The operating expenditures are expected to increase by \$1,923,202. The main reason for the increase is adding six new positions.

### **American Rescue Plan Act (ARPA) Fund Resources**

The ARPA fund is expected to receive \$3,548,010, the second payment of revenue, by July 2022. The ARPA fund is including various positions and many projects. The proposed budget has removed Building Permit software, Asset Management System (CMMS) software, and Pay by Phone for Water bills, projects from the ARPA fund because these projects are merged into the ERP system upgrade. Removal of these projects freed up about \$90,000 from the ARPA budget.

**PREPARED BY:**  
**REVIEWED/APPROVED BY:**

Lakhwinder Deol, Finance Director  
Greg Folsom, City Manager

Projects NOT included in the Proposed Budget (pending discussion):

- Public Space Broadband
- Tablets for the Council Members
- Economic Development Marketing (EPIC)
- Matching Grant Program to update outdoor dining experience (EPIC)
- Wayfinding/Signage (EPIC)
- Homelessness Project

## **SERVICE ENHANCEMENTS CONTAINED IN THE BUDGET STRATEGY**

### **Staffing**

The Proposed Budget has few staffing changes included.

### **New Positions**

- Computer Technician \$125,573
  - Due to many Information Technology (IT) related projects are going on, the Information Technology department is overwhelmed and struggling to meet all milestones and deliverables. Currently, the IT department only has one staff member. It is very challenging for one person to maintain the city's entire infrastructure.
- Public Safety Dispatcher (2) \$194,638
  - Due to the recent Emergency Medical Dispatch directive from the County, the city will need to add two additional positions in order to become compliant. Per Emergency Medical Dispatch requirements, the dispatcher attending the emergency medical call must stay on the call with the caller and cannot take other calls, which will require at least two dispatchers on shift at all times. With the current staff levels of the Police Support Services department, it will not be feasible without additional hiring.
- Fire Captains (3) \$495,480
  - Due to the limited staff at the Fire department, Fire department cannot operate at its full capacity. Hiring three Captains will allow the department to operate two engines rather than just one. This will allow increased capacity of the Fire Department to work two incidents at once and will allow the City to once again participate in the Public Private Partnership (PPP) agreement and generate an estimated \$280,000 in PPP revenues.

## **AD HOC COMMITTEE RECOMMENDATION**

Two Budget Ad Hoc Committee meetings were held on April 7<sup>th</sup> and April 12<sup>th</sup> to discuss the FY 2022-23 Proposed Budget. The following items were discussed with the Committee:

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**PREPARED BY:**

Lakhwinder Deol, Finance Director

**REVIEWED/APPROVED BY:**

Greg Folsom, City Manager

**New Positions:**

The above listed new positions were discussed with the Committee. The Committee recommended to add these positions so the city can operate efficiently and meet the State and Local Government mandates and directives.

**Fire Rescue Vehicle:**

The Fire Department is seeking approval for a new Light Rescue Vehicle. The department needs this vehicle to meet community needs. The Committee recommended this vehicle be purchased from the ARPA fund and reallocate the future ARPA projects to meet this obligation. The Committee recommended to lower the Matching Grant Program to update outdoor dining experience project by \$100,000, lower the Homelessness project by \$100,000, and pushing or reconsidering the Public Space Broadband project and use \$50,000 towards this purchase. The recommendation also included \$90,000 from the projects which were previously removed from ARPA and were merged with the ERP project.

**Street Improvements:**

The proposed budget includes \$340,000 towards the Street Improvement project. The Committee recommends this project from the Measure S fund.

**RECOMMENDATION:** It is recommended that the City Council receive staff's presentation and provide feedback about the proposed FY 2022-23 budget strategy.

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**ATTACHMENTS:**

1. General Fund and Measure S Fiscal Analysis
2. Measure S Fund Analysis
3. American Rescue Plan Act Fund Analysis
4. PowerPoint Presentation

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**PREPARED BY:**  
**REVIEWED/APPROVED BY:**

Lakhwinder Deol, Finance Director  
 Greg Folsom, City Manager

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**City of Suisun City**  
GENERAL FUND AND MEASURE S FUNDS FISCAL ANALYSIS  
FY 2021 Budget Through FY 2023 Proposed Budget

| BUDGET ACTIVITIES                     | FY 20/21<br>AMENDED | FY 21/22<br>AMENDED | FY 22/23<br>PROPOSED<br>BUDGET |
|---------------------------------------|---------------------|---------------------|--------------------------------|
| <b>RESOURCES</b>                      |                     |                     |                                |
| <b>*Beginning Balance</b>             | <b>4,029,103</b>    | <b>4,074,286</b>    | <b>2,546,395</b>               |
| Prior FY Adjustment                   | (368,241)           | -                   | -                              |
| <b>Revised Beginning Balance</b>      | <b>3,660,862</b>    | <b>4,074,286</b>    | <b>2,546,395</b>               |
| Local Taxes/Fees                      |                     |                     |                                |
| Property Taxes                        | 1,796,200           | 1,757,500           | 1,819,700                      |
| RDA Residual Property Tax             | 691,319             | 691,297             | 691,297                        |
| Sales Taxes                           | 1,930,447           | 2,366,302           | 2,414,400                      |
| Measure S (Revenue)                   | 2,812,000           | 3,555,648           | 3,578,350                      |
| Other Taxes (TOT & Cannabis, F. Fees) | 1,446,967           | 2,831,539           | 3,205,316                      |
| Subtotal Local Taxes                  | 8,676,933           | 11,202,286          | 11,709,063                     |
| Licenses & Permits                    | 382,188             | 748,188             | 1,199,302                      |
| Fines & Forfeitures                   | 393,500             | 393,500             | 386,600                        |
| Use of Money                          | 20,000              | 49,500              | 58,010                         |
| Intergovernmental                     | 2,804,692           | 3,145,900           | 3,368,400                      |
| Charges for Services                  | 2,427,600           | 3,055,706           | 4,005,851                      |
| Intragovernmental                     | 91,000              | 91,000              | 91,000                         |
| Misc Revenues                         | 176,465             | -                   | -                              |
| Transfers In                          | 1,165,800           | 2,114,143           | 2,854,296                      |
| Subtotal Revenues                     | 7,461,245           | 9,597,937           | 11,963,459                     |
| <b>Total Revenues</b>                 | <b>16,138,178</b>   | <b>20,800,223</b>   | <b>23,672,522</b>              |
| <b>TOTAL RESOURCES</b>                | <b>19,799,040</b>   | <b>24,874,509</b>   | <b>26,218,917</b>              |
| <b>USE OF RESOURCES</b>               |                     |                     |                                |
| Salaries & Wages                      | 6,195,059           | 7,671,320           | 9,044,216                      |
| Payroll Benefits & Taxes              | 3,902,820           | 5,064,088           | 5,208,267                      |
| Subtotal Personnel Services           | 10,097,879          | 12,735,408          | 14,252,483                     |
| Services & Supplies                   | 3,983,910           | 4,783,111           | 5,181,316                      |
| Interdepartmental Charges             | 1,772,005           | 1,786,713           | 2,025,299                      |
| Non-Recurring Charges                 | 578,600             | 1,033,123           | 1,025,900                      |
| Subtotal Operating                    | 6,334,515           | 7,602,947           | 8,232,515                      |
| Transfers Out                         | 1,652,600           | 1,275,558           | 1,265,978                      |
| Major Capital                         | 531,000             | 544,900             | 340,000                        |
| Debt Service                          | 169,300             | 169,300             | 160,340                        |
| Contingencies & Reserves              | 35,200              | -                   | -                              |
| Subtotal Non-Operating                | 2,388,100           | 1,989,758           | 1,766,318                      |
| <b>TOTAL USE OF RESOURCES</b>         | <b>18,820,494</b>   | <b>22,328,114</b>   | <b>24,251,316</b>              |
| <b>*Ending Balance</b>                | <b>978,546</b>      | <b>2,546,395</b>    | <b>1,967,600</b>               |
| <b>Reserve Balance (Fund 015)</b>     | <b>3,146,700</b>    | <b>3,146,700</b>    | <b>3,146,700</b>               |

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## Measure S Sales & Use Transaction Tax

### Financial Analysis

| Resources                               | FY 2020-21<br>Amended | FY 2020-21<br>Actual | FY 2021-22<br>Amended Budget | FY 2021-22<br>Actual | FY 2022-23<br>Proposed Budget |
|---|-----------------------|----------------------|------------------------------|----------------------|-------------------------------|
| Beginning Fund Balance                  | 3,550,718             | 3,550,719            | 1,679,887                    | 1,679,887            | -                             |
| Sales Tax Revenue                       | 2,807,000             | 3,165,774            | 3,550,647                    | 1,841,530            | 3,573,350                     |
| Interest Earnings                       | 5,000                 | -                    | 5,000                        | -                    | 5,000                         |
| <b>Total Resources</b>                  | <b>6,362,718</b>      | <b>6,716,493</b>     | <b>5,235,534</b>             | <b>3,521,417</b>     | <b>3,578,350</b>              |
| <b>Expenditures</b>                     |                       |                      |                              |                      |                               |
| <b>Ongoing Expenditures</b>             |                       |                      |                              |                      |                               |
| Police Department                       | 685,600               | 685,600              | 1,577,171                    | 1,429,689            | 225,749                       |
| Police Officer position (4)             |                       |                      | 120,116                      | 60,058               | 596,685                       |
| Dispatch position (4)                   |                       |                      | 80,000                       | 40,000               | 423,443                       |
| Community Services Officer position (1) |                       |                      | 80,000                       | 40,000               | 116,249                       |
| Fire Department                         | 1,120,400             | 1,120,400            | 1,301,447                    | 1,428,891            | 225,749                       |
| Fire Marshal position (1)               |                       |                      | 85,000                       | 20,000               | 195,291                       |
| Battalion Chief positions (3)           |                       |                      | 436,000                      | -                    | 559,131                       |
| Fire Captain positions (3)              |                       |                      |                              |                      | 495,480                       |
| Computer Technician position (1)        |                       |                      |                              |                      | 125,573                       |
| City Manager's Office                   | 87,700                | 87,700               | 80,000                       | 40,000               | -                             |
| Development Services                    | -                     | -                    | -                            | -                    | -                             |
| Building & Public Works                 | -                     | -                    | 99,843                       | 49,922               | -                             |
| Recreation Department                   | 76,400                | 76,400               | 76,400                       | 38,200               | -                             |
| Non-Departmental (General Support)      | 2,670,700             | 2,670,700            |                              |                      |                               |
| Sub-total                               | 4,640,800             | 4,640,800            | 3,935,977                    | 3,146,760            | 2,963,350                     |
| <b>One-time Expenditures</b>            |                       |                      |                              |                      |                               |
| 2610 Fire Tablet Command                |                       |                      | 32,500                       | 32,500               | -                             |
| 2610 Fire Cradle-point                  |                       |                      | 32,400                       | 32,400               | -                             |
| 2610 Fire Type - 5 Vehicle              |                       |                      | 480,000                      | 356,309              | -                             |
| 2610 Fire Light Rescue Vehicle          |                       |                      |                              |                      | -                             |
| Sub-total                               | -                     | -                    | 544,900                      | 421,209              | -                             |
| <b>Capital Projects</b>                 |                       |                      |                              |                      |                               |
| 2610 Fire Bathroom Remodel              |                       |                      | 165,000                      | -                    | -                             |
| 9906 Street Repair Program              | 10,300                | 10,300               | -                            | -                    | 340,000                       |
| 9992 Public Safety Com. Sys.            | 385,000               | 288,976              | 324,657                      | 324,657              | 225,000                       |
| 7503 Sun Ridge Lease - Police           |                       | 60,342               |                              |                      | -                             |
| 9924 Storm Drain Repairs                | -                     | -                    | -                            | -                    | -                             |
| 9991 Business Mgmt-Phase 1              | 50,000                | 36,188               | 50,000                       | 50,000               | 50,000                        |
| 6315 Storm Channel Rehab                | 250,000               | -                    | -                            | -                    | -                             |
| 9900 SR12 Clean CA Grant                |                       |                      | 215,000                      | -                    | -                             |
| Contingency                             | 510,200               | -                    | -                            | -                    | -                             |
| Sub-total                               | 1,205,500             | 395,806              | 754,657                      | 374,657              | 615,000                       |
| <b>Total Expenditures</b>               | <b>5,846,300</b>      | <b>5,036,606</b>     | <b>5,235,534</b>             | <b>3,521,417</b>     | <b>3,578,350</b>              |
| <b>Ending Balance</b>                   | <b>516,418</b>        | <b>1,679,887</b>     | <b>0</b>                     | <b>0</b>             | <b>-</b>                      |

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| American Rescue Plan Act (ARPA) Funding Appropriations |                |   |         |                   |                   |                   |           |
|--|----------------|---|---------|-------------------|-------------------|-------------------|-----------|
|  |                |   |         |                   |                   |                   |           |
| Fund   | Account        | Description   | Revenue | FY 2021-22 Budget | FY 2021-22 Actual | FY 2022-23 Budget | Remaining |
| American Rescue Plan Act Fund (Fund 167)               |                |   |         |                   |                   |                   |           |
| City Hall (CH)   |                |   |         |                   |                   |                   |           |
| City Manager Department (CM)                           |                |   |         |                   |                   |                   |           |
| Citywide (CW)  |                |   |         |                   |                   |                   |           |
|  | 167-93140-1917 | Emergency Eye Wash Station (Janitorial needs)                         |         | 500               | 500               | -                 | -         |
|  | 167-85010-1727 | Admin Assistant 2 - CM office (two years)                             |         | 47,500            | 47,500            | 97,903            | 44,597    |
|  | 167-90113-3467 | Temporary Premium Pay (2 years)                                       |         | 482,400           | 482,400           | 485,311           | 64,689    |
|  | 167-91305-1817 | Accounting Custom PR Earnings Report                                  |         | 3,000             | 3,000             | -                 | -         |
|  | 167-91310-1917 | Comcast Internet Speed Increase to 1GB (on-going)                     |         | 7,200             | 2,400             | 2,400             | 2,400     |
|  | 167-93105-1917 | Granicus Software for Agenda Packets                                  |         | 30,000            | 14,352            | 15,000            | -         |
|  | 167-93105-1917 | Public Record Request Software  |         | 15,000            | 5,000             | 10,000            | -         |
|  | 167-93111-1917 | Phone System upgrade  |         | 50,000            | 30,000            | 20,000            | -         |
|  | 167-93130-1917 | IT Infrastructure (Servers)   |         | 107,000           | 107,000           | 30,000            | -         |
|  | 167-93111-1917 | Council Chamber/Community Center Communication System                 |         | 60,000            | -                 | 60,000            | -         |
|  | 167-91140-1917 | City website upgrade  |         | 60,000            | -                 | 60,000            | -         |
|  | 167-96440-1917 | ERP System  |         | 335,800           | -                 | 455,800           | 360,200   |
|  | 167-91140-1917 | Project Manager for ERP Project (two years contract)                  |         | 43,500            | 20,000            | 209,220           | 23,500    |
|  | 167-91310-1917 | Public Space Broadband  |         | -                 | -                 | -                 | -         |
|  | 167-93105-1917 | Tablets for the Council Members                                       |         | -                 | -                 | -                 | 10,000    |
| Development Services Department (DS)                   |                |   |         |                   |                   |                   |           |
|  | 167-90110-3507 | Development Services Director (two years)                             |         | 123,286           | 30,000            | 191,600           | 78,400    |
|  | 167-93330-3507 | Economic Development Marketing (EPIC)                                 |         | -                 | -                 | -                 | 45,000    |
|  | 167-93340-3507 | Matching Grant Program to update outdoor dining experience (EPIC)     |         | -                 | -                 | -                 | 50,000    |
|  | 167-91305-1917 | Building Permit software (three years) (Combined with ERP)            |         | 30,000            | -                 | -                 | -         |
|  | 167-96310-3507 | Wayfinding/Signage (EPIC)   |         | -                 | -                 | -                 | 75,000    |
| Finance Department (FIN)                               |                |   |         |                   |                   |                   |           |
|  | 167-91305-1817 | Pay by Phone for Water (Combined with ERP)                            |         | 5,000             | -                 | -                 | -         |
|  | 167-91305-1817 | Business License Online Payment System                                |         | 10,000            | 10,000            | -                 | -         |
| Fire Department (FD)                                   |                |   |         |                   |                   |                   |           |
|  | 167-96415-2627 | Lucas Devices (2 sets)  |         | 25,000            | 25,000            | -                 | -         |
|  | 167-96415-2627 | ALS Equipment   |         | 75,000            | 75,000            | -                 | -         |
|  | 167-90110-2627 | Staffing (3 Engineers) [two years]                                    |         | 163,828           | -                 | 433,400           | 58,084    |
| Police Department (PD)                                 |                |   |         |                   |                   |                   |           |
|  | 167-90110-2357 | Two Police Officer positions for gun violence enforcement (two years) |         | 120,000           | -                 | 279,924           | 279,924   |
|  | 167-90110-2357 | Community Services Officer (1 CSO's) (two years)                      |         | 37,500            | -                 | 116,249           | 116,249   |
|  | 167-93120-2357 | Additional (5) Portable Radios  |         | 30,000            | 6,000             | 24,000            | -         |
|  | 167-91305-2357 | ALPR (Car License Plate Reader) Software/Equipment                    |         | 38,500            | 38,500            | 35,000            | 35,000    |
|  | 167-93111-2357 | Evidence Air Scrubber for Narcotics room                              |         | 3,000             | 800               | -                 | -         |
| Public Works Department (PW)                           |                |   |         |                   |                   |                   |           |
|  | 167-96310-6017 | Hwy 12 Storm Drain Pipe Line  |         | 250,000           | 23,797            | 226,203           | -         |
|  | 167-91305-6017 | Work Order/Asset Management System (CMMMS) (Combined with ERP)        |         | 55,000            | -                 | -                 | -         |
|  | 167-96310-6017 | Kelloaga Pump Station Channel Enhancement                             |         | -                 | -                 | -                 | 150,000   |

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# FY 2022-23 Proposed Budget

City Council Budget Workshop  
April 19, 2022

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## Agenda

### General Fund

- Significant changes

### Measure S Fund

- Significant changes
- Positions funded

### American Rescue Plan Act (ARPA) Fund

- Projects status and updates
- Positions funded

### Personnel Requests

### Discussion/Comments/Questions

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## General Fund & Measure S Overview

- Total Resources **\$25,249,538**  
(Includes Beginning Balance of \$2,546,395)
- Total Expenditures **\$23,281,938**
- Surplus/Ending Balance **\$1,967,600**

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## General Fund & Measure S Overview - Resources

|                                       | FY 20/21   | FY 20/21   | FY 21/22   | FY 22/23        |
|---------------------------------------|------------|------------|------------|-----------------|
| BUDGET ACTIVITIES                     | BUDGET     | AMENDED    | BUDGET     | PROPOSED BUDGET |
| <b>RESOURCES</b>                      |            |            |            |                 |
| *Beginning Balance                    | 4,029,103  | 4,029,103  | 4,074,286  | 2,546,395       |
| Prior FY Adjustment                   | -          | (368,241)  | -          | -               |
| Revised Beginning Balance             | 4,029,103  | 3,660,862  | 4,074,286  | 2,546,395       |
| <b>Local Taxes/Fees</b>               |            |            |            |                 |
| Property Taxes                        | 1,796,200  | 1,796,200  | 1,757,500  | 1,819,700       |
| RDA Residual Property Tax             | 295,878    | 691,319    | 691,297    | 691,297         |
| Sales Taxes                           | 1,710,100  | 1,930,447  | 2,366,302  | 2,414,400       |
| Measure S (Revenue)                   | 2,189,878  | 2,812,000  | 3,555,648  | 3,578,350       |
| Other Taxes (TOT & Cannabis, F. Fees) | 1,446,967  | 1,446,967  | 2,831,539  | 3,205,316       |
| Subtotal Local Taxes                  | 7,439,023  | 8,676,933  | 11,202,286 | 11,709,063      |
| <b>Licenses &amp; Permits</b>         |            |            |            |                 |
| Fines & Forfeitures                   | 382,188    | 382,188    | 748,188    | 1,199,302       |
| Use of Money                          | 390,800    | 393,500    | 393,500    | 386,600         |
| Intergovernmental                     | 20,000     | 20,000     | 49,500     | 58,010          |
| Charges for Services                  | 2,539,100  | 2,804,692  | 3,145,900  | 3,368,400       |
| Intragovernmental                     | 2,784,600  | 2,427,600  | 3,055,706  | 4,005,851       |
| Misc Revenues                         | 91,000     | 91,000     | 91,000     | 91,000          |
| Transfers In                          | 44,300     | 176,463    | -          | -               |
| Subtotal Revenues                     | 1,165,800  | 1,165,800  | 2,114,143  | 2,854,296       |
| Total Revenues                        | 7,417,788  | 7,461,243  | 9,597,937  | 11,963,459      |
| TOTAL RESOURCES                       | 14,856,811 | 16,138,178 | 20,800,223 | 23,672,522      |
|                                       | 18,885,914 | 19,799,040 | 24,874,509 | 26,218,917      |

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## General Fund & Measure S Overview - Expenditures

|                               | FY 20/21          | FY 20/21          | FY 21/22          | FY 22/23          |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
| BUDGET ACTIVITIES             | BUDGET            | AMENDED           | BUDGET            | PROPOSED BUDGET   |
| <b>USE OF RESOURCES</b>       |                   |                   |                   |                   |
| Salaries & Wages              | 6,039,655         | 6,195,059         | 7,671,320         | 9,044,216         |
| Payroll Benefits & Taxes      | 4,381,400         | 3,902,820         | 5,064,088         | 5,208,267         |
| Subtotal Personnel Services   | 10,421,055        | 10,097,879        | 12,735,408        | 14,252,483        |
| Services & Supplies           | 3,973,110         | 3,983,910         | 4,783,111         | 5,181,316         |
| Interdepartmental Charges     | 1,437,700         | 1,772,005         | 1,786,713         | 2,025,299         |
| Non-Recurring Charges         | 750,600           | 578,600           | 1,033,123         | 1,025,900         |
| Subtotal Operating            | 6,161,410         | 6,334,515         | 7,602,947         | 8,232,515         |
| Transfers Out                 | 1,592,600         | 1,652,600         | 1,275,558         | 1,265,978         |
| Major Capital                 | 31,000            | 531,000           | 544,900           | 340,000           |
| Debt Service                  | 169,300           | 169,300           | 169,300           | 160,340           |
| Contingencies & Reserves      | 510,200           | 35,200            | -                 | -                 |
| Subtotal Non-Operating        | 2,303,100         | 2,388,100         | 1,989,758         | 1,766,318         |
| <b>TOTAL USE OF RESOURCES</b> | <b>18,885,565</b> | <b>18,820,494</b> | <b>22,328,114</b> | <b>24,251,316</b> |
| *Ending Balance               | 349               | 978,546           | 2,546,395         | 1,967,600         |
| Reserve Balance (Fund 015)    | 3,146,700         | 3,146,700         | 3,146,700         | 3,146,700         |

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## General Fund Significant Changes

- Sales Tax increase
  - +\$48k
- Other Taxes increase (New Dispensary; Franchise Fee)
  - +\$375k
- Property Taxes increase
  - +\$62k
- Licenses & Permits Revenue increase
  - +\$451k
- New Revenue of PPP and First Responder Fees for Fire Dept.
  - +377k
- Personnel Services cost increase
  - +\$1.373M
- Services & Supplies cost increase
  - +\$738k

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## Staff Requests

Computer  
Technician (1)  
\$125,573

Public Safety  
Dispatcher (2)  
\$194,638

Fire Captains (3)  
\$495,480

Fire Rescue  
Vehicle  
\$350,000

Street  
Improvements  
\$340,000

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## Ad Hoc Recommendations

### **Approve staff requests based on following options:**

- Option 1: Revisit ARPA allocations to include the purchase of the Rescue Vehicle out of ARPA funds (\$350,000); or
- Option 2: Defer hiring Fire Captains until mid-year, if funds are available

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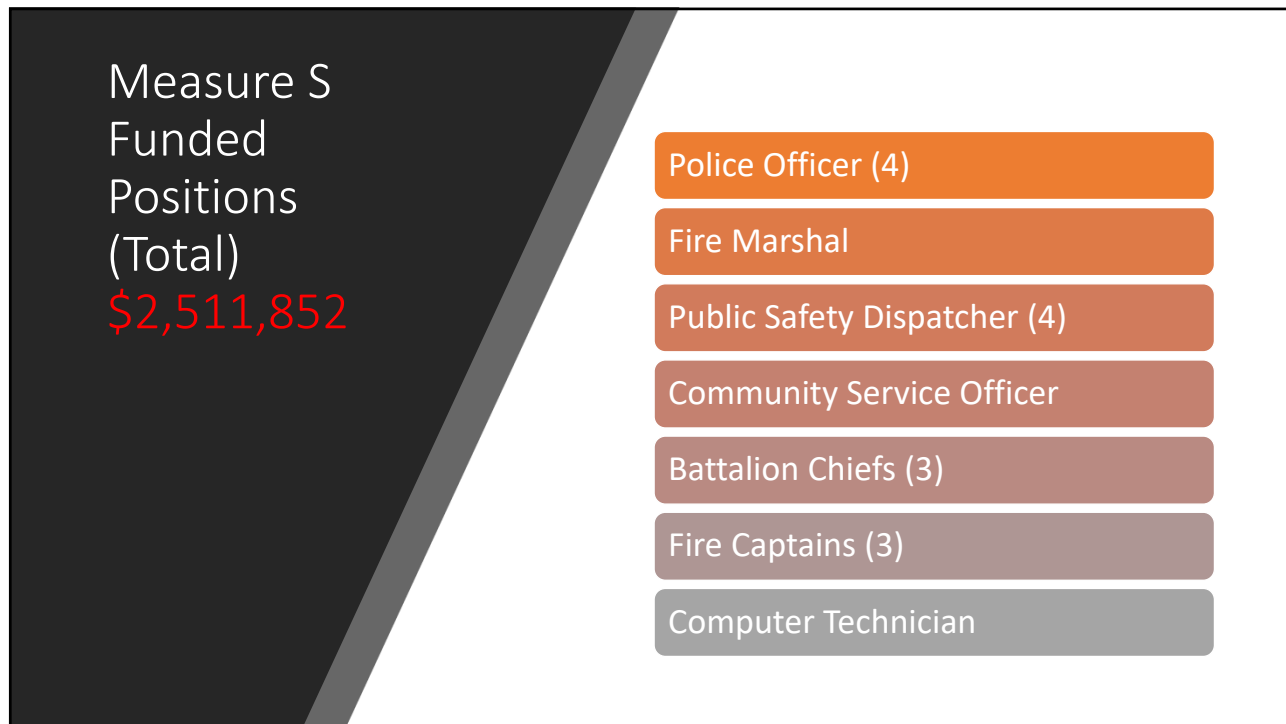
9

Measure S  
Overview

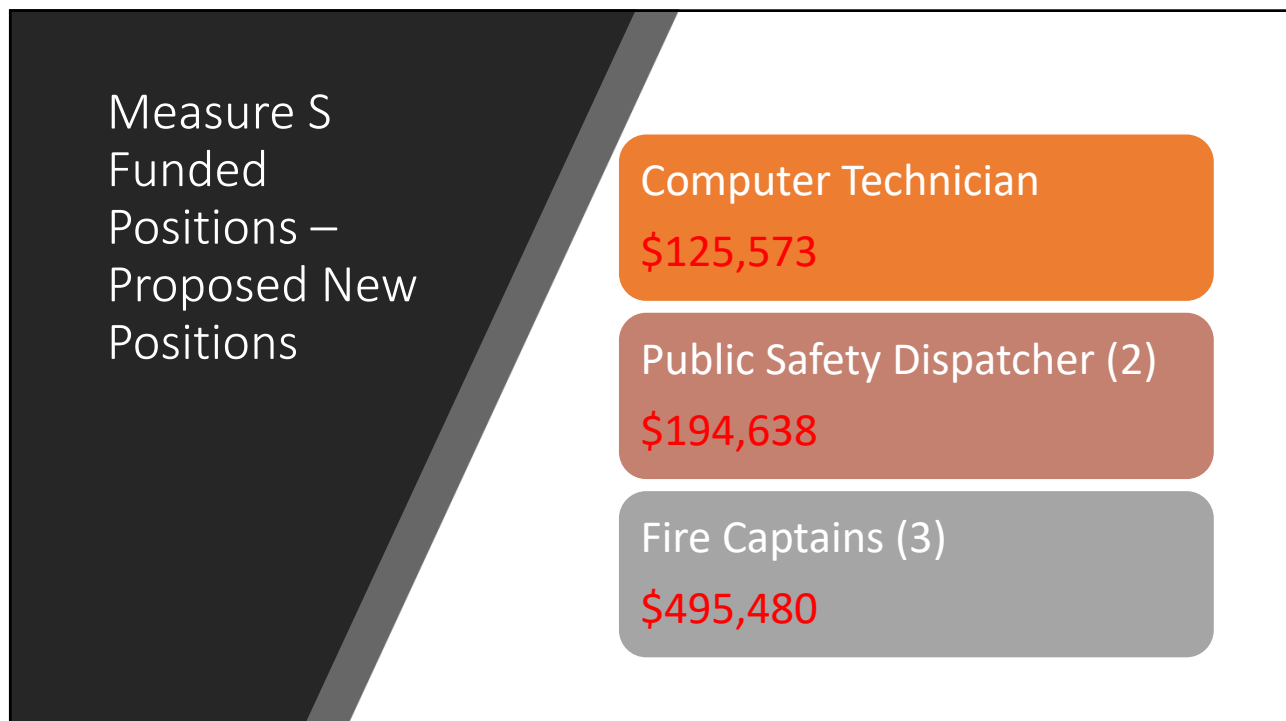
**Measure S to fund the following:**

- Street Improvements
  - \$340,000
- Multiple positions
  - \$2,511,852
- Software agreement payment
  - \$275,000
- Transfer to GF
  - \$451,499

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American  
Rescue Plan  
Act (ARPA)

2<sup>nd</sup> Payment      \$3,548,010

Projects removed from ARPA

- Building Permit software (\$30,000)
- Asset Management System (CMMS) software (\$55,000)
- Pay by Phone for Water (\$5,000)
- Bathroom Remodeling (moved at mid-year)
- Type – 5 Vehicle (moved at mid-year)

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American  
Rescue Plan  
Act (ARPA)

**Projects NOT added to the Budget YET:**

- Public Space Broadband
  - +\$50k consider later
- Tablets for the Council Members +\$10k
- Economic Development Marketing (EPIC) +\$45k
- Matching Grant Program to update outdoor dining experience (EPIC)
  - +\$150k proposed \$50k
- Wayfinding/Signage (EPIC) +\$75k
- Homelessness Project
  - +\$250k proposed \$150k

**Proposed addition:**

- Rescue Vehicle (\$350,000)
  - Requires reallocation of funds

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## ARPA Funded Positions

Administrative Assistant II

Development Services Director

Community Services Officer

Police Officers (2)

Fire Engineers (3)

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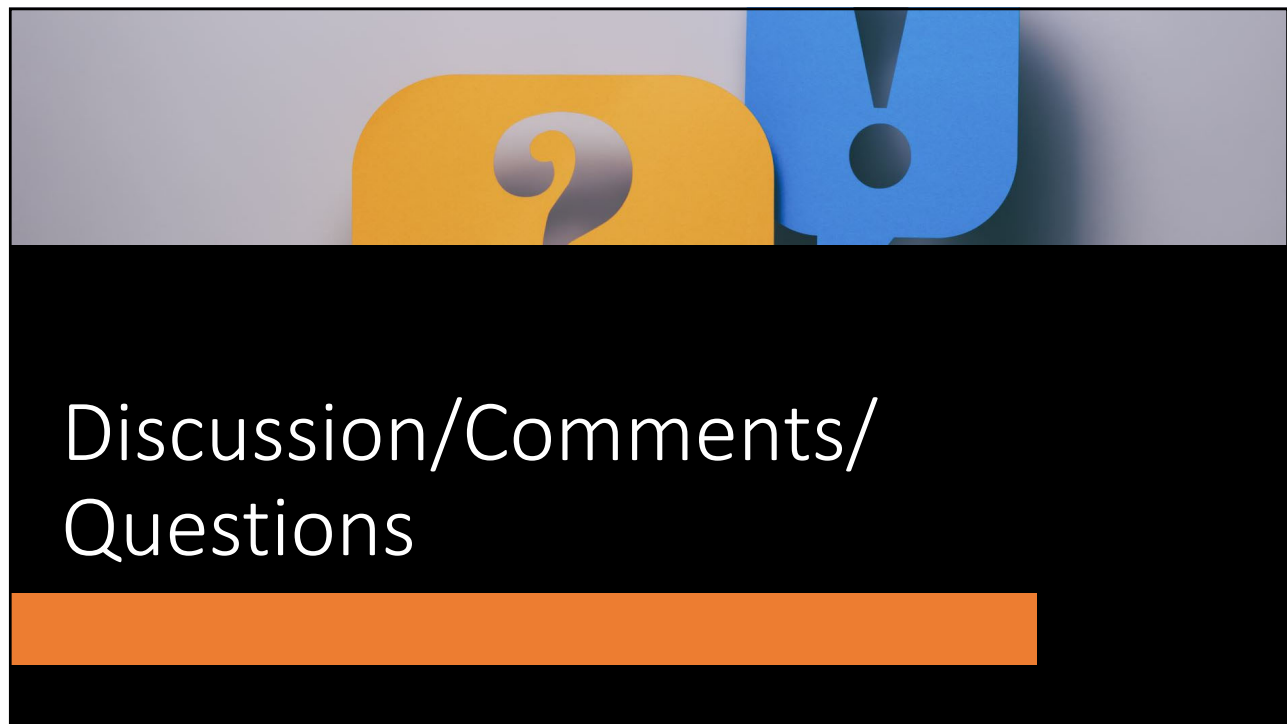


## Additional notes on proposed budget

Does not include money for future dredging

Proposed expenses exceed revenues (still have a surplus due to starting balance)

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## AGENDA TRANSMITTAL

**MEETING DATE:** April 19, 2022

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**CITY AGENDA ITEM:** Provide direction to City Manager and City Attorney relating to filling the Mayor vacancy pursuant to one of the following, or at the Council’s discretion.

- a. Direct the City Attorney to return at a future council meeting with the appropriate resolution to call a special election.
- b. Adopt Resolution No. 2022-\_\_\_\_: A Resolution of the City Council of the City Of Suisun City Adopting Procedures Relating to the Filling of a Vacancy For the Mayor’s Seat
- c. Provide direction to the City Attorney’s Office to return at a future meeting with the appropriate documentation to appoint one of the sitting Councilmembers to the Mayor’s office.

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**FISCAL IMPACT:** Appointment will have a minimal cost. Calling a special election combined with the General Election will have a minimal fiscal impact. The County Registrar’s fees for FY 2021-22 were \$5.00 per registered voter, and \$0.25 per registered voter for each additional contest. There are currently 16,974 registered voters in Suisun City. The fees may increase for the FY 2022-23.

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**STRATEGIC PLAN:** Ensure Good Governance

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**BACKGROUND:**

On April 5, 2022, then-Mayor Wilson was elected to a vacant State Assembly seat and resigned from her position as Mayor. The result is that the Mayor’s seat is currently vacant. The Mayor Pro Tem has assumed the duties of the Mayor, in accordance with Section 2.2 of the Council Norms & Procedures.

The City Manager and City Attorney are seeking direction from Council regarding how they wish to proceed. Council can either: (1) call a special election for November 8, 2022; (2) initiate the application process to appoint someone to the vacant seat until the election; or (3) provide direction to the City Attorney’s Office to return at a future meeting with the appropriate documentation to appoint one of the sitting Councilmembers to the Mayor’s office.

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**STAFF REPORT:**

The Council is being asked to determine how it would like to fill the vacancy in the office of the Mayor.

Government Code Section 34902(b) provides that “[i]n the case of a vacancy in the office of the [elected] mayor for any reason, the council shall fill the vacancy by appointment. If the council fails to fill it within 60 days, it shall call an election to fill the vacancy to be held on the next established election date to be held not less than 114 days thereafter. A person appointed or elected to fill a

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**PREPARED BY:**

**REVIEWED AND APPROVED BY:**

Elena Gerli, City Attorney  
Greg Folsom, City Manager

vacancy shall hold office for the unexpired term of the former incumbent.” The next available election date is November 8, 2022.

Staff is seeking direction from the Council on how they wish to fill the office. What follows is a more detailed analysis of the three options:

1. Call an election. This is the most straight-forward process. Council can decide not to appoint anyone to the Mayor’s seat and instead directly call an election for November 8, 2022.
2. Initiate the application process to appoint someone to the Mayor’s seat. The steps in this process, which Council may change at will, are the following:
  - a. An application period with a deadline to submit, and a date by which the public can submit questions for the applicants. Applications would include a statement of qualifications.
  - b. The Council (or ad hoc committee) would hold a town hall style interview process for the selected applicants.
  - c. At the next regular Council meeting, the ad hoc committee would make its recommendations and the Council would vote on the appointment.
  - d. If the Council does not agree on an appointment, the Council would then call the election for November 8, 2022.

If the Council is not able to appoint a candidate within 60 days, it must then call the election. It should be noted that the statute for the filling of an elected mayor’s office is worded differently than the statute for the filling of a council vacancy; the plain language of Section 54902(b) suggests that the election can be called after the 60 days have passed. Practically, this means the Council should be able to adopt the resolution for the Mayor’s election at the same time that it adopts all the other election resolutions in June or July of this year. The key detail is that the resolution for the Mayor election must be called no later than 114 days before November 8, 2022.

3. Provide direction to the City Attorney’s Office to return at a future meeting with the appropriate documentation to appoint one of the sitting Councilmembers to the Mayor’s office.

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**STAFF RECOMMENDATION:** It is recommended that the City Council provide staff direction on one of the following options, or other direction at Council’s discretion:

1. Direct the City Attorney to return at a future council meeting with the appropriate resolution to call a special election.
2. Adopt Resolution No. 2022-\_\_\_: A Resolution of the City Council of the City Of Suisun City Adopting Procedures Relating to the Filling of a Vacancy For the Mayor’s Seat
3. Provide direction to the City Attorney’s Office to return at a future meeting with the appropriate documentation to appoint one of the sitting Councilmembers to the Mayor’s office.



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**ATTACHMENTS:**

1. Resolution No. 2022-\_\_\_: A Resolution of the City Council of the City Of Suisun City Adopting Procedures Relating to the Filling of a Vacancy For the Mayor's Seat
2. Mayor Vacancy Application Form

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**RESOLUTION NO. 2022-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
ADOPTING PROCEDURES RELATING TO THE FILLING OF A VACANCY FOR  
THE MAYOR'S SEAT**

**WHEREAS**, on April 5, 2022, then-Mayor Lori Wilson was elected to State office and resigned her office effective 11:50 p.m. of the same day.

**WHEREAS**, as a result of the Mayor's resignation and assumption of the State office, the Mayor's seat is now vacant.

**WHEREAS**, the City Council has adopted specific procedures for the selection of an individual to fill such a council vacancy pursuant to Resolution No. 2018-114.

**WHEREAS**, the City Council now desires to adopt similar procedures for the selection of an individual to fill the Mayor's seat for the remainder of that term.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Suisun City as follows:

**Section 1.** The recitals hereto are true and correct and by this reference incorporated herein.

**Section 2.** The City Council hereby adopts the selection procedures, schedule and application as attached in Exhibit "A" and incorporated herein by this reference for the filling of the Mayor vacancy for the remainder of the term, provided that such procedures and schedules shall be guidelines only and failure to strictly adhere to such guidelines shall not affect the legality and effectiveness of any appointment made thereunder.

**Section 3.** If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council declares that the City Council would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

**Section 4.** This Resolution shall take effect and be in full force immediately after its adoption by the City Council, and shall expire upon the appointment of an individual to the vacant Mayor seat or upon the call of an election, whichever occurs first.

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of  
Suisun City duly held on Tuesday, the 19<sup>th</sup> day of April 2022, by the following vote:

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

**WITNESS** my hand and the seal of said City this 19<sup>th</sup> day of April 2022.

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

**Exhibit “A”**

**Selection Procedures**

1. **Application Period.** Application submittal period shall begin on \_\_\_\_\_, 2022, and shall close on \_\_\_\_\_, 2022 at 5:00 p.m. Applications received after 5:00 p.m. on \_\_\_\_\_, 2022 shall not be accepted.
2. **Ad Hoc Committee.** The preliminary review of the applications shall be conducted by the ad hoc committee, as appointed by the City Council.
3. **Qualifications.** Applicants shall be a resident of the City and a registered voter of the City.
4. **Application Contents.** Applications shall include the following information:
  - 4.1 Applicant’s full name
  - 4.2 Applicant’s address
  - 4.3 Statement stating whether the applicant is a registered voter of the City
  - 4.4 Statement of Qualifications
  - 4.5 Questionnaire
5. **Public Record.** All submitted applications shall be public records pursuant to the California Public Records Act and subject to the exemptions found thereunder. The Statement of Qualifications for each applicant will be posted on the City’s web site. Hard copies of all applications will be made available at City Hall as required by the Public Records Act.
6. **Selection Process.**
  - 6.1 **Interview.** The City Council will interview applicants on \_\_\_\_\_, 2022 at 9:00 a.m. The interview will be a “town hall” style meeting and will be noticed and agendized as a public meeting of the City Council.
    - 6.1.1 Prior to the interview, the ad hoc committee, in its discretion, may reduce the number of applicants interviewed if more than five applications have been submitted to no more than ten applicants and to no less than five applicants for interview.
    - 6.1.2 City residents who are registered voters of the City may submit questions to be read by the City at the meeting. The City is not required to ask all questions that are submitted. Such questions shall be submitted by \_\_\_\_\_, 2022 at 5:00 p.m.
  - 6.2 **Appointment.** The City Council will meet at its regular meeting on \_\_\_\_\_, 2022 for the purpose of appointing an applicant to the City Council.

6.2.1 The Mayor shall make the appointment subject to ratification by the full City Council.

6.2.2 Ratification of an appointment shall require three affirmative votes of the City Council. The Mayor may also vote and be counted.

Schedule of Events

|                          |   |
|--------------------------|---|
| _____, 2022              | <p><b>Open application period.</b> Starting on _____, 2022 individuals desiring to be appointed to the City Council may submit an application to the City Clerk.</p> <p>Applications must include a <b>Statement of Qualifications</b>, which will be posted on the City’s website.</p> |
| _____, 2022<br>5:00 p.m. | <p><b>Close application period.</b> Applications must be filed with the City Clerk’s office by 5:00 p.m. on _____, 2022 .</p> <p>LATE APPLICATIONS WILL NOT BE ACCEPTED.</p>  |
| _____, 2022<br>5:00 p.m. | <p>Last day to submit questions to be read by City at the _____, 2022 , “town hall” style meeting.</p>  |
| _____, 2022<br>9:00 a.m. | <p>A “town hall” style meeting will be held and agendized as a public meeting for interviewing of council candidates.</p>   |
| _____, 2022              | <p>Regular meeting of the City Council to make an appointment.</p>  |



# CITY OF SUISUN CITY

## MAYOR VACANCY 2022

|  |
|--|
| Item 10<br>Date Received<br>Attachment 2 |
|--|

### REQUEST FOR CONSIDERATION FOR APPOINTMENT TO MAYOR VACANCY

Please type or print clearly.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Are you a registered voter? Yes ☐ No ☐ City Clerk will verify voter registration.

Are you a resident of Suisun City? Yes ☐ No ☐

How long have you lived in Suisun City? \_\_\_\_\_

**NOTE:** This application is a public record and will be included with the applicable City Council materials, posted on the City's website, and made available to the press and public. Personal data will be redacted.

This application is to fill a vacancy for the Mayor's seat in the City of Suisun City. Only voters registered in Suisun City who have submitted a complete application packet by the deadline will be considered for appointment.

When submitting please include: ☐ Application ☐ Statement of Qualifications ☐ Questionnaire

**A COMPLETED AND SIGNED APPLICATION MUST BE FILED WITH THE CITY CLERK BY:**

\_\_\_\_\_, **2022 at 5:00 PM**

### BECOMING THE MAYOR

**Private Versus Public:** Becoming a candidate for public office means that information about you will become a matter of public record immediately. With a few exceptions, this includes any and all documents submitted to the City during the course of the application period. As such, these documents must, by law, be available to the public for inspection and/or copying. Redacted copies of submitted applications will be available on the City website.

**Interview Process:** Interviews will take place in a "Town Hall" format and are scheduled for a Special Council meeting to be held on \_\_\_\_\_, 2022 at \_\_\_\_\_. Attendance is required.

**Term of Office:** The term of this office will be from the day of appointment and will expire in December 2022.

#### **City Council:**

Suisun City operates under the Council/Manager form of governance in which the electorate elects the mayor and the members of the City Council, and the City Council hires the City Manager to implement City Council policy and run day-to-day affairs.

The Mayor and City Council are elected independently in non-partisan elections to serve four-year terms in office. The Mayor Pro-Tem is appointed by the Mayor from among its members. Suisun City has no term limits.



## CITY OF SUISUN CITY

### MAYOR VACANCY 2022

#### **Duties:**

- Assume all responsibilities of the Mayor and Chair of the Housing Authority and Successor Agency, as outlined in the Suisun City Municipal Code and the Council Rules & Procedures.
- Attend all City Council meetings as the appointed Mayor.
- Attend all special meetings, work sessions, and other meetings as scheduled.
- Actively participate and serve on various outside agency liaisons, committees, and commissions, as assigned.
- The Mayor is required, by law, to complete and file a Form 700 Statement of Economic Interests disclosing various financial interests.

**Meetings:** The City Council holds regular meetings on the 1st and 3rd Tuesdays of the month in the City Council Chamber in City Hall at 701 Civic Center Blvd, Suisun City, California. If necessary to conduct City business, a regular meeting may be scheduled for any Tuesday. Additional special meetings may be scheduled as needed.

More information can be found on the Suisun City website:

<https://www.suisun.com/government/city-council/>

*Civic service is both a privilege and responsibility of every American citizen. The value and importance of engagement by Suisun City residents cannot be measured. Your interest in serving on the City Council of the City of Suisun City is greatly appreciated.*





## CITY OF SUISUN CITY

### MAYOR VACANCY 2022

#### APPLICATION

Please type or print clearly.

| PERSONAL DATA  |             |        |      |
|----------------|-------------|--------|------|
| Name:          |             |        |      |
| Address:       | City:       | State: | Zip: |
| Home Phone:    | Cell Phone: |        |      |
| Email Address: |             |        |      |

| EMPLOYMENT DATA |           |        |
|-----------------|-----------|--------|
| Employer:       |           |        |
| City:           | Industry: | Dates: |
| Employer:       |           |        |
| City:           | Industry: | Dates: |

| EDUCATION DATA                                |       |        |                |
|---|-------|--------|----------------|
| College/Universities Attended (Name/Location) | Major | Degree | Year Completed |
|   |       |        |                |
|   |       |        |                |
|   |       |        |                |
|   |       |        |                |
| Licenses or Special Certificates Held:        |       |        |                |

| EDUCATION DATA   |                      |                             |
|--|----------------------|-----------------------------|
| Prior or Current Civic Experience (Include Membership in Professional, charitable, or community organizations) | Office Held (if any) | Dates of Service/Membership |
|  |                      |                             |
|  |                      |                             |
|  |                      |                             |
|  |                      |                             |



## CITY OF SUISUN CITY

### MAYOR VACANCY 2022

#### STATEMENT OF QUALIFICATIONS

Attach a separate sheet of paper to this statement with your responses.

##### **Instructions to the Applicant:**

- This statement may include your name, age, occupation, and a brief description of your education and qualifications
- Prepare statement according to the following guidelines:
  - Statements are limited to no more than 200 words (See attached Word Count Guidelines)
  - Statements must be in PARAGRAPH BLOCK FORM.
  - Statements must be in UPPER and LOWER CASE.
  - You are limited to a recitation of your own personal background and qualifications and shall not in any way make reference to another person's qualifications, character, or activities.
- Statements which do not conform to the above guidelines may be rejected by the Mayor.
- Check carefully for errors in spelling, punctuation, and grammar before filing.
- After the statement has been filed, it will be distributed exactly as submitted.

My Name is: \_\_\_\_\_

My Age is (optional): \_\_\_\_\_

My Occupation is: \_\_\_\_\_

Statement and word count begin below:

*I have reviewed the above statement, I understand no corrections or changes are allowed after it has been filed, and it will be printed as filed with the City Clerk. I hereby certify that the statement submitted is true and correct to the best of my knowledge and belief.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## CITY OF SUISUN CITY

### MAYOR VACANCY 2022

#### **QUESTIONNAIRE FOR MAYOR APPOINTMENT** PLEASE ANSWER THE FOLLOWING QUESTIONS.

Attach a separate sheet of paper to this questionnaire with your responses.

1. What are your top 3 priorities for Suisun City? Why do you think these are most important?
2. What are the key issues you see facing our community? Why do you think these are the key issues and what might be the solutions?
3. What is your vision for Suisun City and how would you like it to look in 10 years?
4. Please describe how your qualifications, education, and work experience/training would be relevant in your role as the Mayor.
5. What has your previous involvement with the City of Suisun City been? Please include any service organizations or community engagement specific to Suisun City you have participated in and what your role was.
6. The City Council regularly meets on the 1st and 3rd Tuesdays of each month at 7:00 p.m. and periodically has additional special meetings and study sessions. The Mayor also serves on a number of subcommittees, commissions, and outside agency boards. Please describe any time constraints or limitations/obligations that might limit your availability for regular meetings, special meetings or community events.
7. Are you aware of the time commitment and the responsibilities associated with serving as a Councilmember and are you prepared to serve without reservation? Yes / No

I hereby certify that all statements made in this application are true and complete. I legally reside in the City of Suisun City. I am 18 years of age or older. In compliance with State law, I understand that I will be required to file a Statement of Economic Interests upon appointment to office and annually thereafter. I understand that my application and materials will be considered a public record and thus will be available for public inspection and copying.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date