

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



CITY COUNCIL MEETING

A G E N D A
REGULAR MEETING OF THE SUISUN CITY COUNCIL,
SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,
AND HOUSING AUTHORITY
TUESDAY, JUNE 27, 2023
6:30 PM

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

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

*ZOOM MEETING INFORMATION:
WEBSITE: <https://zoom.us/join>
MEETING ID: 827 9710 3039
CALL IN PHONE NUMBER: (707) 438-1720*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING
CLERK@SUISUN.COM (PRIOR TO 6 PM), VIA WEBSITE, OR ZOOM CALL IN PHONE NUMBER (707) 438-1720*

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

(Next Ord. No. – 801)
(Next City Council Res. No. 2023 – 84)
Next Suisun City Council Acting as Successor Agency Res. No. SA2023 - 05)
(Next Housing Authority Res. No. HA2023 – 01)

ROLL CALL

Council /Board Members
Pledge of Allegiance
Invocation

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS (Informational items only.)

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

PRESENTATION/APPOINTMENTS NONE

(Presentations, Awards, Proclamations, Appointments).

PUBLIC COMMENT

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

COUNCIL COMMENTS

- 2 Council/Board Member Updates.

CONSENT CALENDAR

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

City Council

- 3 Council Adoption of Resolution No. 2023-___: Approving a Fourth Amendment to the Memorandum of Understanding (MOU) Between the City of Suisun City and the Suisun City Management & Professional Employees' Association (SCMPEA) Effective July 1, 2021 through June 30, 2023 to Enforce Leave Caps - (Penland: cpenland@suisun.com).
- 4 Council Adoption of Resolution No. 2023-___: Approving the Memorandum of Understanding (MOU) with the Suisun City Employees' Association (SCEA) and Authorizing the City Manager to Execute it on Behalf of the City - (Penland: cpenland@suisun.com).
- 5 Council Adoption of Resolution No. 2023-___: Authorizing the City Manager to execute a contract agreement with the Sacramento Regional Fire Museum to store and display an 1857 S.R. Spinney Hand Pumper owned by the Suisun City Fire Department - (Lopez: bllopez@suisun.com).
- 6 Council Adoption of Resolution No. 2023 - ___: Approving and Authorizing the City Manager to Execute a Lease Agreement with Mama Laine's Café to Operate a Food Service Business at 177 Main Street, Suisun City, California, Commonly Known as the Suisun City Train Depot - (Bermudez: jbermudez@suisun.com).

PUBLIC HEARING

City Council

- 7 Public Hearing: Marin Clean Energy, Community Choice Aggregation (CCA) - (Folsom: gfolson@suisun.com). **(Recommend Continuance to Date Uncertain).**
 - a. Council Waive Reading and Introduction of Ordinance No. ___: Approving the Marin Clean Energy Joint Powers Agreement and Authorizing the Implementation of a

Community Choice Aggregation Program; and

- a. Council Adoption of Resolution No. 2023-___: Requesting Membership in Marin Clean Energy, Authorizing the Mayor to Execute the Memorandum of Understanding with Marin Clean Energy, and Authorizing the City Manager, or Designee, to Execute other Documents to Initiate Membership in Marin Clean Energy.

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

8 Adoption of the Fiscal Year 2023-24 Annual Budget - (Deol: ldeol@suisun.com).

- a. Council Adopt Resolution No. 2023-___: Adopting the Annual Budget for the Fiscal Year 2023-24; and
- b. Agency Adopt Resolution No. SA 2023-___: Adopting the Annual Budget for the Fiscal Year 2023-24; and
- c. Authority Adopt Resolution No. HA 2023-___: Adopting the Annual Budget for the Fiscal Year 2023-24; and
- d. Council Adopt Resolution No. 2023-___: Adopting the Appropriations Limit for Fiscal Year 2023-24; and
- e. Council Adopt Resolution No. 2023-___: Adopting an Annual Update of the Master Fee Schedule.

GENERAL BUSINESS

City Council

- 9 Council Adoption of Resolution No. 2023-___: Amending the City of Suisun City Special Event Permit Application - (Lofthus: klofthus@suisun.com).
- 10 Council Adoption of Resolution No. 2023-___: Establishing the Regular Date of the Suisun City Council Meetings - (Folsom: gfolson@suisun.com).

REPORTS: (Informational items only)

- 11 Non-Discussion Items.

ADJOURNMENT

Public Access To Agenda Documents

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

The City Council/Agency/Authority hopes to conclude its public business by 10:00 p.m. No new items will be taken up after 10:00 p.m., unless so moved by a majority of the City Council, and any items remaining will be

agendized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.

Accommodations

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

Decorum

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

Ordinances

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

Certification Of Posting

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

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

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

AGENDA TRANSMITTAL

MEETING DATE: June 27, 2023

CITY AGENDA ITEM: Council Adoption of Resolution No. 2023-___: Approving a Fourth Amendment to the Memorandum of Understanding (MOU) Between the City of Suisun City and the Suisun City Management & Professional Employees' Association (SCMPEA) Effective July 1, 2021 through June 30, 2023 to Enforce Leave Caps

FISCAL IMPACT: The additional cost resulting from this amendment will be funded by American Rescue Plan Act which can be absorbed in the current fiscal year budget. Restoring the leave accrual caps will reduce the City's future unfunded liability that exists when employees maintain high leave accrual balances, that must be paid out upon separation, and which are typically paid out at a higher rate than when earned.

STRATEGIC PLAN: Provide Good Governance and Ensure Fiscal Solvency.

BACKGROUND: On August 17, 2021, the City Council approved a Memorandum of Understanding between the City of Suisun City (City) and the Suisun City Management & Professional Employees' Association (SCMPEA), effective July 1, 2021 through June 30, 2023 (SCMPEA MOU 2021-23) with the adoption of Resolution No. 2021-81.

On April 5, 2022, the City Council approved a First Amendment to the SCMPEA MOU 2021-23 with the adoption of Resolution No. 2022-53.

On November 1, 2022, the City Council approved a Second Amendment to the SCMPEA MOU 2021-23 with the adoption of Resolution No. 2022-139.

On May 23, 2023 the City Council approved a Third Amendment to the SCMPEA MOU 2021-23 with the adoption of Resolution No. 2023-62.

STAFF REPORT: The City and SCMPEA's authorized labor relations representatives recently met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act, codified as Gov't Code Sections 3500-3511, and reached agreement regarding further modifications to the SCMPEA MOU 2021-23. The proposed modifications pertain to enforcement of leave caps and are memorialized in the Forth Amendment to the SCMPEA 2021-23 (attached as Exhibit "A" to the proposed resolution). These proposed modifications have been ratified by SCMPEA membership.

Specifically, the Forth Amendment would do the following if approved by the City Council:

- The City will buy down excess accrued leave to the original authorized leave caps effective the last full payroll period in June 2023. Fifty (50%) percent of the excess leave balance will be paid out in June 2023.
- The remaining fifty (50%) percent will be paid out January 2024.
- Miscellaneous and Fire Safety employees will have ninety (90) days, until October 1, 2023, to maintain and/or reduce their vacation and holiday leave accruals below the contractual leave caps

at which time employees will no longer be allowed to exceed the leave caps.

- Miscellaneous and Fire Safety employees will have six (6) months, until January 8, 2024, to maintain and/or reduce their vacation and holiday leave accruals below the contractual leave caps at which time employees will no longer be allowed to exceed the leave caps.
- Police Safety employees will have one (1) year, until July 1, 2024, to maintain and/or reduce their vacation and holiday leave accruals below the contractual leave caps at which time employees will no longer be allowed to exceed the leave caps.
- Those who are still over the leave cap on or after October 1, 2023, January 8, 2024 and July 1, 2024 accordingly, shall not accrue any more leave time until they bring their accrual balance below the leave cap shall not be allowed to accrue over the cap from thereon.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2023-__: Approving a Fourth Amendment to the Memorandum of Understanding (MOU) Between the City of Suisun City and the Suisun City Management & Professional Employees' Association (SCMPEA) Effective July 1, 2021 through June 30, 2023 to Enforce Leave Caps.

DOCUMENTS ATTACHED:

1. Resolution No. 2023-__: Approving a Forth Amendment to the Memorandum of Understanding (MOU) Between the City of Suisun City and the Suisun City Management & Professional Employees' Association (SCMPEA) Effective July 1, 2021 through June 30, 2023 to Enforce Leave Caps. a. Amendment No. 4 to the SCMPEA MOU 2021-23.

PREPARED BY:

Christina Penland, Human Resources Administrator

REVIEWED BY:

Greg Folsom, City Manager

APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

1. [Resolution Approving Fourth Amendment to MOU Between Suisun City and SCMPEA Effective July 1, 2021 through June 30, 2023 to Enforce Leave Caps.pdf](#)
 - a. [Amendment No. 4 to the SCMPEA MOU 2021-23.pdf](#)

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RESOLUTION NO. 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING A FOURTH AMENDMENT TO THE MEMORANDUM OF
UNDERSTANDING (MOU) BETWEEN THE CITY OF SUISUN CITY AND THE
SUISUN CITY MANAGEMENT & PROFESSIONAL EMPLOYEES' ASSOCIATION
(SCMPEA) EFFECTIVE JULY 1, 2021 THROUGH JUNE 30, 2023 TO ENFORCE LEAVE
CAPS**

WHEREAS, on August 17, 2021, the City Council approved the Memorandum of Understanding between the City of Suisun City (City) and the Suisun City Management & Professional Employees' Association (SCMPEA), effective July 1, 2021 through June 30, 2023 (SCMPEA MOU 2021-23) with the adoption of Resolution No. 2021-81; and

WHEREAS, on April 5, 2022, the City Council approved a First Amendment to the SCMPEA MOU 2021-23 with the adoption of resolution No. 2022-53; and

WHEREAS, on November 1, 2022, the City Council approved a Second Amendment to the SCMPEA MOU 2021-23 with the adoption of resolution No. 2022-139; and

WHEREAS, on May 23, 2023, the City Council approved a Third Amendment to the SCMPEA MOU 2021-23 with the adoption of resolution No. 2023-62; and

WHEREAS, the City and SCMPEA's authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA)(Gov't Code Sections 3500-3511) regarding certain proposed modifications in the SCMPEA MOU 2021-23 pertaining to enforcing leave caps; and

WHEREAS, the foregoing proposed modifications to the SCMPEA MOU 2021-2023 have been ratified by SCMPEA membership; and

WHEREAS, the City Council now desires to accept, approve, and adopt the Fourth Amendment to the SCMPEA MOU 2021-23 (attached hereto as Exhibit "A"); and

WHEREAS, any additional costs of the Fourth Amendment to the SCMPEA MOU 2021-23 will not require additional budget appropriations for this fiscal year.

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

Section 1. The recitals set forth above are true and correct and incorporated herein by this reference.

Section 2. The Fourth Amendment to the SCMPEA MOU 2021-23, attached hereto as Exhibit "A," is hereby accepted, approved, and adopted.

Section 3. Effective Date. This Resolution is effective June 27, 2023.

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PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 27th day of June 2023, by the following vote:

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

WITNESS my hand and the seal of said City this 27th day of June 2023.

Anita Skinner
City Clerk

FORTH AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY MANAGEMENT
& PROFESSIONAL EMPLOYEES' ASSOCIATION EFFECTIVE JULY 1, 2021
THROUGH JUNE 30, 2023

This Forth Amendment to the Memorandum of Understanding between the City of Suisun City and the Suisun City Management & Professional Employees' Association effective July 1, 2021 through June 30, 2023 (SCMPEA MOU 2021-23) is made and entered into by and between the City of Suisun City, a municipal corporation (City), and the Suisun City Management & Professional Employees' Association (SCMPEA).

R E C I T A L S:

WHEREAS, on August 17, 2021, the City Council approved the SCMPEA MOU 2021-23 with the adoption of Resolution No. 2021-81;

WHEREAS, on April 5, 2022, the City Council approved the First Amendment to the SCMPEA MOU 2021-23 with the adoption of Resolution No. 2022-53;

WHEREAS, on November 1, 2022, the City Council approved the Second Amendment to the SCMPEA MOU 2021-23 with the adoption of Resolution No. 2022-139;

WHEREAS, on May 23, 2023, the City Council approved the Third Amendment to the SCMPEA MOU 2021-23 with the adoption of Resolution No. 2023-62;

WHEREAS, the City and SCMPEA's authorized labor relations representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA), Gov't Code Sections 3500-3511, regarding further modifications to the SCMPEA MOU 2021-23 to address excess leave accruals and enforcing previously agreed upon leave caps; and

WHEREAS, the City and SCMPEA now desire to further amend the SCMPEA MOU 2021-23 to address excess leave accruals and enforcing previously agreed upon leave caps through City buy down and working with employees, which modified terms were ratified by the SCMPEA membership and then signed by the authorized representatives parties.

NOW, THEREFORE, it is hereby agreed that the SCMPEA MOU 2021-23 is amended in the following particulars only and made effective as indicated:

The following provision shall be inserted into Article VIII Hours of Work, pertaining to Executive Leave; Article X, Vacation Leave; and Article XXXV, Municipal Holidays, as a new section titled "Enforcing Leave Caps" (additions in ***bold italics***):

The parties agree that the previous contractually agreed upon leave caps shall be enforced as follows: for Miscellaneous and Fire Safety employees, Vacation and Holiday leave accruals shall be enforced effective October 1, 2023, and Executive leave accruals shall be enforced effective January 8, 2024. For Police Safety employees, all leave accruals shall be enforced effective July 1, 2024. In order to effectuate this intent, the parties agree

that the City will buy down fifty (50%) percent of any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The remaining fifty (50%) percent excess accrued leave as of the last full payroll period in June 2023 will be tracked in a separate excess leave accrual bank. The City will buy down the remaining excess leave accruals in January 2024 at the employees' June 2023 pay rate. The parties agree that Miscellaneous and Fire Safety employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their Vacation and Holiday leave accruals below the contractual leave caps, and until January 8, 2024, to maintain and/or reduce their Executive leave accruals below the contractual leave caps, at which time employees will no longer be allowed to exceed the leave caps. The parties agree that Police Safety employees will have one (1) year, until July 1, 2024, to maintain and/or reduce their leave accruals below the contractual leave caps. Those who are still over the cap on or after October 1, 2023, January 8, 2024, or July 1, 2024, respectively, shall cease accruals until their accrual balance falls below the leave cap and shall not be allowed to accrue leave over the cap from thereon. The parties understand that after buying down the excess accrued leave to the accrual leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the aforementioned ninety (90) day, six (6) month, and one (1) year grace periods to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the accrual cap is once again enforced.

The representatives of the City and of the SCMPEA have jointly prepared this Forth Amendment to the SCMPEA MOU 2021-23, and jointly presented to City Council of the City of Suisun City for determination pursuant to Government Code section 3505.1. Except as expressly provided for in this Forth Amendment to the SCMPEA MOU 2021-23, all other provisions of the SCMPEA MOU 2021-23, including the First Amendment, the Second Amendment and the Third Amendment thereto shall remain in full force and effect. The parties also acknowledge that this Forth Amendment to the SCMPEA MOU 2021-23 shall not be in full force and effect until adopted by resolution by the City Council of the City of Suisun City. Subject to the foregoing and in witness whereof, this Forth Amendment is hereby executed by the authorized representatives of the City and the SCMPEA and entered into as of this 16th day of June 2023.

IT IS SO AGREED:

For The City:

Gregory Folsom
City Manager



Christina Penland
Human Resources Administrator

For SCMPEA:

Mary LaPlante

Mary LaPlante, Managing Labor Representative
City Employee Associates

John Kearns

John Kearns, SCMPEA Vice President

FORTH AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY MANAGEMENT & PROFESSIONAL EMPLOYEES' ASSOCIATION EFFECTIVE JULY 1, 2021 THROUGH JUNE 30, 2023



Kris Lofthus

Deputy City Manager

Approved as to form
Aleshire & Wynder, LLP



Elena Q. Gerli, City Attorney

Amber Kent

Amber Kent, SCMPEA Secretary

Signature: John Kearns
John Kearns (Jun 20, 2023 12:09 PDT)
Email: jkearns@suisun.com

Signature: Amber Kent
Amber Kent (Jun 20, 2023 12:35 PDT)
Email: akent@suisun.com

Signature: Mary LaPlante
Mary LaPlante (Jun 20, 2023 13:58 PDT)
Email: mary@cityemployees.net











SCMPEA MOU 2021-23 Forth Amendment - eff. 2023.6.22 v3

Final Audit Report

2023-06-20

Created:	2023-06-20
By:	John Kearns (jkearns@suisun.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxEKt-1v9M6PLclritqLkD-o978XshJT

"SCMPEA MOU 2021-23 Forth Amendment - eff. 2023.6.22 v3" History

-  Document created by John Kearns (jkearns@suisun.com)
2023-06-20 - 7:08:18 PM GMT - IP address: 50.204.66.138
-  Document e-signed by John Kearns (jkearns@suisun.com)
Signature Date: 2023-06-20 - 7:09:46 PM GMT - Time Source: server- IP address: 50.204.66.138
-  Document emailed to Amber Kent (akent@suisun.com) for signature
2023-06-20 - 7:09:48 PM GMT
-  Email viewed by Amber Kent (akent@suisun.com)
2023-06-20 - 7:34:23 PM GMT - IP address: 104.47.65.254
-  Document e-signed by Amber Kent (akent@suisun.com)
Signature Date: 2023-06-20 - 7:35:02 PM GMT - Time Source: server- IP address: 50.204.66.138
-  Document emailed to mary@cityemployees.net for signature
2023-06-20 - 7:35:03 PM GMT
-  Email viewed by mary@cityemployees.net
2023-06-20 - 8:57:31 PM GMT - IP address: 199.247.121.165
-  Signer mary@cityemployees.net entered name at signing as Mary LaPlante
2023-06-20 - 8:58:05 PM GMT - IP address: 199.247.121.165
-  Document e-signed by Mary LaPlante (mary@cityemployees.net)
Signature Date: 2023-06-20 - 8:58:07 PM GMT - Time Source: server- IP address: 199.247.121.165
-  Agreement completed.
2023-06-20 - 8:58:07 PM GMT



Adobe Acrobat Sign

AGENDA TRANSMITTAL**MEETING DATE:** June 27, 2023

CITY AGENDA ITEM: Council Adoption of Resolution No. 2023-__: Approving the Memorandum of Understanding (MOU) with the Suisun City Employees' Association (SCEA) and Authorizing the City Manager to Execute it on Behalf of the City.

FISCAL IMPACT: The total cost of implementing the financial provisions of the successor MOU for the SCEA represented employees is approximately \$350,000.00 in fiscal year 2023-24, with a direct general fund impact of approximately \$50,000.00. This cost has been included in the adopted budget for fiscal year 2023-24.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: The current Memorandums of Understanding (the "MOUs") with the City's three bargaining units expires on June 30, 2023. The City's negotiation team and representatives of the Suisun City Employees' Association (SCEA) met repeatedly from March 22, 2023 through June 13, 2023 to come to a tentative agreement on a successor MOU. The SCEA membership ratified the tentative agreement on June 14, 2023. The primary financial terms agreed to are outlined in this staff report, and the successor MOU is presented to City Council for formal adoption and approval.

STAFF REPORT: The Tentative Agreement provides/eliminates the following financial provisions in the SCEA MOU 2023-25:

Wages: Provides the following base wage salary adjustments effective 7/7/2023:

Job Class	Wage Adjustment (Rounded 3 decimal Points)
Code Enforcement Officer II*	8.346%
Community Services Officer I	10.720%
Community Services Officer II*	11.407%
Computer Technician*	0.000%
Fleet Mechanic*	-2.013%
Housing Specialist I	1.282%
Housing Specialist II*	6.440%
Human Resources Technician (C)	4.445%
Maintenance Worker I	18.138%
Maintenance Worker II*	18.921%
Office Assistant	6.545%
Permit Technician II	0.744%
Police Evidence and Property Technician I	10.720%

Police Evidence and Property Technician II*	11.407%
Public Works Inspector*	0.188%
Recreation Coordinator	2.251%
Senior Maintenance Worker	25.000%
Youth Services Specialist	10.656%

Provides a 2.5% COLA in June of 2025 condition precedent to if the City's revenues exceed budgeted revenues for fiscal year 2023/24 by at least 3%.

Classification: Establishes the Permit Technician I/II as a flexibly staffed classification series.

Longevity: Provides Longevity up to 4% in the first year – as follows: 2% for 10 years of service and 2% for 15 years of service. In year two, an additional 2% provided for five years of continuous service for a total of 6%.

Bilingual Pay: Increases bilingual pay by \$3.85 to a biweekly amount of \$50.00 per pay period.

Notary Pay: Provides Notary Pay of \$50.00 per month.

Municipal Holidays: Adds the Employee's Birthday to the list of holidays as a paid day off to be scheduled at the employee's request within 30 days of the birthday.

Biohazard/Homeless Encampment Cleanup Pay: Provides 1.5% Biohazard/Homeless Encampment Cleanup Pay for actual time spent performing homeless encampment cleanup.

Standby Pay: Increases Standby Pay for Public Works Maintenance employees to four hours on weekends and six hours on holidays. Provides Standby Pay for Information Technology Division employees of four hours on weekends and six hours on holidays.

Uniform Safety Glasses: Provides reimbursement of up to \$300.00 annually for prescription safety glasses.

Boot Allowance: Provides \$250.00 annual boot allowance to the Code Enforcement Officer I/II job classification.

CTO and Eligible Paid Leave Cash Out: Increase annual cash out to 60 hours.

Other: Other provisions of the successor MOU have been updated to clarify ambiguous language, bring language current consistent with City practice, or to eliminate provisions which are no longer relevant.

STAFF RECOMMENDATION: Council Adoption of Resolution No. 2023-__: Approving the Memorandum of Understanding (MOU) with the Suisun City Employees' Association (SCEA) and Authorizing the City Manager to Execute it on Behalf of the City.

DOCUMENTS ATTACHED:

1. Resolution No. 2023-__: Approving the Memorandum of Understanding (MOU) with the

Suisun City Employees' Association (SCEA) and Authorizing the City Manager to Execute it on Behalf of the City; and

a. SCEA MOU 2023-25

2. SCEA MOU 2023-25 Tentative Agreement

3. SCEA MOU 2023-25 – Redline

PREPARED BY:

Christina Penland, Human Resources Administrator

REVIEWED BY:

Greg Folsom, City Manager

APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

1. [Resolution Approving SCEA MOU 2023-25.pdf](#)

a. [SCEA MOU 2023-25.pdf](#)

2. [SCEA MOU 2023-25 Tentative Agreement.pdf](#)

3. [SCEA MOU 2023-25 - Redline.pdf](#)

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RESOLUTION NO. 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
SUISUN CITY EMPLOYEES' ASSOCIATION (SCEA) AND AUTHORIZING THE CITY
MANAGER TO EXECUTE IT ON BEHALF OF THE CITY.**

WHEREAS, on August 17, 2021, the City Council approved the Memorandum of Understanding between the City of Suisun City (City) and the Suisun City Employees' Association (SCEA), effective July 1, 2021 through June 30, 2023 (SCEA MOU 2021-23) with the adoption of Resolution No. 2021-82; and

WHEREAS, on April 5, 2022, the City Council approved a First Amendment to the SCEA MOU 2021-23 with the adoption of resolution No. 2022-52; and

WHEREAS, on May 23, 2023, the City Council approved a Second Amendment to the SCEA MOU 2021-23 with the adoption of resolution No. 2023-61; and

WHEREAS, on June 20, 2023, the City Council approved a Third Amendment to the SCEA MOU 2021-23 with the adoption of resolution No. 2023-69; and

WHEREAS, the SCEA MOU 2021-23 expires on June 30, 2023; and

WHEREAS, the City and SCEA's authorized labor representatives met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act (MMBA), government Code Sections 3500-3511, regarding a new Memorandum of Understanding for the period from July 1, 2023 through June 30, 2025 (SCEA MOU 2023-25), which the Tentative Agreement was ratified by the SCEA membership and then signed by the City and SCEA's authorized labor representatives as a joint recommendation to City Council, subject to City Council approval and adoption of the SCEA MOU 2023-25;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City hereby adopts Resolution No. 2023-__ : Approving the Memorandum of Understanding (MOU) with the Suisun City Employees' Association (SCEA) and Authorizing the City Manager to Execute it on Behalf of the City.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 27th day of June 2023, by the following vote:

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

WITNESS my hand and the seal of said City this 27th day of June 2023.

Anita Skinner
City Clerk

Exhibit A: SCEA MOU 2023-25

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF SUISUN CITY
AND
THE SUISUN CITY EMPLOYEES' ASSOCIATION
SEIU LOCAL 1021 AFL-CIO CLC**

**July 1, 2023
through
June 30, 2025**

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**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND
THE SUISUN CITY EMPLOYEES ASSOCIATION
SEIU LOCAL 1021 AFL-CIO CLC**

INTRODUCTION

This Memorandum of Understanding is made and entered into between the CITY OF SUISUN CITY, (hereinafter "City"), and SUISUN CITY EMPLOYEES' ASSOCIATION, Service Employees International Union Local 1021, (hereinafter "SCEA"), a formally recognized employee organization pursuant to the provisions of the Meyers-Milius-Brown Act (Government Code Section 3500 *et seq.*).

The Parties agree that this Memorandum of Understanding (hereinafter "Agreement") shall be submitted to the City Council of the City of Suisun City with the joint recommendation of the designated representatives of the Parties that the City Council approve the Agreement and take any additional action as may be necessary to implement its provisions.

The City agrees to give reasonable written notice to SCEA of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation and shall give SCEA the opportunity to meet and confer with respect thereto.

The Parties have met and conferred in good faith through their designated representatives concerning those matters set forth in Government Code Section 3504 and have reached agreement thereon as set forth below. The City agrees that there shall be no other negotiations for represented workers beyond this Agreement.

The Parties agree as follows:

ARTICLE 1 RECOGNITION

1. Job Classes Represented.

The City recognizes SCEA as the exclusive representative for the general employees bargaining unit consisting of the following Permanent, Non-Sworn, non-Professional/Technical, non-Management job classes which should properly be assigned to this bargaining unit by the City, such exclusive representation being subject to and qualified by Employee rights under applicable local, state, and federal law to be represented by the Recognized Employee Organization of their choice:

Represented Job Classes

- Account Clerk I
- Account Clerk II
- Account Clerk III
- Accounting Technician
- Administrative Assistant I

Administrative Assistant II
Building Maintenance Worker I
Building Maintenance Worker II
Building Inspector I
Building Inspector II
Community Services Officer I
Community Services Officer II
Computer Technician
Fleet Mechanic
Housing Specialist I
Housing Specialist II
Human Resources Technician (C)
Maintenance Worker I
Maintenance Worker II
Office Assistant
Permit Technician I
Permit Technician II
Police Evidence and Property Technician I
Police Evidence and Property Technician II
Public Works Inspector
Recreation Program Administrative Coordinator
Recreation Coordinator
Senior Maintenance Worker
Youth Services Specialist

2. Human Resources Technician.

The Classification of Human Resources Technician is Confidential, and as such is excluded from participating in collective bargaining or from revealing confidential information regarding collective bargaining; however, is otherwise represented by SCEA.

3. Future Additional Job Class Determination.

In addition, future additional job classes determined under applicable City Resolutions to be of a Regular, Permanent, Non-Sworn, non-Professional/Technical, and/or non-Management nature shall be represented by SCEA.

4. Temporary/Limited-Service Positions.

It is agreed that Temporary Employees, Part-Time Employees, Emergency Employees, Volunteer Employees, and contractors are not governed by this Agreement and are not represented by SCEA. Employees who work less than full time are not represented by SCEA. If an Employee who had occupied a Temporary, Provisional, or grant-funded Position is subsequently hired into the same job class as a Regular Employee, he/she shall be placed in the step level nearest to but not lower than his/her last Pay Rate as a Temporary, Provisional, or grant-funded Employee.

5. Classification Study.

The City will conduct a classification study of the two represented employees in the Administrative Assistant II classification, as of June 30, 2023. The City agrees to meet and confer with the Association on implementation of the results of the studies.

ARTICLE 2 CITY RIGHTS

1. Except as limited by the specific and express terms of this Agreement, the City hereby retains and reserves unto itself all rights, powers, authority, duty and responsibilities confirmed on and vested in it by the laws and the Constitution of the State of California, the Suisun City Code, and/or the laws and Constitution of the United States of America.

2. Regardless of any provision contained in this Agreement or which may be inferred from this Agreement, the City shall retain and shall have the right to exercise the following exclusive rights which include, but are not limited to, the following:

- A. The right to hire and fire.
- B. The right to determine the mission of its constituent departments, divisions, commissions, and boards.
- C. The right to set standards of service and municipal fees and charges.
- D. The right to determine the procedures and standards of selection for employment, assignment, transfer, and promotion of applicants and Employees, provided in the case of Employees that the exercise of such right shall not infringe on any rights that Employees have under this Agreement.
- E. The right to direct its Employees.
- F. The right to discharge or suspend Employees for just cause and take other disciplinary actions against its Employees as set forth herein.
- G. The right to relieve its Employees from duty because of lack of work or other legitimate reasons.
- H. The right to maintain the efficiency of governmental operations.
- I. The right to determine the methods, means, and staffing to conduct governmental operations.
- J. The right to determine and re-determine job content and job classifications.

- K. The right to contract out any work which is now being performed by Employees of the City or which shall be performed in the future by Employees of the City, provided this only occurs in those situations where the tasks cannot be accomplished by current SCEA members as efficiently, economically, and expediently as can be achieved by such contracting out, provided that the City shall make every reasonable effort to place Employees displaced by such contracting out in other City service requiring similar skills as the work performed by the Employee when displaced by the contracting out and which requires minimal training to afford the Employee opportunity to adequately perform the new position.
- L. The right to take all necessary actions to carry out the mission of the City, its constituent departments, divisions, or commissions and boards in cases of emergencies.
- M. The right to exercise complete control and discretion over its organization and the technology of performing its work.

ARTICLE 3 EMPLOYEE RIGHTS

Subject to the provisions of Resolution No. 74-33, Employees of the City shall have the right to form, join, and participate in the activities of a Recognized Employee Organization of their own choosing for the purpose of representation on matters of employer-employee relations, including but not limited to, wages, hours, and other terms and conditions of employment. Employees of the City also shall have the right to refuse to join or participate in the activities of Recognized Employee Organizations.

ARTICLE 4 PERSONNEL RULES AND REGULATIONS

Administrative Directive – AD 7, the City’s Personnel Rules and Regulations (hereinafter “Personnel Rules”), was approved by City Council Resolution No. 2011-52 on June 7, 2011. It is incorporated into this Agreement by reference. Except as may be provided in this Agreement, the applicable sections of the Personnel Rules, as may be amended from time to time, shall apply to the Employees represented by SCEA. Prior to amending Resolution No. 2011-52 regarding wages, hours, or other terms and conditions of employment, the Parties shall first meet and confer on the modifications as provided in the Meyers-Milias-Brown Act (Government Code Section 3500 *et seq.*). Unless otherwise provided in this Agreement, the definitions of terms used in this Agreement shall be the definitions provided in Chapter 2 of the Personnel Rules.

ARTICLE 5 NO DISCRIMINATION

It is agreed that neither SCEA, nor the City shall discriminate against any Employee because of race, national origin, gender, SCEA membership, protected concerted SCEA activity, or refusal to join SCEA.

ARTICLE 6 ASSOCIATION ACCESS

1. SCEA Business.

All SCEA business will be conducted by Employees and SCEA representatives outside of established working hours. Nothing herein shall be construed to prevent a SCEA representative or an Employee from contacting the City Manager or other management representatives regarding personnel-related matters during working hours.

2. Work Locations.

The authorized SCEA Business Agent, if any, shall be given access to work locations during working hours, provided that prior to visiting any work location the SCEA representative notifies the City.

3. Shop Stewards.

In addition to the president, two stewards shall be appointed by the SCEA as alternate representatives to assist in resolving workplace issues and other representational duties including but not limited to Grievances.

A. Pursuant to Government Code section 3505.3, the City shall allow the employee Stewards a reasonable time off without loss of compensation or other benefits when they are participating in any one of the following activities:

- 1) Formally meeting and conferring with representatives of the City on matters within the scope of representation;
- 2) Testifying or appearing as the designated representative of Union in conferences, hearings, or other proceedings before the Public Employment Relations Board, or an agent thereof, in matters relating to a charge filed by the Union against the City or by the City against the Union; and
- 3) Testifying or appearing as the designated representative of the Union in matters before a personnel or merit commission.

B. Pursuant to Government Code section 3558.8, the City shall grant to employee Stewards, upon written request of SCEA, reasonable leaves of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards or representatives or officers of the exclusive representative, or of any statewide or national employee organization with which SCEA is affiliated.

- 1) SCEA shall reimburse the City for all compensation paid to the employee on leave. Reimbursement by SCEA shall be made on or before thirty (30) days after receipt of the City's certification of payment of compensation to the employee.
- 2) At the conclusion or termination of leave granted under this section, the employee shall have a right of reinstatement to the same position and work location held prior

to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.

- 3) SCEA has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason. The City reserves the right to recall any employee on leave pursuant to these sections due to an emergency.
- C. Compensation for release time under this provision shall not exceed the employee Stewards' standard schedule of hours per day and shall not include compensation for overtime. Compensation shall include retirement fund contributions required of the City as an employer. The employee shall earn full-service credit during the leave of absence and shall pay his or her member contributions. The leave of absence without loss of compensation or other benefits provided for by this section is in addition to the release time without loss of compensation or other benefits granted to representatives of SCEA under applicable laws or this MOU.
- D. Pursuant to Government Code sections 3505.3 and 3558.5, for leave requests for three consecutive days or less, SCEA shall submit a written request to the employee Steward's Department Head at least seven (7) days in advance of the requested leave of absence. For leave requests of greater than three consecutive days, SCEA shall submit their written request at least thirty (30) calendar days in advance of the requested leave of absence. The written request shall include the purpose, dates, and duration of the requested leave.
- E. A request for leave of absence may be granted on a full-time, part-time, periodic, or intermittent basis and will be approved if it does not substantially interfere with the performance of City services and operations. If leave is denied, the Department Head shall provide SCEA with written notification of the reasons why the requested leave is denied. If granting the requested leave would create an operational hardship for the City, the parties agree to meet and confer regarding the requested leave in order to identify mutually acceptable alternative dates or amount of leave.
- F. SCEA or the employee shall be required to execute any payroll forms, certifications of time, or other documents as required by the City to ensure that the time reporting is accurate and that the employee is performing the duties of a steward or officer or representative of SCEA during all reported working hours.
- G. The City shall not be liable for an act or omission of, or an injury suffered by, an employee of the City if that act, omission, or injury occurs during the course and scope of the employee's leave under this section to work for SCEA. If the City is held liable for such an act, omission, or injury, SCEA shall indemnify and hold harmless the City.

4. Release Time.

The City may grant a total of sixteen (16) hours of paid time for the president and two stewards to attend training scheduled during the Employee's normal working hours. Those hours may be split

among the three SCEA officials at SCEA's discretion. The SCEA will be responsible for overseeing the time used and calculating the time remaining. The SCEA must notify the Department Head and Human Resources with each approved time off request. The SCEA president shall submit written requests for release time to the Employee's immediate supervisor. The supervisor's decision to approve will be based on the operational needs of the City. The Employee and SCEA president will certify the Employee's attendance. Unused training hours may accrue to a maximum of thirty-two (32) hours.

5. Labor/Management Committee.

The City and the SCEA agree to set up a Labor/Management Committee to encourage open communication, to promote harmonious relations, and to resolve matters of mutual concern. The committee will meet quarterly or as mutually agreed to by the Parties. The Committee will be composed of one representative from the City, one representative from the SCEA, and the SCEA Business Agent, if any. The meetings are informal and are not intended to be for discussion of issues handled under other provisions herein such as grievances, disciplinary actions, or negotiations.

6. Employee Orientation & Contact Information.

All Employees will receive a New Employee Orientation within their first five (5) regular Workdays of employment with the City. The New Employee Orientation will be presented by Human Resources Division staff members at a time and place determined by the City. The purpose of the orientation is to review and complete required payroll, insurance, benefits, and similar required documentation; to train the Employee regarding City and/or Departmental policies, procedures, and specific requirements of the position; and to provide other necessary information. At no time during the orientation shall a City or SCEA representative provide derogatory information or advocacy about the other.

- A. The City will provide SCEA Chapter President and SEIU Field Representative notice of a pending New Employee Orientation within one (1) business day of the execution of an employment offer letter.
- B. One (1) SCEA representative, officer, steward, or member will be provided an opportunity for a 15-minute private session with the new Employee during the New Employee Orientation. SCEA may provide written information to be included with the orientation materials, in lieu of such a private session. Two (2) business days prior to the New Employee Orientation, SCEA will provide Human Resources the name and the contact information of its participating representative. The City and SCEA will mutually agree to a suitable time during the New Employee Orientation for SCEA's private meeting with the new Employee. Such private meeting will occur at the same location as the New Employee Orientation.
- C. Within 30 days of hire, and annually thereafter, the City will provide SCEA with Employee contact information, including name, job title, department, work location, work, home and personal cellular telephone numbers, personal email addresses on file with the City, and home address, in electronic format as required by State law for all represented Employees.

- D. The City also agrees to provide SCEA with a list of the foregoing information for all bargaining unit employees at least once every one hundred and twenty (120) days unless otherwise agreed to in writing.
- E. Notwithstanding the foregoing, the City will not make any disclosures prohibited under Government Code sections 6254.3(a)(3) and 6254.3(c) pertaining to police employees and employee privacy requests (except, with respect to personal email addresses, as may be necessary to comply with the California Public Records Act).

7. Dues Deduction.

SCEA, as the recognized majority and/or exclusive employee organization requests that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by SCEA, from the wages and salaries of SCEA members. SCEA hereby certifies that SCEA has and shall maintain all such deduction authorizations signed by the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. Accordingly, SCEA membership dues shall be deducted over 26 pay periods in accordance with the City procedures and provisions of applicable law from the salary of each employee whose name is provided by SCEA. Such deduction shall be made only when the SCEA member's earnings for the subject pay period are sufficient after other legally required deductions are made.

- A. Remittance of the aggregate amount of all such monies shall be made by the City to SCEA at the conclusion of each payroll period in which said dues were deducted. Any changes in SCEA dues must be given to the City a minimum of thirty (30) days prior to the change to accommodate changes to payroll.
- B. SCEA shall have a duty to defend and shall indemnify and hold harmless the City against any liability arising from a claim, demand, or other action relating to any SCEA requested deduction, or any provision or obligation set forth in this Article. The City reserves the right to select its own counsel for its defense hereunder at the SCEA's expense.

ARTICLE 7 COMPENSATION

1. Salaries.

- A. Effective the first pay period following City Council adoption of the successor memorandum of understanding (MOU) or the first pay period following 7/1/2023, whichever is later, the base wage rates set forth in the City-wide Salary Schedule shall be adjusted as follows:

Job Class	Monthly Salary Prior to the Base Wage Adjustments Effective 5/26/2023	Base Wage Increase Effective 5/26/2023	Approx. % of Base Wage Increase Eff. 5/26/2023	Approx. Monthly Salary Eff. 5/26/2023	Approx. Proposed Wage Adjustment (Rounded 3 decimal points)	Approx. New Monthly Top Step	Approx. Total % Change
Account Clerk I	\$3,907	\$2/hour	8.9%	\$4,253	17.622%	\$5,003	28.0%
Account Clerk II*	\$4,298	\$2/hour	8.1%	\$4,645	18.484%	\$5,503	28.0%
Account Clerk III	\$4,727	\$2/hour	7.3%	\$5,073	19.313%	\$6,053	28.1%
Accounting Technician	\$5,275	\$2/hour	6.6%	\$5,622	17.466%	\$6,604	25.2%
Administrative Assistant I	\$5,074	\$2/hour	6.8%	\$5,421	-1.541%	\$5,337	5.2%
Administrative Assistant II*	\$5,432	\$2/hour	6.4%	\$5,779	1.596%	\$5,871	8.1%
Building Inspector I	\$6,095	\$2/hour	5.7%	\$6,442	-3.102%	\$6,242	2.4%
Building Inspector II*	\$6,703	\$2/hour	5.2%	\$7,049	-2.596%	\$6,866	2.4%
Building Maintenance Worker I	\$4,498	\$2/hour	7.7%	\$4,844	5.281%	\$5,100	13.4%
Building Maintenance Worker II*	\$4,947	\$2/hour	7.0%	\$5,294	5.979%	\$5,610	13.4%
Code Enforcement Officer I	\$5,432	\$2/hour	6.4%	\$5,779	3.096%	\$5,958	9.7%
Code Enforcement Officer II*	\$5,702	\$2/hour	6.1%	\$6,048	8.346%	\$6,553	14.9%
Community Services Officer I	\$4,451	\$2/hour	7.8%	\$4,797	10.720%	\$5,311	19.3%
Community Services Officer II*	\$4,898	\$2/hour	7.1%	\$5,244	11.407%	\$5,843	19.3%
Computer Technician*	\$7,046	\$2/hour	4.9%	\$7,392	0.000%	\$7,392	4.9%
Fleet Mechanic*	\$5,193	\$2/hour	6.7%	\$5,540	-2.013%	\$5,428	4.5%
Housing Specialist I	\$5,432	\$2/hour	6.4%	\$5,779	1.282%	\$5,853	7.7%
Housing Specialist II*	\$5,702	\$2/hour	6.1%	\$6,048	6.440%	\$6,438	12.9%
Human Resources Technician I	\$5,976	\$2/hour	5.8%	\$6,323	4.445%	\$6,604	10.5%
Maintenance Worker I	\$4,498	\$2/hour	7.7%	\$4,844	18.138%	\$5,723	27.2%
Maintenance Worker II*	\$4,947	\$2/hour	7.0%	\$5,294	18.921%	\$6,295	27.3%
Office Assistant	\$4,245	\$2/hour	8.2%	\$4,592	6.545%	\$4,892	15.3%
Permit Technician I	n/a	n/a	n/a	n/a	n/a	\$5,791	n/a
Permit Technician II	\$5,976	\$2/hour	5.8%	\$6,323	0.744%	\$6,370	6.6%
Police Evidence and Property Technician I	\$4,451	\$2/hour	7.8%	\$4,797	10.720%	\$5,311	19.3%
Police Evidence and Property Technician II*	\$4,898	\$2/hour	7.1%	\$5,244	11.407%	\$5,843	19.3%
Public Works Inspector*	\$6,781	\$2/hour	5.1%	\$7,128	0.188%	\$7,141	5.3%
Recreation Coordinator	\$5,295	\$2/hour	6.6%	\$5,642	2.251%	\$5,769	9.0%
Senior Maintenance Worker	\$5,193	\$2/hour	6.7%	\$5,540	25.000%	\$6,925	33.4%
Youth Services Specialist	\$6,253	\$2/hour	5.5%	\$6,600	10.656%	\$7,303	16.8%

- B. The base wage increases provided effective 5/26/2023 to the employee's position within the range decreased the differential between steps to less than five (5%) percent as was identified by the alpha numerical salary ranges established for the following classifications:

Account Clerk I, Administrative Assistant II, Building Maintenance Worker I, Code Enforcement Officer II, Community Services Officer I, Computer Technician, Maintenance Worker I, Maintenance Worker II, Police Evidence and Property Technician II. The alpha salary range will be eliminated once the proposed base wage adjustments for the successor MOU are implemented. The affected employees in the alpha numeric ranges will be transitioned to the base numerical range assigned to their classification and will maintain their current step placement within the range, with the exception of the current incumbent in the Computer Technician classification, who shall advance one pay step to avoid a negative salary adjustment as a result of implementing this provision. This shall not affect the incumbent Computer Technician's anniversary date or future eligibility for merit increases.

- C. Effective the last full pay period of June 2025, represented employees shall receive a two-point five (2.5%) percent Cost of Living Adjustment (COLA), condition precedent on if the City's actual revenue for Fiscal Year 2023/24 exceed budgeted revenues for Fiscal Year 2023/24 by at least three (3%) percent.

2. Incentive Pay.

Upon recommendation of the Department Head and the approval of the City Manager or designee, the City will provide training incentives for special education and certification not already required as part of the Employee's job classification and obtained outside the Employee's working hours. Employees receiving Incentive Pay must maintain certification consistent with the rules of the issuing authority. Failure to do so will result in a suspension of this benefit for a period not to exceed six months. During this suspension period, the Employee must cure the reason for loss of certification, or the suspension shall become permanent.

- A. Similarly, to qualify to receive Certified Arborist Incentive Pay, Heavy Equipment Operator Incentive Pay, Class A Driver Incentive Pay, Notary Pay, or Bilingual Incentive Pay, an Employee must be utilizing the applicable certification. Accordingly, if an Employee refuses to perform work requiring that certification, or if the Employee is unable to work, or if the Employee is temporarily disabled, or if the Employee is on modified duty that restricts the Employee from performing such work, the Incentive Pay shall be suspended until the Employee resumes performing the duties for which the Incentive Pay is provided. During the suspension period, the City may temporarily provide Incentive Pay to the qualified City Employee who picks up the duties of the Employee whose Incentive Pay has been suspended. The maximum number of Employees eligible for such incentives is shown below; said maximum may be exceeded only upon approval of the City Manager.
- B. Authorized Incentive Pay for special education and certifications shall be as follows:

<u>Department</u>	<u>Job Class</u>	<u>Number</u>	<u>Amount</u>
Public Works	Certified Arborist	1	5%
	Certified Heavy Equipment Operator/	5	5%
	Class A Driver		

<u>Department</u>	<u>Job Class</u>	<u>Number</u>	<u>Amount</u>
All Employees Covered by Agreement for an AA Degree or Higher			3%

3. Bilingual Pay.

An Employee fluent in Spanish, Tagalog or another language, the use of which the City Manager has determined to be of benefit to the City (based on the recommendation of the applicable department director), shall be paid Bilingual Incentive Pay of \$50.00 per pay period upon written approval by the City Manager.

In the case of Bilingual Incentive Pay, fluency shall be certified by a test administered through the Human Resources office. In order to become certified, an Employee must achieve a score of at least nine (9) on a scale of twelve (12). A certified Employee shall request Bilingual Incentive Pay on a form approved by the City Manager. Employees may be required to recertify bilingual proficiency at least once every two years. Employees requesting bilingual pay may not take the bilingual proficiency exam more than twice in a year, after a 90-day waiting period.

4. Notary Pay.

Any employee that possesses an official Notary Commission and is required to perform these duties in addition to their normal job duties shall be afforded a monthly \$50.00 allowance, approved by the employee's Department Head. The City will provide the cost of training, certification, recertification, bond, insurance and recording with the County Recorder of the Notary Commission for any employees required to obtain and maintain an official Notary Commission.

5. Acting Pay.

Employees covered by this Agreement shall receive Acting Pay under the following conditions:

- A. Employees must qualify to receive Acting Pay when assigned in writing to act in a higher job class to perform substantially the full range of duties and responsibilities of the higher job class for a minimum period of two weeks.
- B. Employees who are assigned to act in a higher job class will receive Acting Pay in an amount of at least 5.0 percent and no more than 10.0 percent of their current salary when they are assigned to act in the higher job class for a minimum of two consecutive weeks, retroactive to the first day of the assignment, while performing substantially the full range of duties and responsibilities of the higher job class.
- C. In order to receive Acting Pay, there must exist a budgeted position, the assignment must be made in writing, and employees must meet the minimum qualifications of the higher job class, and employees may not refuse to perform any duty or responsibility of the higher job class. Exceptions to meeting the minimum qualifications of the higher job class may be made on a case-by-case basis, depending on the operational need, with concurrence between the department head and Human Resource, subject to City Manager approval.

- D. Acting Pay shall not be applied to a request to cash-out any form of paid leave, or payment for paid leave hours on the books at time of separation.

6. Confidential Pay.

Currently, the incumbent in the Accounting Tech (assigned to payroll), hired prior to July 30, 2019, receives a 3% pay differential to be added to the employee's base pay. The Confidential Pay Program will end once the current incumbent vacates the position.

7. Miscellaneous Employee Longevity Pay.

- A. Effective the first pay period following City Council adoption of the successor Memorandum of Understanding (MOU) or the first pay period following 7/1/2023, whichever is later, upon the completion of ten (10) years of continuous full-time City service, represented employees shall be entitled to a two (2%) percent increase in compensation; employees who complete fifteen (15) years of continuous full time service shall be entitled to an additional two (2%) percent increase in compensation (for a total of four (4%) percent).
- B. Effective the first pay period in July 2024, upon the completion of five (5) years of continuous full-time City service, represented employees shall be entitled to a two (2%) percent increase in compensation; employees who complete ten (10) years of continuous full-time City service, represented employees shall be entitled to two (2%) percent increase in compensation; employees who complete fifteen (15) years of continuous full-time service shall be entitled to an additional two (2%) percent increase in compensation (for a total of six (6%) percent).

8. Biohazard/Homeless Encampment Cleanup Pay.

Employees who are assigned to perform homeless encampment cleanup shall receive additional pay due to potential biohazard exposure, including but not limited to urine, feces, blood and hypodermic needles. Employees will receive one and a half (1.5%) percent of base salary for actual time spent performing homeless encampment cleanup.

ARTICLE 8 HOURS OF WORK

1. Attendance.

Employees shall be in attendance at their workstation in accordance with departmental schedules unless on approved leave.

2. Work Schedules.

At the discretion of the City, Regular, Full-Time Employees shall be assigned to one of the following work schedules:

- A. A 40.0-hour workweek consisting of five consecutive 8.0-hour days in a seven-day period (hereinafter "5/40"), beginning at noon on Friday through noon on the following Friday. All other work schedules shall be considered Alternative Work Schedules.
- B. An Alternative Work Schedule, such as four consecutive 10.0-hour days in a seven-day period beginning at noon on Friday through noon on the following Friday (hereinafter "4/10"), or nine workdays totaling 80 hours during a fourteen-day period beginning at noon on Friday through noon on the following Friday (hereinafter "9/80"), or any other configuration approved by the Department Head and City Manager. Assignment to an Alternative Work Schedule is subject to Department Head recommendation and City Manager approval and shall not be considered permanent. At such time as the Department Head and City Manager determine that the schedule does not meet departmental needs, the Employee shall be reassigned to another work schedule.
- C. Employees shall not be scheduled to work more than seven consecutive days without two scheduled days off, except in emergency situations.
- D. Employees assigned to an Alternative Work Schedule may have the start of the workweek changed in accordance with the requirements set forth in the Fair Labor Standards Act.
- E. Employees may temporarily flex their schedules with the prior approval of their Department Head, so long as the new schedule meets the City's needs and the Employee works a full schedule or makes up the shortfall with paid leave.
- F. All paid leave (Sick Leave, Vacation Leave, Holiday Leave, and CTO) shall be charged to the Employee's paid leave balance(s) for all hours not worked up to the scheduled hours for that day(s). For example, if an Administrative Assistant is off sick on a 9.0-hour day, that Employee's Sick Leave balance would be reduced by 9.0 hours for that absence. Similarly, if a Holiday falls on a nine (9)-hour Workday, the Employee would receive eight (8) hours of Holiday Time Off and the balance of one (1) hour may be made up through use of Vacation Leave, Holiday Leave, or CTO. Sick Leave may not be used to make up for Holiday Time Off shortfalls.

3. Conflict with FLSA.

The City and SCEA acknowledge that where this Article may conflict with the Fair Labor Standards Act, the Act shall take precedence.

4. Breaks.

All Employees shall be entitled to receive a 15.0-minute break for every 4.0 hours of work or major fraction thereof.

ARTICLE 9 OVERTIME AND COMPENSATORY TIME OFF

The following procedures shall apply to Overtime and Compensatory Time Off (hereinafter "CTO"):

1. 5/40 Work Schedule.

For all Employees assigned to a 5/40 work schedule, all work performed in excess of forty (40) hours in a workweek or eight (8) hours in a day, that was approved in advance by the Department Head (except emergency Overtime associated with a Call Out), shall be paid at one and one-half times the Employee's regular pay.

2. Alternative Work Schedules.

Employees on a 4/10 or a 9/80 Alternative Work Schedule shall not be eligible for Overtime until they have worked a full scheduled Workday.

3. Employee-Requested Flextime.

In the event of pre-approved, Employee-requested flextime, Employees shall not be eligible for Overtime until they have worked a full scheduled workweek.

4. Paid Leave Considered Hours Worked.

For purposes of Overtime computation, all paid time including Sick Leave, Vacation Leave, Holiday, and CTO shall be considered hours worked.

5. Overtime Credited as CTO.

Except as provided in Section 6 of this Article, Overtime worked may be credited as CTO or be paid as Overtime at the discretion of the Employee. CTO will be credited at a rate of one and one-half times the Overtime hours worked. The maximum accumulation of CTO is as follows:

- A. Under five years of City service: 80.0 hours;
- B. Five to under ten years of City service: 90.0 hours;
- C. Ten to under 15 years of City service: 100.0 hours;
- D. 15 years and over of City service: 120.0 hours;
- E. Any Overtime worked in excess of these limits shall be compensated on a paid basis.

6. Above CTO Limit.

If an Employee is at or above the CTO limit, he/she will prospectively only get paid Overtime (as opposed to CTO) for Overtime worked. Once the CTO balance has been reduced by forty (40) hours below the limit, an Employee will again be allowed to accrue CTO as opposed to receiving Overtime pay. Upon separation of service, an Employee is entitled to receive the cash value of all accrued CTO.

7. CTO Cash-Out.

Employees are allowed to cash-out a maximum of sixty (60) hours of CTO each January. The Finance Department will send out a request form, in November of the preceding year, that includes written verification of each Employee's current CTO balance. Employees may make an irrevocable request for the upcoming calendar year January cash-out of accrued CTO by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form which must be in the calendar year preceding the January cash-out. With the exception of the November election, Employees may not elect cash-out of accrued CTO except upon leaving City Service. No CTO cash-out election will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons.

8. Restoring Leave Caps.

The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.

ARTICLE 10 ELIGIBLE PAID LEAVE CASH-OUT

As an alternative to CTO Cash-Out, employees are allowed to elect to cash-out a maximum of sixty (60) hours of Eligible Paid Leave in November of the calendar year preceding such cash-out. The Finance Department will send out a request form, in November of the preceding year, that includes written verification of each Employee's current Eligible Paid Leave balances. Employees may make an irrevocable request for the upcoming calendar year to cash-out accrued Eligible Paid Leave by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form which must be in the calendar year preceding the cash-out. With the exception of the November cash-out election, Employees may not cash out Eligible Paid Leave except upon leaving City Service. No Eligible Paid Leave cash-out will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons. With respect to this Section, Eligible Paid Leave includes CTO, Holiday Leave, and/or Vacation Leave (in that order of usage). Employees may not cash-out both CTO and Eligible Paid Leave in the same year.

ARTICLE 11

STANDBY AND CALL-OUT PROCEDURES

The following procedures shall apply exclusively to Standby and Call-Out assignments in the Public Works Maintenance Division, where all covered Employees are required to make themselves available for a proportionate share of weekly Standby duty:

1. Public Works Maintenance Division.

Those Employees scheduled for weekday Standby Duty (from the end of the Workday on one day to the beginning of the next Workday during the workweek, which is from Monday evening through Friday [or every other Thursday for 9/80 Alternative Work Schedules] morning) will receive two (2) hours of Standby Pay per day at the employee's regular rate of pay.

- A. Those Employees scheduled for weekend Standby (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive four (4) hours of Standby Pay per day at the employee's regular rate of pay.
- B. Those Employees scheduled for Holiday Standby (from 12.00am to 11.59pm on recognized City Holiday) will receive six (6) hours of Standby Pay per day at one and one half (1-1/2) times the employee's regular rate of pay.
- C. In the event of a Call Out, the Employee shall be paid for a minimum of two (2) hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2) hours, the Employee may opt to work a lesser amount of time and receive compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained.
- D. Those Employees scheduled for Standby Duty agree to be "available" for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by either pager or phone, as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy.
- E. All Employees scheduled for Public Works Standby Duty shall be properly trained on the Call-Out procedures and in the operation of all equipment required for Standby Duties.
- F. Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding.
- G. Any Employee, who has been scheduled for Standby Duty and either fails to be "available" or fails to report for work once notified, shall be subject to disciplinary action.

- H. Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment with another Employee. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment.
- I. An Employee shall not be required to work more than one week of Standby Duty assignment at a time without the mutual agreement of the Employee and the supervisor.
- J. In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of two (2) hours of time at one point five (1.5) times their hourly rate of or receive equivalent CTO, at the Employee's option.

Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives two (2) hours of pay at one point five (1.5) times their hourly rate.

- K. Employees who live within fifteen (15) miles of their workplace shall have the option to take a Call Out vehicle home for the Call Out period. The Call Out vehicle shall be used solely for the purpose of responding to a call of official City business.

2. Information Technology Division.

The following procedures shall apply exclusively to Standby and Call-Out assignments for the Computer Technician assigned to the Information Technology Division, where all covered Employees may be required to make themselves available for a proportionate share of weekend Standby duty:

- A. Those Employees scheduled for weekend Standby (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive four (4) hours of Standby Pay per day at the employee's regular rate of pay.
- B. Those Employees scheduled for Holiday Standby (from 12.00 am to 11.59 pm on recognized City Holiday) will receive six (6) hours of Standby Pay per day at one and one half (1-1/2) times the employee's regular rate of pay.
- C. In the event of a Call Out, the Employee shall be paid for a minimum of two (2) hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2) hours, the Employee may opt to work a lesser amount of time and receive compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained.

- D. Those Employees scheduled for Standby Duty agree to be “available” for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by phone, as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy.
- E. Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding.
- F. Any Employee who has been scheduled for Standby Duty and either fails to be “available” or fails to report for work once notified, shall be subject to disciplinary action.
- G. Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment.
- H. In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of two (2) hours of time at one point five (1.5) times their hourly rate of or receive equivalent CTO, at the Employee’s option.

Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives two (2) hours of pay at one point five (1.5) times their hourly rate.

ARTICLE 12 VACATION LEAVE

Use of Vacation Leave requires prior written approval by the Department Head or designee. Employees are encouraged to take vacations lasting at least one week. Vacation Leave may not be granted in excess of the Vacation Leave balance that has been accrued at the time that the Vacation Leave is granted.

1. Vacation Accrual.

Accumulation of Vacation Leave shall commence effective with the date of hire, according to the following schedule, prorated on a pay period basis (annual total divided by twenty-six (26) bi-weekly pay periods to two decimal places of accuracy):

- A. For the First Five Years of Service. Employees shall earn and be credited with Vacation Leave at the rate of eighty (80) hours for those working 40.0 hours per week or a 9/80 schedule per pay period per year.
- B. Commencing with the Sixth Year. Employees shall earn and be credited with Vacation Leave at the rate of one hundred and twenty (120) hours for those working forty (40) hours per week or a 9/80 schedule per pay period per year.

C. Commencing with the Eleventh Year. Employees shall earn and be credited with Vacation Leave at the rate of one hundred and sixty (160) hours for those working forty (40) hours per week or a 9/80 schedule per pay period per year.

D. Commencing with the Sixteenth Year. Employees shall earn and be credited with Vacation Leave at the rate one hundred and eighty-four (184) hours for those working forty (40) hours per week or a 9/80 schedule per pay period per year.

2. Maximum Accumulation.

Employees with fifteen (15) or fewer years of service with the City may accumulate up to a maximum of two hundred and forty (240) hours of Vacation Leave. Employees with over fifteen (15) years of service with the City may accumulate up to a maximum of three hundred and twenty (320) hours of Vacation Leave. Under exceptional circumstances, such as heavy workloads or staffing shortages, the City Manager may authorize the accumulation of additional Vacation Leave. If an Employee is at the limit, he/she must request to take Vacation Leave off. If a written request to do so is disapproved, the limit may be increased by the City Manager. Failure to request time off will result in stopping the accrual of Vacation Leave until the balance is reduced by 40 hours.

3. Vacation Leave Cash-Out.

Employees may not cash out Vacation Leave except as authorized annually under Eligible paid Leave Cash-Out or upon leaving City Service.

4. Holiday During Vacation.

An Employee will not be charged 8.0 hours of Vacation Leave for a Holiday that occurs during his/her Vacation Leave.

5. Illness During Vacation.

If an Employee becomes ill while on Vacation Leave, Sick Leave may be authorized instead of Vacation Leave upon approval of the Department Head. The Department Head may require written physician's verification of the Employee's illness.

6. Separation From Service.

Upon separation from service, an Employee is entitled to receive the cash value of all accrued Vacation Leave.

7. Upon Death.

When separation is caused by death, payment equivalent to accrued Vacation Leave shall be made to the Employee's estate.

8. Restoring Leave Caps.

The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will

buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.

ARTICLE 13 UNIFORMS AND UNIFORM ALLOWANCES

1. Uniform Allowances.

Annually the City shall pay those Employees required to wear uniforms in the performance of their duties as follows:

<u>Job Class</u>	<u>Total</u>
Community Services Officer I/II	\$900.00
Police Evidence and Property Technician I/II	\$900.00

Uniform allowance will be paid on the regular paychecks of pro-rata basis, equally divided across each of the 26 pay checks.

2. Other Uniforms.

During the term of this Agreement, the City shall continue to supply Maintenance Workers and Building Maintenance Workers with the required uniform components as determined by the Public Works Director in a written departmental policy. The Administrative Assistant I/II assigned to the Fire Department will receive required uniform components as determined by the Fire Chief in a written departmental policy. The Administrative Assistant I/II assigned to the Police Department will receive required uniform components as determined by the Police Chief in a written departmental policy.

3. Work Boots.

The City shall provide an annual boot allowance of two hundred and fifty dollars (\$250.00) to be used toward the purchase and maintenance of safety boots to employees in the following classifications who are required to wear safety boots as a condition of employment:

Building Maintenance Worker I/II	Maintenance Worker I/II
Code Enforcement Officer I/II	Senior Maintenance Worker

A. The boot allowance will be issued in the first pay period in July of each year.

B. The Employee shall be responsible for making the purchase from any vendor of the work boots that meet the following requirements: steel toes, oil resistant soles, and a minimum of six (6) inches of ankle support.

C. If the work boots should become damaged or worn out before the next July, the City may approve the payment of up to two hundred and fifty dollars (\$250.00) for a replacement pair of work boots. This provision shall only apply in cases where the wear and tear or damage occurred through the normal course of employment with the City.

4. Consequences for Failure to Wear Required Uniform.

It is each Maintenance Worker's responsibility to wear his/her City-supplied uniform, including work boots, while at work. The boots may be worn to and from work but should otherwise only be used at work performing assigned duties. Any Maintenance Worker who fails to show up for work with any portion of the City-supplied uniform, including work boots, shall be on leave without pay until such time as that Maintenance Worker returns to work properly dressed. Continued failure to show up for work in full uniform shall result in progressive discipline up to and including termination. If a Maintenance Worker is injured due to his/her failure to wear work boots, the Maintenance Worker shall be subject to progressive discipline and such discipline shall not be considered "discrimination or retaliation" pursuant to California Labor Code Section 132a.

5. Prescription Safety Glasses.

Employees required to wear safety glasses will be eligible for up to three hundred dollars (\$300.00) reimbursement each fiscal year, if required to wear prescription safety glasses. Employees must submit a receipt with their request for reimbursement.

ARTICLE 14 RETIREMENT BENEFITS

1. Classic Miscellaneous Employee Benefits.

Except as provided in Section 2 of this Article, retirement benefits for represented Employees shall be as provided below:

A. CalPERS Benefits. The City agrees to provide the two (2%) percent at fifty-five (55) CalPERS Retirement Plan, including the 1959 Survivor's Benefit Level 3, for Miscellaneous Employees. The City shall pay the Employer's contribution. The employee shall pay the Employee's contribution as established by CalPERS.

B. One-Year Final Compensation. The City provides one-year final compensation pursuant to Government Code Section 20042.

C. Sick Leave Conversion. The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965.

D. All miscellaneous employees covered by this Tentative Agreement and the successor MOU will receive an increase to their base hourly rate of 7.5 percent in exchange for Classic

miscellaneous employees paying the full employee contribution along with PEPRAs employees as soon as practicable after CalPERS approval of the EPMC change.

2 PEPRA New Employees.

The City agrees to provide 2.0% at 62 PERS Retirement Plan for Public Employees' Pension Reform Act of 2013 (PEPRA) New Miscellaneous Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no EPMC is available. Should any provision in this Agreement be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

ARTICLE 15 MEDICAL & DENTAL INSURANCE

1. Core Flex Plan.

The City will contribute a Core Flex Plan amount equivalent to the Kaiser Permanente Region 1 Premium for Employee, Employee plus one, and Employee plus Family, toward the monthly premium cost.

Should the health plan premium cost, selected by the employee, be less than the Kaiser Permanente Region 1 premium, the City shall pay no more than the full cost of the Kaiser Permanente rate, with the difference between the cost of the selected health plan premium and the maximum provided by the city eligible to be applied toward the cost of vision and dental premiums.

2. Flexible Benefit Options.

The City agrees to provide a five hundred dollar (\$500.00) per month (employee only) and seven hundred dollar (\$700.00) per month (employee plus one or more dependents) as a Flexible Benefit Credit that may be used in lieu of the Core Flex Plan enrollment per Section 1 of this Article. The Flexible Benefit Credit may be divided among Dental and Vision Premiums, Flexible Spending Accounts, and Taxable Cash Option. An Employee choosing the Flexible Benefit Options must establish eligibility by providing verification of enrollment in a group health plan and must reestablish eligibility annually for continued enrollment in the Flexible Benefit Options during each Open Enrollment Period established by the City.

3. Restrictions.

An Employee may either enroll in the Core Flex Plan or be entitled to the Flexible Benefit Options as described in Section 2 of this Article, but may not participate in both, with the exception of the Voluntary Pre-Tax Payroll Deduction Flexible Spending Account or enrollment in a Dental and/or Vision Plan.

ARTICLE 16 LIFE INSURANCE AND DEFERRED COMPENSATION

1. Life Insurance.

The City agrees to provide a \$200,000 term and accidental death and dismemberment insurance policy for each represented Employee. The face value of the policy will begin reducing at age sixty-five (65), per the policy's schedule of benefits.

2. 457 Deferred Compensation Plan.

The City agrees to provide a 457 Deferred Compensation Plan as an optional benefit to City Employees. The City will match the Employee's contribution up to one hundred dollars (\$100.00) per pay period, or up to twenty-six hundred dollars (\$2,600.00) per fiscal year. The City's match will be contributed to participating Employees on a pay-period basis, however, once annually participating Employees may contribute and the City will match an amount larger than one hundred dollars (\$100.00), not to exceed the twenty-six hundred dollar (\$2,600.00) fiscal year maximum.

ARTICLE 17 SUPPLEMENTAL INSURANCE

The City has contracted with Colonial for voluntary supplemental insurance benefits which will be administered by City payroll deductions. It shall be agreed that the City may choose different supplemental insurance providers from time to time as needed to provide such voluntary benefits in the best interests of the City.

ARTICLE 18 MILEAGE REIMBURSEMENT

Employees are encouraged to use City vehicles when conducting City business. When the use of private vehicles is required and approved by the Employee's Department Head, the City shall provide mileage reimbursement at the mileage rate set each November by the Internal Revenue Service (Publication 917). The new rate shall be effective the following January.

ARTICLE 19 WORKERS' COMPENSATION COVERAGE

The City shall provide Workers' Compensation Insurance coverage (hereinafter "Workers' Comp") for all Employees through its self-insured program.

ARTICLE 20 STATE DISABILITY INSURANCE COVERAGE

1. State Disability Insurance.

The City shall participate under the State Disability Insurance Program (hereinafter "SDI") for employees represented by SCEA.

2. Payment of SDI Premiums.

SDI premiums shall be paid in full by all participating Employees.

ARTICLE 21 PAYROLL STATUS

1. Payroll Status.

Any Regular Employee shall be considered to be in a Payroll Status if the Employee is employed by the City under the one of the following conditions:

A. Working Full-Time.

- B. Working Part-Time, at least a thirty (30) hour or greater workweek.
- C. Working on a restricted or limited duty basis.
- D. Off work due to an injury or illness covered under Workers' Compensation.
- E. Off work due to an injury or illness covered under State Disability Insurance.
- F. Off work while on an approved leave of absence covered under the Family and Medical Leave Act (FMLA).
- G. Off work while on an approved leave of absence covered under the California Family Rights Act (CFRA).
- H. Off work while on an approved leave of absence covered under Pregnancy Disability Leave (PDL).

2. Continuation of City-Paid Insurance Premiums.

The City shall continue to contribute the City's share of the health and life insurance premiums on behalf of an Employee who is receiving Workers' Comp/SDI benefits, as long as he/she is in a Payroll Status with the City or within the period provided in Chapter 10 of the Personnel Rules. An Employee is in a Payroll Status with the City, as long as he/she is using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave in conjunction with Workers' Comp/SDI benefits to create the equivalent of at least a thirty (30) hour or greater workweek, exclusive of Overtime.

3. Non-Payroll Status.

- A. Any Employee off work on SDI who has exhausted his/her benefits under FMLA, CFRA, or PDL, and who has insufficient accrued paid leave balances to create the equivalent of at least a thirty (30) hour or greater workweek, exclusive of Overtime shall be considered to be in a Non-Payroll Status. Employees who are in a Non-Payroll Status will no longer accrue paid leave (Vacation, Sick and Holiday), and the City will no longer contribute the City's share of health insurance premiums on the Employee's behalf. The City will continue to contribute life insurance premiums for employees in a non-payroll status.
- B. An Employee off work on Workers' Compensation, and who has insufficient accrued paid leave balances to create the equivalent of at least a thirty (30) hour or greater workweek, exclusive of Overtime shall be considered in a Non-Payroll Status. The Employee will no longer accrue paid leave (Vacation, Sick, and Holiday); however, the City will continue to contribute the City's share of health insurance premiums on the Employee's behalf for a period of no more than 12 months from the date of injury. The City will continue to contribute life insurance premiums for employees in a non-payroll status.

- C. Employees contributing to the 457 Deferred Compensation plan, and who are off work on Workers' Compensation/SDI, will have all contributions to the deferred compensation plan stopped during the time on leave unless they are integrating sufficient accrued paid leave to cover the full amount of the requested deferred compensation plan contribution. Workers' Compensation/SDI benefits are non-taxable benefits, therefore shall not be used toward 457 plan contributions.

ARTICLE 22 WORKERS' COMP/SDI MEDICAL LEAVE

1. Employee Options Regarding SDI Medical Leave.

There are three options available to an Employee who is otherwise eligible for SDI insurance benefits, which are as follows:

- A. Option 1: Not applying for disability insurance benefits and using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave.
- B. Option 2: Applying for disability insurance benefits and integrating accrued paid leaves with the SDI benefits. Such accrued paid leaves shall include Sick Leave, Vacation Leave, CTO, and/or Holiday Leave, in this order, unless the Employee provides written notice to the City to limit the integration to only accrued Sick Leave with SDI benefits. If Option 2 is elected, the Employee shall stipulate on their Request for Leave (RFL) whether the Employee is integrating Sick Leave, and other leave accruals, with SDI benefits.
- C. Option 3: Employees who apply for disability insurance, may provide the City with the supplemental benefits received by SDI, to be credited to a disability leave accrual account, which the City will then reissue to the Employee through payroll, enabling the Employee to remain on payroll status, so long as they are integrating accrued leave to create at least a thirty (30) hour or greater workweek, exclusive of Overtime.
- D. The amount of supplement for any hour of any normal Workday shall not exceed the difference between one hundred (100%) percent of the Employee's normal gross salary rate and the "weekly benefit amount".

2. Medical Leave While on Workers' Comp/SDI.

Employees who are off work on medical leave covered under Workers' Comp or SDI may supplement their insurance coverage benefits to ensure that they receive up to one hundred (100%) percent of their normal pay, exclusive of Overtime.

3. How a Supplement is Treated.

The Employee shall receive up to one hundred (100%) percent of their gross salary rate including any regular hours worked and leave accruals to cover time off (Sick Leave, Vacation, CTO and/or Holiday Leave) until such time as the City is notified of the benefit paid to the Employee. The pay period following notification (normally the next pay period), the Employee will receive up to one

hundred (100%) percent of Employee's gross salary rate when combining the supplemental amount provided by Workers' Comp/SDI with integrated leave.

4. Paid Leave Accrual.

An Employee shall earn Sick Leave, Vacation Leave, and Holiday Leave benefits during any full bi-weekly pay period in which the Employee receives Workers' Comp/SDI benefits and is on Payroll Status. Furthermore, an Employee shall receive service credit including for seniority and merit step increases during such a period, as long as the Employee is in a Payroll Status with the City. Retirement service credit is determined by CalPERS.

5. Leave of Absence While on SDI.

An Employee who is receiving SDI benefits while absent from work, but who is in a Non-Payroll Status with the City is entitled to a leave of absence under Section 10.2 of the Personnel Rules subject to the requirements of that Section.

ARTICLE 23 SICK LEAVE

Rules regarding Sick Leave are set forth in Section 10.1 of the Personnel Rules. Employees off work on a protected leave status shall be required to use available accrued paid leave prior to going leave without pay.

ARTICLE 24 LEAVE OF ABSENCE DUE TO INJURY INCURRED WHILE ON DUTY

1. The City shall comply with applicable federal and state laws governing work-related injuries, leaves, and compensation.
2. Employees shall bring health and/or safety problems in the workplace to the attention of their supervisor as soon as possible.
3. The City shall coordinate accrued Sick Leave with Workers' Comp benefits.
4. Employees who have exhausted their Sick Leave balances may use accrued Vacation Leave, CTO, and/or Holiday Leave consistent with the provisions of Personnel Rules Subsection 10.3.1. Upon expiration of all paid leave time, an Employee shall be entitled to receive compensation only from the City's Workers' Compensation third-party administrator.

ARTICLE 25 MUNICIPAL HOLIDAYS

1. Recognized Holidays.

The following are recognized as Holidays:

- The first day of January, New Year's Day.
- The third Monday in January, Martin Luther King's Birthday.
- The third Monday in February, President's Day.

The last Monday in May, Memorial Day.
 The Nineteenth day of June, Juneteenth.
 The fourth day of July, Independence Day.
 The first Monday in September, Labor Day.
 The second Monday in October, Columbus Day.
 The eleventh day of November, Veteran's Day.
 The fourth Thursday in November, Thanksgiving Day.
 The fourth Friday in November, the day after Thanksgiving Day.
 The twenty-fifth day of December, Christmas Day.
 One floating Holiday shall be posted on the first pay period in July and one floating Holiday on the first pay period in January to the Holiday Leave balance.
 The employee's birthday.
 Any date proclaimed by the Mayor of Suisun City as a Holiday.

Holidays proclaimed by the President of the United States or the Governor of the State of California shall be subject to the meet and confer process.

2. Observance.

- A. Except as provided in Section 6 of this Article when a Holiday falls on Sunday, it shall be observed on the following Monday. When a Holiday falls on Saturday, it shall be observed on the preceding Friday.
- B. If the employee's birthday occurs on a regular day off, the employee must schedule a day off with supervisor approval within thirty days before or after the employee's birthday.

3 Holiday Time Off.

Except as provided in Section 6 of this Article, an Employee will accrue 8.0 hours of Holiday Time Off when assigned to a workweek of 40.0 hours for each observed holiday. An Employee may use Vacation Leave, CTO, or work additional time (on an hour-for-hour basis) during the work period to make up the difference between their scheduled time and their accrued Holiday Time Off.

4 Holiday Time Off Usage.

Holiday Time Off may be used as follows:

- A. When a Holiday falls on a day when an Employee is scheduled to and is directed to work that day for a period of time equal to at least the number of hours of Holiday Time Off afforded to that Employee, the Employee shall be paid for the hours worked on an hour-for-hour basis and the Employee shall have an amount equal to the number of Holiday Time Off hours credited to his/her Holiday Leave balance.
- B. When a Holiday falls on a day when an Employee is not scheduled to work and the Employee does not work that day, the Employee shall have an amount equal to the number of Holiday Time Off hours credited to his/her Holiday Leave balance.

- C. When a Holiday falls on a day when an Employee is scheduled to work and the Employee does not work, the Employee shall be compensated as if he/she had worked that day consistent with Section 3 of this Article.

5 Holiday Leave Balance.

Except as provided in Section 6 of this Article, Holiday Leave shall be accumulated separately from Vacation Leave. Holiday Leave may be used for paid leave purposes (essentially in the same manner as Vacation Leave). In order to encourage Employees to take advantage of their Holiday Leave, a maximum of one hundred (100) hours is allowed to accrue in that balance. Employees may not cash out Holiday Leave except as authorized annually under Eligible Paid Leave Cash Out or upon leaving City service. If an Employee is at the limit, he/she must request to take Holiday Leave off. If a written request to do so is disapproved, the limit shall be increased by the City Manager. Failure to request time off would result in discontinuing the accrual of Holiday Leave until the balance is reduced by twenty (20) hours.

6. Restoring Leave Caps.

The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.

ARTICLE 26 REIMBURSEMENT FOR EDUCATION OR TRAINING

1. Approval.

On the recommendation of a Department Head and the approval of the City Manager, any Employee may embark on an approved course of education to enhance their job skills. A course of study may include courses needed to gain a degree in a job-related field or to improve opportunities for advancement or Promotion with the City of Suisun City. If the Employee's Department Head will not recommend reimbursement for a course of study, the Employee may appeal to the City Manager or designee.

2. Reimbursement.

Employees are eligible for educational reimbursement for approved classes, including tuition and books, which shall not exceed one thousand dollars (\$1,000.00) per Employee per year. Upon

successful completion of the coursework, the Employee shall submit to the Department Head and HR copies of dated receipts showing education costs (tuition, books, materials, mileage), as well as transcripts, grades or certificates showing successful course completion. If an Employee leaves City service within two years of receiving education reimbursement, the Employee must reimburse the City an amount equal to half of the total of education reimbursement paid by the City.

ARTICLE 27 PROBATIONARY PERIOD

Rules regarding Probationary Period are set forth in Section 7.5 of the Personnel Rules. These rules are amended to include the following provision:

At the discretion of their supervisor, Department Head, and City Manager, Probationary Employees may receive a performance evaluation and release from probationary status after six months, if the Employee's performance exceeds "Meets Standard".

ARTICLE 28 PERFORMANCE EVALUATIONS

1. Annual Performance Evaluation.

Every Regular Employee in the Classified Service shall receive a performance evaluation by his/her immediate supervisor at least annually. The annual review will normally occur within 30 days of the Employee's Anniversary Date, unless an alternate schedule is approved by the City Manager.

2. Purpose.

The purpose of the Annual Performance Evaluation is to promote the successful performance of all City Employees through a process that provides feedback on past performance and directs future performance by identifying performance goals and objectives.

3 Procedure.

The Human Resources Unit shall approve the format for performance evaluations, which may vary by department, Position, or Employee's responsibilities. The Employee's Department Head or designee will provide a written evaluation of the Employee's performance in a variety of skill or performance areas.

4 Merit Increases.

In order to advance to a higher step in the salary range, the evaluation must demonstrate that the advancement is merited on the basis of job performance. Performance ratings shall guide supervisors and Department Heads in determining whether merit advancements have been earned and should be recommended to the City Manager. Department Heads shall have the authority and responsibility to withhold or delay merit advancements if such advancement is not merited.

ARTICLE 29 GRIEVANCE PROCEDURE

Rules regarding the Grievance Procedure are set forth in Chapter 11 of the Personnel Rules.

ARTICLE 30 DISCIPLINARY ACTION

1. Rules regarding the Disciplinary Action are set forth in Chapter 12 of the Personnel Rules. Section 12.8.2 of these Rules is hereby replaced with the following:
2. The Hearing Officer may be an arbitrator, a neutral third party, or a mediator. The Hearing Officer shall conduct an advisory review of the facts and issue a written opinion in the matter that is provided to all parties. The selection of an arbitrator, neutral third party, or mediator shall be by mutual agreement of the parties. All direct costs involved with having an arbitrator, neutral third party, or mediator review the matter will be borne equally by the parties involved. However, in the event the disciplinary action is completely reversed, the City shall reimburse the SCEA for its share of the cost of the arbitrator, third party, or mediator.
3. In the event the parties are unable to agree on an impartial arbitrator, mediator, or third party, the parties will make a joint request for a list of five impartial mediators or arbitrators from the State Mediation and Conciliation Service. When such list is received, the parties shall meet within seven calendar days to select the mediator or arbitrator as follows: the parties shall alternately strike the name of one mediator or arbitrator from the list until the name of one remains. That person shall serve as the mediator or arbitrator. The Party to strike the first name shall be determined by a toss of a coin.
4. The City Manager will review the opinion and either:
 - A. Accept the Recommendation. In the event that the City Manager accepts the recommendation, that decision will be final and not subject to further appeal.
 - B. Refer the Matter to the City Council. In the event that the City Manager rejects the recommendation, the matter shall be referred to the City Council. The Council shall conduct a closed session pursuant to Subsection 12.8.3.

ARTICLE 31 CONTRACTING OUT

In the event that the City decides to outsource work to a private contractor that would result in the displacement of current represented Employees, the City shall include a request in the Request for Proposal (hereinafter "RFP") that prospective contractors include a proposal to hire said Employees in their response to the RFP.

ARTICLE 32 EMPLOYEE ASSISTANCE PROGRAM

The City will continue to provide an Employee Assistance Program (EAP). The program will include at a minimum but not limited to, five personal counseling sessions, counselors located within a reasonable commute distance, substance abuse counseling, availability of emergency visits, and workplace crisis response. Employees will be provided with a brochure outlining the benefits of the program.

ARTICLE 33 LAYOFF AND REEMPLOYMENT

Rules regarding Layoff and Reemployment are set forth in Section 13.2 of the Personnel Rules.

ARTICLE 34 GENERAL PROVISIONS

1. Severability.

If any provision of this Agreement should be held invalid or restrained by operation of law or by any court of competent jurisdiction, the remainder of this Agreement shall not be affected.

2. Full Understanding.

The Parties agree that this Agreement sets forth the full and entire understanding of the Parties regarding the matters set forth herein, and verbal statements shall not supersede any of its provisions.

3 No Requirement to Meet and Confer.

Except as otherwise provided in this Article, the Parties agree that neither Party shall be required to meet and confer concerning any specific provision of this Tentative Agreement of the successor MOU during the term of this Tentative Agreement or the successor MOU.

4 Reopeners.

Upon the written request of the City Manager, the Parties agree to reopen negotiations during the term of this successor MOU for any one of the following situations:

- A. A Declaration of a Fiscal Emergency by the City Council which could result in Layoffs if the Parties do not meet and confer on alternatives.
- B. If any other bargaining group has an employment contract with the City of Suisun City that contains applicable compensation provisions that are more advantageous for the Employees than this Agreement, the Parties agree to meet and confer on the modification of this Agreement.
- C. A positive or negative change occurs in the City's fiscal status that would affect the availability of funding for services provided in whole or in part by Employees represented by SCEA.
- F. Update/Amend/Replace the City's Employer-Employee Relations Resolution
- G. Update/Amend the City's Administrative Directive AD7 – Personnel Rules and Regulations.
- H. Notwithstanding the provisions of California Government Code section 20516.5, the Parties agree that the above-indicated represent the only bases for reopening the successor MOU during its term.

5. Savings Clause.

In the event that the implementation of any article, section or subsection of this Agreement shall be frustrated on account of the operation of law or by any tribunal of competent jurisdiction, or if compliance with any article, section or subsection would be frustrated or restrained by such law or tribunal, representatives of the City and the Association shall, if possible, meet and confer for the purpose of endeavoring to agree on a replacement for such article, section or subsection.

6. No Strike/Lockout.

The SCEA agrees that there will be no strike, work stoppage, slowdown, "sick in", sit down, refusal to perform work, other interference with City operations, picketing, or refusal to enter upon City premises on any account or in connection with any grievance or dispute. The City agrees that it will not engage in any lockouts during the term of this Agreement.

7. Successor Agreement.

This Agreement shall be in full effect from July 1, 2023 through and including June 30, 2025. Either Party may serve upon the other its written request to commence negotiations for a successor Agreement as early as February 1, 2025. Upon receipt of such written notice, negotiations shall commence no later than thirty (30) days thereafter. The Parties hereby declare that it is their mutual interest to negotiate a multi-year successor agreement consistent with City Council policy direction within the limitations of the City's ability to pay, with the intent to be completed no later than June 30, 2025.

8. Distribution of Agreement.

Within 10 days of the adoption of this Agreement, all covered Employees shall receive a copy of the Agreement. The "copy" may be provided in electronic format.

9. Effective Date.

The effective date of this Agreement shall be July 1, 2023.

[SIGNATURES ON NEXT PAGE]

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY EMPLOYEES' ASSOCIATION
JULY 1, 2023 THROUGH JUNE 30, 2025**

**CITY OF SUISUN CITY
REPRESENTATIVES:**

Gregory Folsom, City Manager



Christina Penland, HR Administrator



Kris Lofthus, Deputy City Manager



Colin Tanner, Deputy City Attorney

Approved as to form
Aleshire & Wynder, LLP



Elena Gerli, City Attorney

**SCEA
REPRESENTATIVES:**

 6/20/23

Marcos Zepeda, SEIU Local 1021 Representative

 6/20/23

John Bryan, SCEA President

 6-20-2023

Tevita Salt, SCEA Treasurer/Secretary

 6-20-2023

Michelle Zunino, Negotiations Team Member



**TENTATIVE AGREEMENT BETWEEN THE CITY OF SUISUN CITY
AND THE SUISUN CITY EMPLOYEES ASSOCIATION/SEIU LOCAL 1021 AFL-CIO CLC
FOR A SUCCESSOR MEMORANDUM OF UNDERSTANDING**

The current Memorandum of Understanding ("MOU") between the City of Suisun City ("City") and the Suisun City Employees Association/Service Employees International Union Local 1021 ("Association"), covering the period January 1, 2021 through June 30, 2023, and all Amendments thereto, will expire by its own terms on June 30, 2023 ("SCEA MOU 2021-23"). The parties commenced negotiations on March 22, 2023 regarding a successor MOU pursuant to the Meyers-Milias-Brown Act ("MMBA") (Gov't Code Sections 3500 - 3511). The following Tentative Agreement for a successor Memorandum of Understanding between the City and the Association and its deal terms have been ratified by the Association on June 14, 2023, but remains subject to formal approval/adoption by the City Council per California Government Code Section 3505.1, which provides:

"If a tentative agreement is reached by the authorized representatives of the public agency and a recognized employee organization or recognized employee organizations, the governing body shall vote to accept or reject the tentative agreement within 30 days of the date it is first considered at a duly noticed public meeting. A decision by the governing body to reject the tentative agreement shall not bar the filing of a charge of unfair practice for failure to meet and confer in good faith. If the governing body adopts the tentative agreement, the parties shall jointly prepare a written memorandum of understanding."

The deal points for the successor MOU for the Fiscal Years 2023-2025 covering the wages, hours and other terms and conditions of employment are set forth below. All terms and conditions of the prior SCEA MOU 2021-2023 shall be maintained unless expressly modified or changed herein until the successor MOU is jointly prepared by the parties, ratified by the Association and accepted, approved and adopted by City Council, which shall then supersede and replace this Tentative Agreement.

TENTATIVE AGREEMENT DEAL POINTS

Article No.	Subject	Tentative Agreement
	Term	2-year agreement: July 1, 2023 through June 30, 2025
	Conversion	Convert Article Numbers from Roman Numerals to Arabic Numbers. Renumber article numbers, sections, etc. accordingly to incorporate all new and modified TA's.
	Dispatchers	Remove all references to Dispatchers. Dispatchers are no longer represented by SCEA.
	General Clean Up	Eliminate entirely all Articles on Leaves of Absence that reference the personnel rules (Article numbers: 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37)
7	Wages	1. <u>Salaries.</u> Assuming allowable funding pursuant to the American Rescue Plan Act of 2021 (which guidelines have only recently been published) as a condition precedent, the City shall provide a premium pay to all bargaining unit employees as follows: <u>Miscellaneous.</u> The City will provide a \$2.00 per hour non-pensionable premium pay on top of the base pay rate for all represented miscellaneous job classes (except Dispatch classifications) up through and until May 25, 2023. <u>Dispatch Classifications.</u> The City will provide a \$4.00 per hour non-pensionable premium pay on top of the base pay rate for all represented dispatch job classes up through and until May 25, 2023.



Article No.	Subject	Tentative Agreement
		<p>Premium increases will be effective retroactively to July 1, 2021, if the Tentative Agreement is ratified and signed by Union at least one day prior to the City Council meeting scheduled for July 6, 2021. Alternatively, the premium increase will be effective the first full pay period after City Council adoption of the Tentative Agreement.</p> <p>Payments will be made on a bi-weekly basis. All the hourly increases authorized herein will sunset June 30, 2023.</p> <p>The previously provided Critical Staffing Retention and Recruiting Pay sunset/expired on June 30, 2021 and shall not be included in this successor MOU.</p> <p><u>Miscellaneous.</u> Effective May 26, 2023, the City will provide base hourly wage increases of \$2 per hour to the wage range for all represented miscellaneous job classes (except Dispatch classifications) and base hourly wage increases of \$2 per hour to the employee's position within that range for the following represented miscellaneous job classes:</p> <p>Account Clerk I Administrative Assistant II Building Maintenance Worker I Code Enforcement Officer II Community Services Officer I Computer Technician Maintenance Worker I Maintenance Worker II Police Evidence and Property Technician II</p> <p>The City's base wage increases provided herein to the employee's position within the range will decrease the differential between steps to less than 5% as identified in the new alpha-numerical salary ranges established for these classifications. The alpha salary range will be eliminated once all affected employees in the alpha numeric range reach top step, or through attrition, whichever comes first. The affected employees in the alpha numeric ranges will be transitioned to the base numerical range once they reach the top step.</p> <p>New hires starting May 26, 2023 or later, in the classifications affected by the additional hourly wage increases will be hired into the base numerical range for that classification which maintains a 5% differential between each step in the range.</p> <p><u>Dispatch.</u> Base hourly wage adjustments for all dispatch classes previously represented by SCEA will be addressed in the Second Amendment of the Police Officers' Association (POA) MOU 2021-23 given the change in representation of Dispatchers from SCEA to SCPOA effective August 31, 2021.</p> <p><u>A. Effective the first pay period following City Council adoption of the successor memorandum of understanding (MOU) or the first pay period following 7/1/2023, whichever is later, the base wage rates set forth in the City-wide Salary Schedule shall be adjusted as follows:</u></p>



Article No.	Subject	Tentative Agreement							
		<u>Job Class</u>	<u>Monthly Salary Prior to the Base Wage Adjustments Effective 5/26/2023</u>	<u>Base Wage Increase Effective 5/26/2023</u>	<u>Approx. % of Base Wage Increase Eff. 5/26/2023</u>	<u>Approx. Monthly Salary Eff. 5/26/2023</u>	<u>Proposed Wage Adjustment (Rounded 3 decimal points)</u>	<u>Approx. New Monthly Top Step</u>	<u>Approx. Total % Change</u>
		Account Clerk I	\$3,907	\$2/hour	8.9%	\$4,253	17.622%	\$5,003	28.0%
		Account Clerk II*	\$4,298	\$2/hour	8.1%	\$4,645	18.484%	\$5,503	28.0%
		Account Clerk III	\$4,727	\$2/hour	7.3%	\$5,073	19.313%	\$6,053	28.1%
		Accounting Technician	\$5,275	\$2/hour	6.6%	\$5,622	17.466%	\$6,604	25.2%
		Administrative Assistant I	\$5,074	\$2/hour	6.8%	\$5,421	-1.541%	\$5,337	5.2%
		Administrative Assistant II*	\$5,432	\$2/hour	6.4%	\$5,779	1.596%	\$5,871	8.1%
		Building Inspector I	\$6,095	\$2/hour	5.7%	\$6,442	-3.102%	\$6,242	2.4%
		Building Inspector II*	\$6,703	\$2/hour	5.2%	\$7,049	-2.596%	\$6,866	2.4%
		Building Maintenance Worker I	\$4,498	\$2/hour	7.7%	\$4,844	5.281%	\$5,100	13.4%
		Building Maintenance Worker II*	\$4,947	\$2/hour	7.0%	\$5,294	5.979%	\$5,610	13.4%
		Code Enforcement Officer I	\$5,432	\$2/hour	6.4%	\$5,779	3.096%	\$5,958	9.7%
		Code Enforcement Officer II*	\$5,702	\$2/hour	6.1%	\$6,048	8.346%	\$6,553	14.9%
		Community Services Officer I	\$4,451	\$2/hour	7.8%	\$4,797	10.720%	\$5,311	19.3%
		Community Services Officer II*	\$4,898	\$2/hour	7.1%	\$5,244	11.407%	\$5,843	19.3%
		Computer Technician*	\$7,046	\$2/hour	4.9%	\$7,392	0.000%	\$7,392	4.9%
		Fleet Mechanic*	\$5,193	\$2/hour	6.7%	\$5,540	-2.013%	\$5,428	4.5%
		Housing Specialist I	\$5,432	\$2/hour	6.4%	\$5,779	1.282%	\$5,853	7.7%
		Housing Specialist II*	\$5,702	\$2/hour	6.1%	\$6,048	6.440%	\$6,438	12.9%
		Human Resources Technician (C)	\$5,976	\$2/hour	5.8%	\$6,323	4.445%	\$6,604	10.5%
		Maintenance Worker I	\$4,498	\$2/hour	7.7%	\$4,844	18.138%	\$5,723	27.2%
		Maintenance Worker II*	\$4,947	\$2/hour	7.0%	\$5,294	18.921%	\$6,295	27.3%
		Office Assistant	\$4,245	\$2/hour	8.2%	\$4,592	6.545%	\$4,892	15.3%
		Permit Technician I	n/a	n/a	n/a	n/a	n/a	\$5,791	n/a
		Permit Technician II	\$5,976	\$2/hour	5.8%	\$6,323	0.744%	\$6,370	6.6%
		Police Evidence and Property Technician I	\$4,451	\$2/hour	7.8%	\$4,797	10.720%	\$5,311	19.3%
		Police Evidence and Property Technician II*	\$4,898	\$2/hour	7.1%	\$5,244	11.407%	\$5,843	19.3%
		Public Works Inspector*	\$6,781	\$2/hour	5.1%	\$7,128	0.188%	\$7,141	5.3%
		Recreation Coordinator	\$5,295	\$2/hour	6.6%	\$5,642	2.251%	\$5,769	9.0%
		Senior Maintenance Worker	\$5,193	\$2/hour	6.7%	\$5,540	25.000%	\$6,925	33.4%
		Youth Services Specialist	\$6,253	\$2/hour	5.5%	\$6,600	10.656%	\$7,303	16.8%



Article No.	Subject	Tentative Agreement
		<p><u>B. The base wage increases provided effective 5/26/2023 to the employee's position within the range decreased the differential between steps to less than 5% as was identified by the alpha numerical salary ranges established for the following classifications: Account Clerk I, Administrative Assistant II, Building Maintenance Worker I, Code Enforcement Officer II, Community Services Officer I, Computer Technician, Maintenance Worker I, Maintenance Worker II, Police Evidence and Property Technician II. The alpha salary range will be eliminated once the proposed base wage adjustments for the successor MOU are implemented. The affected employees in the alpha numeric ranges will be transitioned to the base numerical range assigned to their classification and will maintain their current step placement within the range, with the exception of the current incumbent in the Computer Technician classification, who shall advance one pay step to avoid a negative salary adjustment as a result of implementing this provision. This shall not affect the incumbent Computer Technician's anniversary date or eligibility for future merit increases.</u></p> <p><u>C. Effective the last full pay period of June 2025, represented employees shall receive a two-point five (2.5%) percent Cost of Living Adjustment (COLA), condition precedent on if the City's actual revenue for Fiscal Year 2023/24 exceed budgeted revenues for Fiscal Year 2023/24 by at least three (3%) percent.</u></p>
7	Longevity	<p><u>New: Miscellaneous Employee Longevity Pay. Effective the first pay period following City Council adoption of the successor memorandum of understanding (MOU) or the first pay period following 7/1/2023, whichever is later, upon the completion of ten (10) years of continuous full-time City service, represented employees shall be entitled to a two (2%) percent increase in compensation; employees who complete fifteen (15) years of continuous full-time service shall be entitled to an additional two (2%) percent increase in compensation (for a total of four (4%) percent).</u></p> <p><u>Miscellaneous Employee Longevity Pay. Effective the first pay period in July 2024, upon the completion of five (5) years of continuous full-time City service, represented employees shall be entitled to a two (2%) percent increase in compensation; employees who complete ten (10) years of continuous full-time City service, represented employees shall be entitled to a two (2%) percent increase in compensation; employees who complete fifteen (15) years of continuous full-time service shall be entitled to an additional two (2%) percent increase in compensation (for a total of six (6%) percent).</u></p>
7	Bilingual Pay	<p>C. One Employee fluent in Spanish, Tagalog or other language, the use of which the City Manager has determined to be of benefit to the City (based on the recommendation of the Police Chief), shall be paid Bilingual Incentive Pay of \$46.15 per pay period upon written approval by the City Manager.</p> <p>D. One An Employee fluent in Spanish, Tagalog or other language, the use of which the City Manager has determined to be of benefit to the City (based on the recommendation of the applicable department director), shall be paid Bilingual Incentive Pay of \$46.15 <u>\$50.00</u> per pay period upon written approval by the City Manager.</p> <p>E. In the case of Bilingual Incentive Pay, fluency shall be certified by a test administered through the Human Resources office. In order to become certified, an Employee must achieve a score of at least 9 on a scale of 12. A certified Employee shall request Bilingual Incentive Pay on a</p>



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		form approved by the City Manager. Employees shall <u>may</u> be <u>required to recertified recertify bilingual proficiency</u> at least once every two years. <u>Employees requesting bilingual pay may not take the bilingual proficiency exam more than twice in a year, after a ninety (90)-day waiting period.</u>																
7	Notary Pay	<p>2. <u>Incentive Pay.</u> Upon recommendation of the Department Head and the approval of the City Manager or designee, the City will provide training incentives for special education and certification not already required as part of the Employee’s job classification and obtained outside the Employee’s working hours. Employees receiving Incentive Pay must maintain certification consistent with the rules of the issuing authority. Failure to do so will result in a suspension of this benefit for a period not to exceed six months. During this suspension period, the Employee must cure the reason for loss of certification, or the suspension shall become permanent.</p> <p>A. Similarly, to qualify to receive Certified Arborist Incentive Pay, Heavy Equipment Operator Incentive Pay, Class A Driver Incentive Pay, <u>Notary Pay</u>, or Bilingual Incentive Pay, an Employee must be utilizing the applicable certification...</p> <p>B. Authorized Incentive Pay for special education and certifications shall be as follows:</p> <table><thead><tr><th><u>Department</u></th><th><u>Job Class</u></th><th><u>Number</u></th><th><u>Amount</u></th></tr></thead><tbody><tr><td>Public Works</td><td>Certified Arborist</td><td>1</td><td>5%</td></tr><tr><td></td><td>Certified Heavy Equipment Operator/ Class A Driver</td><td>5</td><td>5%</td></tr><tr><td>All Employees Covered by Agreement for an AA Degree or Higher</td><td></td><td>8</td><td>3%</td></tr></tbody></table> <p>New: <u>Notary Pay. Any employee that possesses an official Notary Commission and is required to perform these duties in addition to their normal job duties shall be afforded a monthly \$50 allowance, approved by the employee's Department Head. The City will provide the cost of training, certification, recertification, bond, insurance and recording with the County Recorder of the Notary Commission for any employees required to obtain and maintain an official Notary Commission.</u></p>	<u>Department</u>	<u>Job Class</u>	<u>Number</u>	<u>Amount</u>	Public Works	Certified Arborist	1	5%		Certified Heavy Equipment Operator/ Class A Driver	5	5%	All Employees Covered by Agreement for an AA Degree or Higher		8	3%
<u>Department</u>	<u>Job Class</u>	<u>Number</u>	<u>Amount</u>															
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	Certified Heavy Equipment Operator/ Class A Driver	5	5%															
All Employees Covered by Agreement for an AA Degree or Higher		8	3%															
25	Municipal Holidays	<p>1. <u>Recognized Holidays.</u> The following are recognized as Holidays:</p> <p>The first day of January, New Year's Day.</p> <p>The third Monday in January, Martin Luther King's Birthday.</p> <p>The third Monday in February, President’s Day.</p> <p>The last Monday in May, Memorial Day.</p> <p><u>The nineteenth day of June, Juneteenth.</u></p> <p>The fourth day of July, Independence Day.</p> <p>The first Monday in September, Labor Day.</p> <p>The second Monday in October, Columbus Day.</p> <p>The eleventh day of November, Veteran's Day.</p> <p>The fourth Thursday in November, Thanksgiving Day.</p> <p>The fourth Friday in November, the day after Thanksgiving Day.</p> <p>The twenty-fifth day of December, Christmas Day.</p> <p>One floating Holiday shall be posted on the first pay period in July and one floating Holiday on the first pay period in January to the Holiday Leave balance.</p>																



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		<p><u>The employee's birthday.</u> Any date proclaimed by the Mayor of Suisun City as a Holiday.</p> <p>Holidays proclaimed by the President of the United States or the Governor of the State of California shall be subject to the meet and confer process.</p> <p>2. <u>Observance.</u> <u>A.</u> Except as provided in Section 6 of this Article when a Holiday falls on Sunday, it shall be observed on the following Monday. When a Holiday falls on Saturday, it shall be observed on the preceding Friday. <u>B. If the employee's birthday occurs on a regular day off, the employee must schedule a day off with supervisor approval within thirty days before or after the employee's birthday.</u></p> <p>6. — Employees Working Shifts at SCPD. Employees in the job classes working 24 hours per day seven days per week in the Suisun City Police Department (currently: Senior Public Safety Dispatcher and Public Safety Dispatcher I/II) shall accrue Holiday Leave in lieu of taking Holidays off. Holiday Leave shall be accrued by adding 4.0 hours per pay period to the Holiday Leave account. All of the provisions of Section 5 of this Article apply to these Employees, except that the maximum Holiday Leave balance for these Employees shall be 200 hours.</p>
7	Biohazard/ Homeless Encampment Cleanup Pay	<p><u>Biohazard/Homeless Encampment Cleanup Pay.</u> Employees who are assigned to perform homeless encampment cleanup shall receive additional pay due to potential biohazard exposure, including but not limited to urine, feces, blood and hypodermic needles. Employees will receive one and a half (1.5%) percent of base salary for actual time spent performing homeless encampment cleanup.</p>
11	Standby and Call-Out Procedures	<p>1. <u>Public Works Maintenance Division.</u> The following procedures shall apply exclusively to Standby and Call-Out assignments in the Public Works Maintenance Division, where all covered Employees are required to make themselves available for a proportionate share of weekly Standby duty:</p> <p><u>1-A.</u> Those Employees scheduled for weekday Standby Duty (from the end of the Workday on one day to the beginning of the next Workday during the workweek, which is from Monday evening through Friday [or every other Thursday for 9/80 Alternative Work Schedules] morning) will receive 2 hours of Standby Pay per day at the employee's regular rate of pay.</p> <p><u>2-B.</u> Those Employees scheduled for weekend Standby (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive 2- <u>four (4)</u> hours of Standby Pay per day at the employee's regular rate of pay.</p> <p><u>3-C.</u> Those Employees scheduled for Holiday Standby (from 12.00 am to 11.59 pm on recognized City Holiday) will receive 2- <u>six (6)</u> hours of Standby Pay per day at one and one half (1-1/2) times the employee's regular rate of pay.</p> <p>... New:</p>



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		<p><u>2. Information Technology Division. The following procedures shall apply exclusively to Standby and Call-Out assignments for the Computer Technician assigned to the Information Technology Division, where all covered Employees may be required to make themselves available for a proportionate share of weekend Standby duty:</u></p> <p><u>A. Those Employees scheduled for weekend Standby (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive four (4) hours of Standby Pay per day at the employee's regular rate of pay.</u></p> <p><u>B. Those Employees scheduled for Holiday Standby (from 12.00 am to 11.59 pm on recognized City Holiday) will receive six (6) hours of Standby Pay per day at one and one half (1-1/2) times the employee's regular rate of pay.</u></p> <p><u>C. In the event of a Call Out, the Employee shall be paid for a minimum of two (2) hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2) hours, the Employee may opt to work a lesser amount of time and receive compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained.</u></p> <p><u>D. Those Employees scheduled for Standby Duty agree to be "available" for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by phone, as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy.</u></p> <p><u>E. Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding.</u></p> <p><u>F. Any Employee who has been scheduled for Standby Duty and either fails to be "available" or fails to report for work once notified, shall be subject to disciplinary action.</u></p> <p><u>G. Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment.</u></p> <p><u>H. In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of two (2) hours of time at one point five (1.5) times their hourly rate of or receive equivalent CTO, at the Employee's option.</u></p> <p><u>Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives 2 hours of pay at one point five (1.5) times their hourly rate.</u></p>



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13	Uniform Safety Glasses	<u>Maintenance Worker Employees required to wear safety glasses will be eligible for up to \$300 reimbursement each fiscal year, if required to wear prescription safety glasses. Employees must submit a receipt, with their request for reimbursement.</u>
1	Recognition	<p>RECOGNITION</p> <p>1. <u>Job Classes Represented.</u> The City recognizes SCEA as the exclusive representative for the general employees bargaining unit consisting of the following Permanent, Non-Sworn, non-Professional/Technical, non-Management job classes which should properly be assigned to this bargaining unit by the City, such exclusive representation being subject to and qualified by Employee rights under applicable local, state, and federal law to be represented by the Recognized Employee Organization of their choice:</p> <p><u>Represented Job Classes</u></p> <p>Account Clerk I/II-I Account Clerk I/II-II Account Clerk III Accounting Technician Administrative Assistant I/II-I Administrative Assistant I/II-II Building Maintenance Worker I/II-I Building Maintenance Worker I/II-II Building Inspector I/II-I Building Inspector I/II-II Community Services Officer I/II-I Community Services Officer I/II-II Computer Technician Fleet Mechanic Housing Specialist I/II-I Housing Specialist I/II-II Human Resources Technician (C) Maintenance Worker I/II-I Maintenance Worker I/II-II Office Assistant <u>Permit Technician I</u> <u>Permit Technician II</u> Police Evidence and Property Technician I/II-I Police Evidence and Property Technician I/II-II Public Safety Dispatcher I/II-I Public Safety Dispatcher I/II-II Public Works Inspector</p>



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		<p>Recreation Program Administrative Coordinator Recreation Coordinator Senior Account Clerk Senior Maintenance Worker Senior Public Safety Dispatcher Youth Services Specialist</p> <p>5. <u>Classification Study.</u> The City will conduct a classification study of the Maintenance Worker II. The City will not fill vacancies in the Maintenance Worker II classification until the classification study has been completed. The City will conduct a classification study of the employee in the Accounting Technician, and the two represented employees in the Administrative Assistant II classification, as of June 30, 2023. The City agrees to meet and confer with the Association on implementation of the results of the studies.</p>
6	Association Access	<p>ARTICLE VI — DUES, FEES, INSURANCE CHECK OFF</p> <p>1. As the recognized majority and/or exclusive employee organization, SCEA requests that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by SCEA, from the wages and salaries of members of SCEA. SCEA hereby certifies that it has and shall maintain all such deduction authorizations signed by the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. SCEA membership dues shall be deducted each pay period in accordance with City procedures and provisions of applicable law from the salary of each employee whose name is provided by SCEA.</p> <p>2. The City shall provide for payroll deductions on each payroll period (twenty six times per calendar year). The City shall remit the total amount of deductions to SCEA within thirty (30) days of the date of the deduction. Any changes in SCEA dues must be given to the City a minimum of thirty (30) days prior to change to accommodate changes to payroll.</p> <p>3. SCEA shall defend, indemnify, and hold City harmless against any liability arising from any claims, demands, or other action relating to the City's compliance with the above provisions with the exception of liability caused by City's own negligence.</p> <p>ARTICLE VII — UNION ACCESS</p> <p>1. SCEA Business. All SCEA business will be conducted by Employees and SCEA representatives outside of established working hours. Nothing herein shall be construed to prevent a SCEA representative or an Employee from contacting the City Manager or other management representatives regarding personnel-related matters during working hours.</p> <p>2. Work Locations. The authorized SCEA Business Agent, if any, shall be given access to work locations during working hours, provided that prior to visiting any work location the SCEA representative notifies the affected Department Head (if only one department is affected) or the Assistant City Manager (if more than one department is affected).</p> <p>3. Shop Stewards. In addition to the president, two stewards shall be appointed by the SCEA as alternate representatives to assist in resolving workplace issues and other representational duties including but not limited to Grievances.</p>



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		<p>A. Pursuant to Government Code section 3505.3, the City shall allow the employee Stewards a reasonable time off without loss of compensation or other benefits when they are participating in any one of the following activities:</p> <p>1) Formally meeting and conferring with representatives of the City on matters within the scope of representation;</p> <p>2) Testifying or appearing as the designated representative of Union in conferences, hearings, or other proceedings before the Public Employment Relations Board, or an agent thereof, in matters relating to a charge filed by the Union against the City or by the City against the Union; and</p> <p>3) Testifying or appearing as the designated representative of the Union in matters before a personnel or merit commission.</p> <p>B. Pursuant to Government Code section 3558.8, the City shall grant to employee Stewards, upon written request of SCEA, reasonable leaves of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards or representatives or officers of the exclusive representative, or of any statewide or national employee organization with which SCEA is affiliated.</p> <p>1) SCEA shall reimburse the City for all compensation paid to the employee on leave. Reimbursement by SCEA shall be made on or before thirty (30) days after receipt of the City's certification of payment of compensation to the employee.</p> <p>2) At the conclusion or termination of leave granted under this section, the employee shall have a right of reinstatement to the same position and work location held prior to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.</p> <p>3) SCEA has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason. The City reserves the right to recall any employee on leave pursuant to these sections due to an emergency.</p> <p>C. Compensation for release time under this provision shall not exceed the employee Stewards' standard schedule of hours per day and shall not include compensation for overtime. Compensation shall include retirement fund contributions required of the City as an employer. The employee shall earn full-service credit during the leave of absence and shall pay his or her member contributions. The leave of absence without loss of compensation or other benefits provided for by this section is in addition to the release time without loss of compensation or other benefits granted to representatives of SCEA under applicable laws or this MOU.</p> <p>D. Pursuant to Government Code sections 3505.3 and 3558.5, for leave requests for three consecutive days or less, SCEA shall submit a written request to the employee Steward's Department Head at least seven (7) days in advance of the requested leave of absence. For leave requests of greater than three consecutive days, SCEA shall submit their written request at least thirty (30) calendar days in advance of the requested leave of absence. The written request shall include the purpose, dates, and duration of the requested leave.</p> <p>E. A request for leave of absence may be granted on a full-time, part-time, periodic, or intermittent basis and will be approved if it does not substantially interfere with the performance of City services and operations. If leave is denied, the Department Head shall provide SCEA with written notification of the reasons why the requested leave is denied. If granting the requested leave would create an operational hardship for the City, the parties agree to meet and confer regarding the requested leave in order to identify mutually acceptable alternative dates or amount of leave.</p>



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		<p>F. SCEA or the employee shall be required to execute any payroll forms, certifications of time, or other documents as required by the City to ensure that the time reporting is accurate and that the employee is performing the duties of a steward or officer or representative of SCEA during all reported working hours.</p> <p>G. The City shall not be liable for an act or omission of, or an injury suffered by, an employee of the City if that act, omission, or injury occurs during the course and scope of the employee's leave under this section to work for SCEA. If the City is held liable for such an act, omission, or injury, SCEA shall indemnify and hold harmless the City.</p> <p>4. Release Time. The City may grant a total of 16 hours of paid time off for the president and two stewards to attend training scheduled during the Employee's normal working hours. Those hours may be split among the three SCEA officials at SCEA's discretion. The SCEA will be responsible for overseeing the time used and calculating the time remaining. The SCEA must notify the Assistant City Manager with each approved time off request. The SCEA president shall submit written requests for release time to the Employee's immediate supervisor. The supervisor's decision to approve will be based on the operational needs of the City. The Employee and SCEA president will certify the Employee's attendance. Unused training hours may accrue to a maximum of 32 hours.</p> <p>5. Labor/Management Committee. The City and the SCEA agree to set up a Labor/Management Committee to encourage open communication, to promote harmonious relations, and to resolve matters of mutual concern. The committee will meet quarterly or as mutually agreed to by the Parties. The Committee will be composed of one representative from the City, one representative from the SCEA, and the SCEA Business Agent, if any. The meetings are informal and are not intended to be for discussion of issues handled under other provisions herein such as grievances, disciplinary actions, or collective bargaining negotiations.</p> <p>6. New Employee Orientation & Contact Information. All Employees will receive a New Employee Orientation within their first five (5) regular Workdays of employment with the City. The New Employee Orientation will be presented by Human Resources Division staff members at a time and place determined by the City. The purpose of this orientation is to review and complete required payroll, insurance benefits, and similar required documentation; to train the Employee regarding City and/or Departmental policies, procedures, and specific requirements of the position; and to provide other necessary information. At no time during the orientation shall a City or SCEA representative provide derogatory information or advocacy about the other.</p> <p>A. The City will provide SCEA Chapter President and SEIU Field Representative notice of a pending New Employee Orientation within one (1) business day of the execution of an employment offer letter.</p> <p>B. One (1) SCEA representative, officer, steward, or member will be provided an opportunity for a 15 minute private session with the new Employee during the New Employee Orientation. SCEA may provide written information to be included with the orientation materials, in lieu of such a private session. Two (2) business days prior to the New Employee Orientation, SCEA will provide to Human Resources the name and the contact information of its participating representative. The City and SCEA will mutually agree to a suitable time during the New Employee Orientation for SCEA's private meeting with the new Employee. Such private meeting will occur at the same location as the New Employee Orientation.</p>



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		<p>C. Within 30 days of hire, and monthly thereafter, the City will provide SCEA/SEIU 1021 Membership Department with Employee contact information in electronic format as required by State law for all represented Employees.</p> <p>1) Name</p> <p>2) Home Address</p> <p>3) Classification/Job Title</p> <p>4) Department</p> <p>5) Work Location</p> <p>6) Work, home and personal cellular telephone numbers</p> <p>7) Personal and work e-mail addresses</p> <p>D. Notwithstanding the foregoing, the City will not make any disclosures prohibited under Government Code sections 6254.3(c) & 6254.3 (a)(3).</p> <p><u>ARTICLE VI ASSOCIATION ACCESS</u></p> <p><u>1. SCEA Business. All SCEA business will be conducted by Employees and SCEA representatives outside of established working hours. Nothing herein shall be construed to prevent a SCEA representative or an Employee from contacting the City Manager or other management representatives regarding personnel-related matters during working hours.</u></p> <p><u>2. Work Locations. The authorized SCEA Business Agent, if any, shall be given access to work locations during working hours, provided that prior to visiting any work location the SCEA representative notifies the City.</u></p> <p><u>3. Shop Stewards. In addition to the president, two stewards shall be appointed by the SCEA as alternate representatives to assist in resolving workplace issues and other representational duties including but not limited to Grievances.</u></p> <p><u>A. Pursuant to Government Code section 3505.3, the City shall allow the employee Stewards a reasonable time off without loss of compensation or other benefits when they are participating in any one of the following activities:</u></p> <p><u>1) Formally meeting and conferring with representatives of the City on matters within the scope of representation;</u></p> <p><u>2) Testifying or appearing as the designated representative of Union in conferences, hearings, or other proceedings before the Public Employment Relations Board, or an agent thereof, in matters relating to a charge filed by the Union against the City or by the City against the Union; and</u></p> <p><u>3) Testifying or appearing as the designated representative of the Union in matters before a personnel or merit commission.</u></p> <p><u>B. Pursuant to Government Code section 3558.8, the City shall grant to employee Stewards, upon written request of SCEA, reasonable leaves of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards or representatives or officers</u></p>



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		<p><u>of the exclusive representative, or of any statewide or national employee organization with which SCEA is affiliated.</u></p> <p><u>1) SCEA shall reimburse the City for all compensation paid to the employee on leave. Reimbursement by SCEA shall be made on or before thirty (30) days after receipt of the City's certification of payment of compensation to the employee.</u></p> <p><u>2) At the conclusion or termination of leave granted under this section, the employee shall have a right of reinstatement to the same position and work location held prior to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.</u></p> <p><u>3) SCEA has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason. The City reserves the right to recall any employee on leave pursuant to these sections due to an emergency.</u></p> <p><u>C. Compensation for release time under this provision shall not exceed the employee Stewards' standard schedule of hours per day and shall not include compensation for overtime. Compensation shall include retirement fund contributions required of the City as an employer. The employee shall earn full-service credit during the leave of absence and shall pay his or her member contributions. The leave of absence without loss of compensation or other benefits provided for by this section is in addition to the release time without loss of compensation or other benefits granted to representatives of SCEA under applicable laws or this MOU.</u></p> <p><u>D. Pursuant to Government Code sections 3505.3 and 3558.5, for leave requests for three consecutive days or less, SCEA shall submit a written request to the employee Steward's Department Head at least seven (7) days in advance of the requested leave of absence. For leave requests of greater than three consecutive days, SCEA shall submit their written request at least thirty (30) calendar days in advance of the requested leave of absence. The written request shall include the purpose, dates, and duration of the requested leave.</u></p> <p><u>E. A request for leave of absence may be granted on a full-time, part-time, periodic, or intermittent basis and will be approved if it does not substantially interfere with the performance of City services and operations. If leave is denied, the Department Head shall provide SCEA with written notification of the reasons why the requested leave is denied. If granting the requested leave would create an operational hardship for the City, the parties agree to meet and confer regarding the requested leave in order to identify mutually acceptable alternative dates or amount of leave.</u></p> <p><u>F. SCEA or the employee shall be required to execute any payroll forms, certifications of time, or other documents as required by the City to ensure that the time reporting is accurate and that the employee is performing the duties of a steward or officer or representative of SCEA during all reported working hours.</u></p> <p><u>G. The City shall not be liable for an act or omission of, or an injury suffered by, an employee of the City if that act, omission, or injury occurs during the course and scope of the</u></p>



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		<p><u>employee's leave under this section to work for SCEA. If the City is held liable for such an act, omission, or injury, SCEA shall indemnify and hold harmless the City.</u></p> <p>4. <u>Release Time. The City may grant a total of 16 hours of paid time for the president and two stewards to attend training scheduled during the Employee's normal working hours. Those hours may be split among the three SCEA officials at SCEA's discretion. The SCEA will be responsible for overseeing the time used and calculating the time remaining. The SCEA must notify the Department Head and Human Resources with each approved time off request. The SCEA president shall submit written requests for release time to the Employee's immediate supervisor. The supervisor's decision to approve will be based on the operational needs of the City. The Employee and SCEA president will certify the Employee's attendance. Unused training hours may accrue to a maximum of 32 hours.</u></p> <p>5. <u>Labor/Management Committee. The City and the SCEA agree to set up a Labor/Management Committee to encourage open communication, to promote harmonious relations, and to resolve matters of mutual concern. The committee will meet quarterly or as mutually agreed to by the Parties. The Committee will be composed of one representative from the City, one representative from the SCEA, and the SCEA Business Agent, if any. The meetings are informal and are not intended to be for discussion of issues handled under other provisions herein such as grievances, disciplinary actions, or negotiations.</u></p> <p>6. <u>Employee Orientation & Contact Information. All Employees will receive a New Employee Orientation within their first five (5) regular Workdays of employment with the City. The New Employee Orientation will be presented by Human Resources Division staff members at a time and place determined by the City. The purpose of the orientation is to review and complete required payroll, insurance, benefits, and similar required documentation; to train the Employee regarding City and/or Departmental policies, procedures, and specific requirements of the position; and to provide other necessary information. At no time during the orientation shall a City or SCEA representative provide derogatory information or advocacy about the other.</u></p> <p>A. <u>The City will provide SCEA Chapter President and SEIU Field Representative notice of a pending New Employee Orientation within one (1) business day of the execution of an employment offer letter.</u></p> <p>B. <u>One (1) SCEA representative, officer, steward, or member will be provided an opportunity for a 15-minute private session with the new Employee during the New Employee Orientation. SCEA may provide written information to be included with the orientation materials, in lieu of such a private session. Two (2) business days prior to the New Employee Orientation, SCEA will provide to Human Resources the name and the contact information of its participating representative. The City and SCEA will mutually agree to a suitable time during the New Employee Orientation for SCEA's private meeting with the new Employee. Such private meeting will occur at the same location as the New Employee Orientation.</u></p> <p>C. <u>Within 30 days of hire, and annually thereafter, the City will provide SCEA with Employee contact information, including name, job title, department, work location, work, home and</u></p>



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		<p><u>personal cellular telephone numbers, personal email addresses on file with the City, and home address, in electronic format as required by State law for all represented Employees.</u></p> <p><u>D. The City also agrees to provide SCEA with a list of the foregoing information for all bargaining unit employees at least once every 120 days unless otherwise agreed to in writing.</u></p> <p><u>E. Notwithstanding the foregoing, the City will not make any disclosures prohibited under Government Code sections 6254.3(a)(3) and 6254.3(c) pertaining to police employees and employee privacy requests (except, with respect to personal email addresses, as may be necessary to comply with the California Public Records Act).</u></p> <p><u>7. Dues Deduction. SCEA, as the recognized majority and/or exclusive employee organization requests that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by SCEA, from the wages and salaries of SCEA members. SCEA hereby certifies that SCEA has and shall maintain all such deduction authorizations signed by the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. Accordingly, SCEA membership dues shall be deducted over 26 pay periods in accordance with the City procedures and provisions of applicable law from the salary of each employee whose name is provided by SCEA. Such deduction shall be made only when the SCEA member's earnings for the subject pay period are sufficient after other legally required deductions are made.</u></p> <p><u>A. Remittance of the aggregate amount of all such monies shall be made by the City to SCEA at the conclusion of each payroll period in which said dues were deducted. Any changes in SCEA dues must be given to the City a minimum of thirty (30) days prior to the change to accommodate changes to payroll.</u></p> <p><u>A.B. SCEA shall have a duty to defend and shall indemnify and hold harmless the City against any liability arising from a claim, demand, or other action relating to any SCEA requested deduction, or any provision or obligation set forth in this Article. The City reserves the right to select its own counsel for its defense hereunder at the SCEA's expense.</u></p>
7	Acting Pay	<p><u>3. Acting Pay. Employees covered by this Agreement shall receive Acting Pay under the following conditions:</u></p> <p><u>A. Employees must qualify to receive Acting Pay when assigned in writing to acting in the a higher job class and performing to perform substantially the full range of duties and responsibilities of the higher job class for a minimum period of two weeks. The qualifying period may be satisfied one full workday at a time.</u></p> <p><u>B. Employees who have met this requirement after July 1, 2001, and who are recommended by their supervisor and Department Head may be certified as having met the qualifying period.</u></p> <p><u>C.B. Employees who are certified assigned to act in a higher job class will receive Acting Pay in an amount of at least 5.0 percent and no more than 10.0 percent of their current salary whenever they are assigned act in the higher job class for a minimum of two consecutive weeks.</u></p>



Article No.	Subject	Tentative Agreement										
		<p>retroactive to the first day of the assignment, while performing substantially the full range of duties and responsibilities of the higher job class.</p> <p>D.C. In order to receive Acting Pay, there must exist a vacant budgeted position, the assignment must be made in writing, employees must meet the minimum qualifications of the higher job class, and employees may not refuse to perform any duty or responsibility of the higher job class. Exceptions to meeting the minimum qualifications of the higher job class may be made on a case-by-case basis, depending on operational need, with concurrence between the department head and Human Resources, subject to City Manager approval.</p> <p>E.D. Acting Pay shall not be applied to a request to cash-out any form of paid leave, or payment for paid leave hours on the books at time of separation.</p>										
	Nighttime Hours Differential	Eliminate Entirely.										
7	Confidential Pay	5. <u>Confidential Pay</u> . Currently, the incumbents in the Accounting Tech (assigned to payroll) and the Administrative Assistant II (assigned to Police Department) , hired prior to July 30, 2019, receives a 3% pay differential to be added to the employee’s base pay. The Confidential Pay Program will end once the current two incumbents vacates these two positions.										
	Pay Adjustments for Building Maintenance Worker I/II	Eliminate Entirely.										
13	Uniforms and Uniform Allowances	<p>1. <u>Uniform Allowances</u>. Annually the City shall pay those Employees required to wear uniforms in the performance of their duties as follows:</p> <table><tr><td><u>Job Class</u></td><td><u>Total</u></td></tr><tr><td>Senior Public Safety Dispatcher</td><td>\$900.00</td></tr><tr><td>Public Safety Dispatcher I/II</td><td>\$900.00</td></tr><tr><td>Community Services Officer I/II</td><td>\$900.00</td></tr><tr><td>Police Evidence and Property Technician I/II</td><td>\$900.00</td></tr></table> <p>Uniform allowance will be paid on the regular paychecks of pro-rata basis, equally divided across each of the 26 pay checks.</p> <p>2. <u>Other Uniforms</u>. During the term of this Agreement, the City shall continue to supply Maintenance Workers and Building Maintenance Workers with the required uniform components as determined by the Public Works Director in a written departmental policy. and The Administrative Assistant I/II assigned to the Fire Department <u>will receive</u> with required uniform components as determined by the Fire Chief in a written departmental policy. The Administrative Assistant I/II assigned to the Police Department will receive required uniform components as determined by the Police Chief in a written departmental policy.</p>	<u>Job Class</u>	<u>Total</u>	Senior Public Safety Dispatcher	\$900.00	Public Safety Dispatcher I/II	\$900.00	Community Services Officer I/II	\$900.00	Police Evidence and Property Technician I/II	\$900.00
<u>Job Class</u>	<u>Total</u>											
Senior Public Safety Dispatcher	\$900.00											
Public Safety Dispatcher I/II	\$900.00											
Community Services Officer I/II	\$900.00											
Police Evidence and Property Technician I/II	\$900.00											



Article No.	Subject	Tentative Agreement								
		<p>3. 3. —<u>Work Boots.</u> The City shall provide <u>an annual boot allowance of \$250.00 to be used toward the purchase and maintenance of safety boots to employees in the following classifications who are required to wear safety boots as a condition of employment:</u></p> <p><u>Building Maintenance Worker I/II</u> <u>Code Enforcement Officer I/II</u> <u>Maintenance Worker I/II</u> <u>Senior Maintenance Worker</u></p> <p><u>A.</u> <u>The boot allowance will be issued</u> in the first pay period in July of each year. to all Maintenance Workers who are required as a condition of employment to wear safety boots towards the purchase and maintenance of such “work boots.”</p> <p><u>B.</u> The Employee shall be responsible for making the purchase from any vendor of the work boots that meet the following requirements: steel toes, oil resistant soles, and a minimum of six (6) inches of ankle support.</p> <p><u>A.C.</u> If the work boots should become damaged or worn out before the next July, the City may approve the payment of up to \$250.00 for a replacement pair of work boots. This provision shall only apply in cases where the wear and tear or damage occurred through the normal course of employment with the City.</p>								
15	Medical and Dental Insurance	<p>1. <u>Core Flex Plan.</u> The City will contribute the following a Core Flex Plan amounts toward the monthly premium cost based on the 2021 equivalent to the Kaiser Permanente Region 1 Premium: for Employee, Employee plus one, and Employee plus Family toward the monthly premium cost.</p> <table><tr><td><u>Time Period</u></td><td><u>Employee</u></td><td><u>Employee + One</u></td><td><u>Employee + Family</u></td></tr><tr><td>7/1/21 through MOU Term</td><td>\$813.64</td><td>\$1,627.28</td><td>\$2,115.46</td></tr></table> <p>Or the equivalent of the Kaiser Permanente Region 1 Premium, whichever is greater.</p> <p>Should the <u>health plan premium cost, selected by the employee, be less than the</u> Kaiser Permanente Region 1 premium cost be less than the amounts listed above, the City shall pay no more that the full cost of the Kaiser Permanente rate, <u>with the difference between the cost of the selected health plan premium and the maximum provided by the city eligible to be applied toward the cost of vision and dental premiums</u> for employees who select Kaiser Permanente.</p> <p>2. <u>Flexible Benefit Options.</u> The City agrees to provide \$500.00 per month (employee only) and \$700.00 per month (employee plus one or more dependents) <u>as a</u> Flexible Benefit Credit that may be used in lieu of the Core Flex Plan enrollment per Section 1 of this Article. The Flexible Benefit Credit may be divided among Dental <u>and Vision</u> Premiums, Flexible Spending Accounts, and Taxable Cash Option. An Employee must choose <u>choosing</u> the Flexible Benefit Options <u>must establish eligibility by providing verification of enrollment in a group health plan and must reestablish eligibility annually for continued enrollment in the Flexible Benefit Options</u> during the each Open Enrollment Period established in the Suisun City Flexible Benefits Plan.</p>	<u>Time Period</u>	<u>Employee</u>	<u>Employee + One</u>	<u>Employee + Family</u>	7/1/21 through MOU Term	\$813.64	\$1,627.28	\$2,115.46
<u>Time Period</u>	<u>Employee</u>	<u>Employee + One</u>	<u>Employee + Family</u>							
7/1/21 through MOU Term	\$813.64	\$1,627.28	\$2,115.46							



Article No.	Subject	Tentative Agreement
		3. <u>Restrictions.</u> An Employee may either enroll in the Core Flex Plan or be entitled to the Flexible Benefit Options as described in Section 2 of this Article, but may not participate in both, with the exception of the Voluntary Pre-Tax Payroll Deduction Flexible Spending Account <u>or enrollment in a Dental and/or Vision Plan.</u>
16	457 Deferred Compensation Plan	2. <u>ICMA-457 Deferred Compensation Plan.</u> The City agrees to provide the ICMA-a 457 Deferred Compensation Plan as an optional benefit to City Employees. The City will match the Employee's contribution up to \$100.00 per pay period, or up to \$2,600 per fiscal year. The City's match will be contributed to participating Employees on a pay-period basis, however, once annually participating Employees may contribute and the City will match an amount larger than \$100, not to exceed the \$2,600 fiscal year maximum.
16	Supplemental Insurance	The City has contracted with Colonial to replace Aflac for voluntary supplemental insurance benefits. As of 7/1/2021, the City will no longer deduct Aflac payments via payroll deduction. Employees will have the option to continue their Aflac coverage on their own or can enroll in Colonial which will be administered by City payroll deductions. It shall be agreed that the City may choose different supplemental insurance providers from time to time as needed to provided such voluntary benefits in the best interest of the City.
26	Reimbursement for Education or Training	1. <u>Approval.</u> On the recommendation of a Department Head and the approval of the City Manager, any Employee may embark on an approved course of education to enhance <u>theirhis/her</u> job skills. A course of study may include courses needed to gain a degree in a job-related field or to improve opportunities for advancement or Promotion with the City of Suisun City. If the Employee's Department Head will not recommend reimbursement for a course of study, the Employee may appeal to the City Manager or designee. 2. <u>Reimbursement.</u> Reimbursement shall be at a rate of 50 percent (50%) of the cost per unit at Solano Community College, which shall not exceed \$1,000 per Employee per year. If an Employee leaves City service within two years of receiving education reimbursement, the Employee must reimburse the City an amount equal to half of the total education reimbursement paid by the City. Upon successful completion of the coursework, the Employee shall submit to the Department Head copies of dated receipts showing education costs (tuition, books, materials, mileage), as well as transcripts, grades or certificates showing successful course completion. <u>Employees are eligible for educational reimbursement for approved classes, including tuition and books, which shall not exceed \$1,000 per Employee per year. Upon successful completion of the coursework, the Employee shall submit to the Department Head and HR copies of dated receipts showing education costs (tuition, books, materials, mileage), as well as transcripts, grades or certificates showing successful course completion. If an Employee leaves City service within two years of receiving education reimbursement, the Employee must reimburse the City an amount equal to half of the total education reimbursement paid by the City.</u>
	ID Cards	Eliminate Entirely
	Temporary Measures	Eliminate Entirely
34	General Provisions	Section 4 – Reopeners



Article No.	Subject	Tentative Agreement
		<p>4. <u>Reopeners</u>. Upon the written request of the City Manager, the Parties agree to reopen negotiations during the term of this Tentative Agreement and the successor MOU for any one of the following situations:</p> <p>A. A Declaration of a Fiscal Emergency by the City Council which could result in Layoffs if the Parties do not meet and confer on alternatives.</p> <p>B. If any other bargaining group has an employment contract with the City of Suisun City that contains applicable compensation provisions that are more advantageous for the Employees than this Agreement, the Parties agree to meet and confer on the modification of this Agreement.</p> <p>C. A positive or negative change occurs in the City's fiscal status that would affect the availability of funding for services provided in whole or in part by Employees represented by SCEA.</p> <p>D. Meet & confer on work rules affecting the Public Works Maintenance Division, which would include investigating options for ensuring that Public Works On-Call services are properly staffed.</p> <p>E. Beginning as early as February 1, 2023, negotiations will reopen for fiscal year 2023/2024 and be completed no later than June 30, 2023.</p> <p>F. Update/Amend/Replace the City's Employer-Employee Relations Resolution.</p> <p>G. Update/Amend the City's Administrative Directive AD7 – Personnel Rules and Regulations.</p> <p>H. Notwithstanding the provisions of California Government Code section 20516.5, the Parties agree that the above-indicated represent the only bases for reopening the Tentative Agreement or the successor MOU during its term.</p> <p>7. <u>Successor Agreement</u>. This Agreement shall be in full effect from July 1, 2023 through and including June 30, 2025. Either Party may serve upon the other its written request to commence negotiations for a successor Agreement as early as February 1, 20232025. Upon receipt of such written notice, negotiations shall commence no later than 30 days thereafter. The Parties hereby declare that it is their mutual interest to negotiate a multi-year successor agreement consistent with City Council policy direction within the limitations of the City's ability to pay <u>with the intent to be completed no later than June 30, 2025.</u></p> <p>8. <u>Distribution of Agreement</u>. Within 10 days of the adoption of this Agreement, all covered Employees shall receive a copy of the Agreement. The "copy" may be provided in electronic format.</p> <p>9. <u>Effective Date</u>. The effective date of this Agreement shall be July 1, 20212023.</p>
21 and 22	Payroll Status and WC/SDI Medical Leave	<p>1. <u>Payroll Status</u>. Any Regular Employee shall be considered to be in a Payroll Status if the Employee is employed by the City under the one of the following conditions:</p>



Article No.	Subject	Tentative Agreement
		<p>A. Working Full-Time.</p> <p>B. Working Part-Time, <u>at least a thirty (30) hour or greater workweek.</u></p> <p>C. Working on a restricted or limited duty basis.</p> <p>D. Off work due to an injury or illness covered under Workers' Compensation.</p> <p>E. Off work due to an injury or illness covered under State Disability Insurance.</p> <p>F. Off work while on an approved leave of absence covered under the Family and Medical Leave Act (FMLA).</p> <p>G. Off work while on an approved leave of absence covered under the California Family Rights Act (CFRA).</p> <p>H. Off work while on an approved leave of absence covered under Pregnancy Disability Leave (PDL).</p> <p>2. <u>Continuation of City-Paid Insurance Premiums.</u> The City shall continue to contribute the City's share of the health, <u>and life, and dental</u> insurance premiums on behalf of an Employee who is receiving Workers' Comp/SDI benefits, as long as he/she is in a Payroll Status with the City or within the period provided in Chapter 10 of the Personnel Rules. An Employee is in a Payroll Status with the City, as long as he/she is using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave in conjunction with Workers' Comp/SDI benefits to create the equivalent of <u>his/her normal paycheck at least a thirty (30) hour or greater workweek,</u> exclusive of Overtime.</p> <p>3. <u>Non-Payroll Status.</u></p> <p>A. Any Employee <u>off work on SDI</u> who has exhausted his/her benefits under FMLA, CFRA, or PDL, <u>and who is off work pursuant to Section 1, Subsections E. through H. of this Article,</u> and who has insufficient accrued paid leave balances to create the equivalent of <u>a normal paycheck at least a thirty (30) hour or greater workweek,</u> exclusive of Overtime shall be considered to be in a Non-Payroll Status. Employees who are in a Non-Payroll Status will no longer accrue paid leave <u>(Vacation, Sick and Holiday),</u> and the City will no longer contribute the City's share of health insurance premiums on the Employee's behalf. <u>The City will continue to contribute life insurance premiums for employees in a non-payroll status.</u></p> <p>B. An Employee off work <u>pursuant to Section 1, Subsection D. on Workers' Compensation of this Article,</u> and who has insufficient accrued paid leave balances to create the equivalent of <u>his/her normal paycheck at least a thirty (30) hour or greater workweek,</u> exclusive of Overtime shall be considered in a Non-Payroll Status. The Employee will no longer accrue paid leave (Vacation, Sick, and Holiday); however, the City will continue to contribute the City's share of health insurance premiums on the Employee's behalf for a period of no more than 12 months from the date of injury. <u>The City will continue to contribute life insurance premiums for employees in a non-payroll status.</u></p> <p>C. <u>Employees contributing to the 457 Deferred Compensation plan, and who are off work on Workers' Compensation/SDI, will have all contributions to the deferred compensation plan stopped during the time on leave unless they are integrating sufficient accrued paid</u></p>



Article No.	Subject	Tentative Agreement
		<p><u>leave to cover the full amount of the requested deferred compensation plan contribution. Workers' Compensation/SDI benefits are non-taxable benefits, therefore shall not be used toward 457 plan contributions.</u></p> <p>ARTICLE __ WORKERS' COMP/SDI MEDICAL LEAVE</p> <p>1. <u>Employee Options Regarding SDI Medical Leave.</u> There are two<u>three</u> options available to an Employee who is otherwise eligible for SDI insurance benefits, which are as follows:</p> <p>A. <u>Option 1:</u> Not applying for disability insurance benefits and using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave. <u>Employees must use at least a thirty (30) hours or greater per workweek, exclusive of Overtime in order to maintain the City's contribution for health and life and to continue to earn leave accruals.</u></p> <p>B. <u>Option 2:</u> Applying for disability insurance benefits and integrating accrued paid leaves with the SDI benefits. Such accrued paid leaves shall include Sick Leave, Vacation Leave, CTO, and/or Holiday Leave, <u>in this order</u>, unless the Employee provides written notice to the City to limit the integration to only accrued Sick Leave with SDI benefits. If Option 2 is elected, the Employee shall stipulate on <u>the application for SDI benefits their Request for Leave (RFL)</u> whether the Employee is integrating Sick Leave, <u>and other leave accruals</u>, with SDI benefits.</p> <p>C. <u>Option 3: Employees who apply for disability insurance, may provide the City with the supplemental benefits received by Workers' Compensation/SDI, to be credited to a disability leave accrual account, which the City will then reissue to employees through payroll, enabling employees to remain on payroll status, and continue to accrue paid leaves including Sick Leave, Vacation Leave, and/or Holiday Leave and City contributions to health and life, so long as they integrate accrued leave to create at least a thirty (30) hour or greater per workweek, exclusive of Overtime.</u></p> <p>D. The amount of supplement for any hour of any normal Workday shall not exceed the difference between <u>one hundred (100%-0)</u> percent of the Employee's normal gross salary rate and the "weekly benefit amount".</p> <p>2. <u>Medical Leave While on Workers' Comp/SDI.</u> Employees who are off work on medical leave covered under Workers' Comp or SDI may supplement their insurance coverage benefits to ensure that they receive up to <u>one hundred (100%-0)</u> percent of their normal pay, <u>exclusive of Overtime</u>.</p> <p>3. <u>How a Supplement is Treated.</u> The Employee shall receive <u>up to one hundred (100%-0)</u> percent of the<u>their</u> Employee's gross salary rate <u>including any regular hours worked and leave accruals to cover time off (Sick leave, Vacation, CTO and/or Holiday Leave)</u>, until such time as the City is notified of the benefit paid to the Employee. The pay period following notification (normally the next pay period), the Employee will receive <u>up to one hundred (100%-0)</u> percent of Employee's gross salary rate <u>less the when combining the</u> supplemental amount provided</p>



Article No.	Subject	Tentative Agreement
		<p>by Workers' Comp/SDI <u>with integrated leave</u>. Upon deduction of the amount equal to the supplemental amount from the Employee's gross pay, the Employee's Sick Leave, Vacation Leave, CTO, and/or Holiday Leave shall be credited to the Employee's appropriate benefit accounts in an amount equal to the Employee's hourly Pay Rate.</p> <p>4. <u>Paid Leave Accrual</u>. An Employee shall earn Sick Leave, and Vacation Leave, <u>and Holiday Leave</u> benefits during any full bi-weekly pay period in which the Employee receives Workers' Comp/SDI benefits and is on Payroll Status, of at least a thirty (30) hour or greater per workweek, exclusive of Overtime. Furthermore, an Employee shall receive service credit <u>including</u> for seniority and merit step increases during such a period, as long as the Employee is in a Payroll Status with the City. <u>Retirement service credit is determined by CalPERS.</u></p> <p>5. <u>Leave of Absence While on SDI</u>. An Employee who is receiving SDI benefits while absent from work, but who is in a Non-Payroll Status with the City is entitled to a leave of absence under Section 10.2 of the Personnel Rules subject to the requirements of that Section.</p>
9 and 10	CTO and Eligible Paid Leave Cash-Out	<p>CTO CASH-OUT: Employees are allowed to cash-out a maximum of 40-0<u>sixty (60)</u> hours of CTO each January...</p> <p>ELIGIBLE PAID LEAVE CAS OUT: As an alternative to CTO Cash-Out, employees are allowed to elect to cash-out a maximum of 40-0<u>sixty (60)</u> hours of Eligible Paid Leave in November of the calendar year preceding such cash-out....</p>

Incorporate the Following MOU Amendments

Article No.	Subject	MOU Amendment(s)
9, 12 and 25	Restoring Leave Caps	<p>NEW LANGUAGE TO BE ADDED TO THE FOLLOWING ARTICLES: OVERTIME AND COMPENSATORY TIME OFF, VACATION LEAVE, AND MUNICIPAL HOLIDAYS.</p> <p>The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.</p>



City of Suisun City
Date: June 27, 2023

Tentative Agreement

This Tentative Agreement shall be effective only upon adoption by the City Council of the City of Suisun City. Subject to the foregoing, this Tentative Agreement is hereby executed by the authorized representatives of the City and the Association.

City of Suisun City

Gregory Folsom, City Manager



Christina Penland, Human Resources Administrator



Kris Lofthus, Deputy City Manager Administrator



Colin Tanner, Deputy City Attorney

Approved as to form
Aleshire & Wynder, LLP



Elena Gerli, City Attorney

Suisun City Employees Association



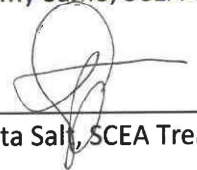
Marcos Zepeda, SEIU Local 1021, Field Representative



John Bryan, SCEA President



Jeramy Samo, SCEA Vice President



Tevita Salt, SCEA Treasurer/Secretary President



Michelle Zunino, Negotiations Team Member

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF SUISUN CITY
AND
THE SUISUN CITY EMPLOYEES' ASSOCIATION
SEIU LOCAL 1021 AFL-CIO CLC**

July 1, ~~2021~~2023
through
June 30, ~~2023~~2025

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**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND
THE SUISUN CITY EMPLOYEES ASSOCIATION
SEIU LOCAL 1021 AFL-CIO CLC**

INTRODUCTION

This Memorandum of Understanding is made and entered into between the CITY OF SUISUN CITY, (hereinafter "City"), and SUISUN CITY EMPLOYEES' ASSOCIATION, Service Employees International Union Local 1021, (hereinafter "SCEA"), a formally recognized employee organization pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code Section 3500 *et seq.*).

The Parties agree that this Memorandum of Understanding (hereinafter "Agreement") shall be submitted to the City Council of the City of Suisun City with the joint recommendation of the designated representatives of the Parties that the City Council approve the Agreement and take any additional action as may be necessary to implement its provisions.

The City agrees to give reasonable written notice to SCEA of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation and shall give SCEA the opportunity to meet and confer with respect thereto.

The Parties have met and conferred in good faith through their designated representatives concerning those matters set forth in Government Code Section 3504 and have reached agreement thereon as set forth below. The City agrees that there shall be no other negotiations for represented workers beyond this Agreement.

The Parties agree as follows:

ARTICLE ~~1~~1 RECOGNITION

1. Job Classes Represented.

The City recognizes SCEA as the exclusive representative for the general employees bargaining unit consisting of the following Permanent, Non-Sworn, non-Professional/Technical, non-Management job classes which should properly be assigned to this bargaining unit by the City, such exclusive representation being subject to and qualified by Employee rights under applicable local, state, and federal law to be represented by the Recognized Employee Organization of their choice:

Represented Job Classes

Account Clerk ~~1~~~~1~~I
Account Clerk ~~1~~~~1~~II
Account Clerk III
Accounting Technician
Administrative Assistant ~~1~~~~1~~I

Administrative Assistant ~~I/II-II~~
 Building Maintenance Worker ~~I/II-I~~
 Building Maintenance Worker ~~I/II-II~~
 Building Inspector ~~I/II-I~~
 Building Inspector ~~I/II-II~~
 Community Services Officer ~~I/II-I~~
 Community Services Officer ~~I/II-II~~
 Computer Technician
 Fleet Mechanic
 Housing Specialist ~~I/II-I~~
 Housing Specialist ~~I/II-II~~
 Human Resources Technician (C)
 Maintenance Worker ~~I/II-I~~
 Maintenance Worker ~~I/II-II~~
 Office Assistant
 Permit Technician I
Permit Technician II
 Police Evidence and Property Technician ~~I/II-I~~
 Police Evidence and Property Technician ~~I/II-II~~
~~Public Safety Dispatcher I/II-I~~
~~Public Safety Dispatcher I/II-II~~
 Public Works Inspector
 Recreation Program Administrative Coordinator
 Recreation Coordinator
~~Senior Account Clerk~~
 Senior Maintenance Worker
~~Senior Public Safety Dispatcher~~
 Youth Services Specialist

2. Human Resources Technician.

The Classification of Human Resources Technician is Confidential, and as such is excluded from participating in collective bargaining or from revealing confidential information regarding collective bargaining; however, is otherwise represented by SCEA.

3. Future Additional Job Class Determination.

In addition, future additional job classes determined under applicable City Resolutions to be of a Regular, Permanent, Non-Sworn, non-Professional/Technical, and/or non-Management nature shall be represented by SCEA.

4. Temporary/Limited-Service Positions.

It is agreed that Temporary Employees, Part-Time Employees, Emergency Employees, Volunteer Employees, and contractors are not governed by this Agreement and are not represented by SCEA. Employees who work less than full time are not represented by SCEA. If an Employee who

had occupied a Temporary, Provisional, or grant-funded Position is subsequently hired into the same job class as a Regular Employee, he/she shall be placed in the step level nearest to but not lower than his/her last Pay Rate as a Temporary, Provisional, or grant-funded Employee.

5. Classification Study.

The City will conduct a classification study of the ~~Maintenance Worker II. The City will not fill vacancies in the Maintenance Worker II classification until the classification study has been completed two represented employees in the Administrative Assistant II classification, as of June 30, 2023. The City agrees to meet and confer with the Association on implementation of the results of the studies.~~

ARTICLE #2 CITY RIGHTS

1. Except as limited by the specific and express terms of this Agreement, the City hereby retains and reserves unto itself all rights, powers, authority, duty and responsibilities confirmed on and vested in it by the laws and the Constitution of the State of California, the Suisun City Code, and/or the laws and Constitution of the United States of America.

2. Regardless of any provision contained in this Agreement or which may be inferred from this Agreement, the City shall retain and shall have the right to exercise the following exclusive rights which include, but are not limited to, the following:

- A. The right to hire and fire.
- B. The right to determine the mission of its constituent departments, divisions, commissions, and boards.
- C. The right to set standards of service and municipal fees and charges.
- D. The right to determine the procedures and standards of selection for employment, assignment, transfer, and promotion of applicants and Employees, provided in the case of Employees that the exercise of such right shall not infringe on any rights that Employees have under this Agreement.
- E. The right to direct its Employees.
- F. The right to discharge or suspend Employees for just cause and take other disciplinary actions against its Employees as set forth herein.
- G. The right to relieve its Employees from duty because of lack of work or other legitimate reasons.
- H. The right to maintain the efficiency of governmental operations.

- I. The right to determine the methods, means, and staffing to conduct governmental operations.
- J. The right to determine and re-determine job content and job classifications.
- K. The right to contract out any work which is now being performed by Employees of the City or which shall be performed in the future by Employees of the City, provided this only occurs in those situations where the tasks cannot be accomplished by current SCEA members as efficiently, economically, and expediently as can be achieved by such contracting out, provided that the City shall make every reasonable effort to place Employees displaced by such contracting out in other City service requiring similar skills as the work performed by the Employee when displaced by the contracting out and which requires minimal training to afford the Employee opportunity to adequately perform the new position.
- L. The right to take all necessary actions to carry out the mission of the City, its constituent departments, divisions, or commissions and boards in cases of emergencies.
- M. The right to exercise complete control and discretion over its organization and the technology of performing its work.

ARTICLE ~~III~~3 EMPLOYEE RIGHTS

Subject to the provisions of Resolution No. 74-33, Employees of the City shall have the right to form, join, and participate in the activities of a Recognized Employee Organization of their own choosing for the purpose of representation on matters of employer-employee relations, including but not limited to, wages, hours, and other terms and conditions of employment. Employees of the City also shall have the right to refuse to join or participate in the activities of Recognized Employee Organizations.

ARTICLE ~~IV~~4 PERSONNEL RULES AND REGULATIONS

Administrative Directive – AD 7, the City’s Personnel Rules and Regulations (hereinafter “Personnel Rules”), was approved by City Council Resolution No. 2011-52 on June 7, 2011. It is incorporated into this Agreement by reference. Except as may be provided in this Agreement, the applicable sections of the Personnel Rules, as may be amended from time to time, shall apply to the Employees represented by SCEA. Prior to amending Resolution No. 2011-52 regarding wages, hours, or other terms and conditions of employment, the Parties shall first meet and confer on the modifications as provided in the Meyers-Milias-Brown Act (Government Code Section 3500 *et seq.*). Unless otherwise provided in this Agreement, the definitions of terms used in this Agreement shall be the definitions provided in Chapter 2 of the Personnel Rules.

ARTICLE ~~V~~5 NO DISCRIMINATION

It is agreed that neither SCEA, nor the City shall discriminate against any Employee because of race, national origin, gender, SCEA membership, protected concerted SCEA activity, or refusal to join SCEA.

ARTICLE VI

DUES, FEES, INSURANCE CHECK OFF ASSOCIATION ACCESS

~~1. As the recognized majority and/or exclusive employee organization, SCEA requests that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by SCEA, from the wages and salaries of members of SCEA. SCEA hereby certifies that it has and shall maintain all such deduction authorizations signed by the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. SCEA membership dues shall be deducted each pay period in accordance with City procedures and provisions of applicable law from the salary of each employee whose name is provided by SCEA.~~

~~2. The City shall provide for payroll deductions on each payroll period (twenty-six times per calendar year). The City shall remit the total amount of deductions to SCEA within thirty (30) days of the date of the deduction. Any changes in SCEA dues must be given to the City a minimum of thirty (30) days prior to change to accommodate changes to payroll.~~

~~3. SCEA shall defend, indemnify, and hold City harmless against any liability arising from any claims, demands, or other action relating to the City's compliance with the above provisions with the exception of liability caused by City's own negligence.~~

ARTICLE VII

UNION ACCESS

~~1. SCEA Business. All SCEA business will be conducted by Employees and SCEA representatives outside of established working hours. Nothing herein shall be construed to prevent a SCEA representative or an Employee from contacting the City Manager or other management representatives regarding personnel-related matters during working hours.~~

~~2. Work Locations. The authorized SCEA Business Agent, if any, shall be given access to work locations during working hours, provided that prior to visiting any work location the SCEA representative notifies the affected Department Head (if only one department is affected) or the Assistant City Manager (if more than one department is affected).~~

~~3. Shop Stewards. In addition to the president, two stewards shall be appointed by the SCEA as alternate representatives to assist in resolving workplace issues and other representational duties including but not limited to Grievances.~~

~~A. Pursuant to Government Code section 3505.3, the City shall allow the employee Stewards a reasonable time off without loss of compensation or other benefits when they are participating in any one of the following activities:~~

- ~~1) Formally meeting and conferring with representatives of the City on matters within the scope of representation;~~
 - ~~2) Testifying or appearing as the designated representative of Union in conferences, hearings, or other proceedings before the Public Employment Relations Board, or an agent thereof, in matters relating to a charge filed by the Union against the City or by the City against the Union; and~~
 - ~~3) Testifying or appearing as the designated representative of the Union in matters before a personnel or merit commission.~~
- ~~B. Pursuant to Government Code section 3558.8, the City shall grant to employee Stewards, upon written request of SCEA, reasonable leaves of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards or representatives or officers of the exclusive representative, or of any statewide or national employee organization with which SCEA is affiliated.~~
- ~~1) SCEA shall reimburse the City for all compensation paid to the employee on leave. Reimbursement by SCEA shall be made on or before thirty (30) days after receipt of the City's certification of payment of compensation to the employee.~~
 - ~~2) At the conclusion or termination of leave granted under this section, the employee shall have a right of reinstatement to the same position and work location held prior to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.~~
 - ~~3) SCEA has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason. The City reserves the right to recall any employee on leave pursuant to these sections due to an emergency.~~
- ~~C. Compensation for release time under this provision shall not exceed the employee Stewards' standard schedule of hours per day and shall not include compensation for overtime. Compensation shall include retirement fund contributions required of the City as an employer. The employee shall earn full service credit during the leave of absence and shall pay his or her member contributions. The leave of absence without loss of compensation or other benefits provided for by this section is in addition to the release time without loss of compensation or other benefits granted to representatives of SCEA under applicable laws or this MOU.~~
- ~~D. Pursuant to Government Code sections 3505.3 and 3558.5, for leave requests for three consecutive days or less, SCEA shall submit a written request to the employee Steward's Department Head at least seven (7) days in advance of the requested leave of absence. For leave requests of greater than three consecutive days, SCEA shall submit their written request at least thirty (30) calendar days in advance of the requested leave of absence. The written request shall include the purpose, dates, and duration of the requested leave.~~

~~E. A request for leave of absence may be granted on a full-time, part-time, periodic, or intermittent basis and will be approved if it does not substantially interfere with the performance of City services and operations. If leave is denied, the Department Head shall provide SCEA with written notification of the reasons why the requested leave is denied. If granting the requested leave would create an operational hardship for the City, the parties agree to meet and confer regarding the requested leave in order to identify mutually acceptable alternative dates or amount of leave.~~

~~F. SCEA or the employee shall be required to execute any payroll forms, certifications of time, or other documents as required by the City to ensure that the time reporting is accurate and that the employee is performing the duties of a steward or officer or representative of SCEA during all reported working hours.~~

~~G. The City shall not be liable for an act or omission of, or an injury suffered by, an employee of the City if that act, omission, or injury occurs during the course and scope of the employee's leave under this section to work for SCEA. If the City is held liable for such an act, omission, or injury, SCEA shall indemnify and hold harmless the City.~~

~~4. Release Time. The City may grant a total of 16 hours of paid time off for the president and two stewards to attend training scheduled during the Employee's normal working hours. Those hours may be split among the three SCEA officials at SCEA's discretion. The SCEA will be responsible for overseeing the time used and calculating the time remaining. The SCEA must notify the Assistant City Manager with each approved time off request. The SCEA president shall submit written requests for release time to the Employee's immediate supervisor. The supervisor's decision to approve will be based on the operational needs of the City. The Employee and SCEA president will certify the Employee's attendance. Unused training hours may accrue to a maximum of 32 hours.~~

~~5. Labor/Management Committee. The City and the SCEA agree to set up a Labor/Management Committee to encourage open communication, to promote harmonious relations, and to resolve matters of mutual concern. The committee will meet quarterly or as mutually agreed to by the Parties. The Committee will be composed of one representative from the City, one representative from the SCEA, and the SCEA Business Agent, if any. The meetings are informal and are not intended to be for discussion of issues handled under other provisions herein such as grievances, disciplinary actions, or collective bargaining negotiations.~~

~~6. New Employee Orientation & Contact Information. All Employees will receive a New Employee Orientation within their first five (5) regular Workdays of employment with the City. The New Employee Orientation will be presented by Human Resources Division staff members at a time and place determined by the City. The purpose of this orientation is to review and complete required payroll, insurance benefits, and similar required documentation; to train the Employee regarding City and/or Departmental policies, procedures, and specific requirements of the position; and to provide other necessary information. At no time during the orientation shall a City or SCEA representative provide derogatory information or advocacy about the other.~~

~~A. The City will provide SCEA Chapter President and SEIU Field Representative notice of a pending New Employee Orientation within one (1) business day of the execution of an employment offer letter.~~

~~B. One (1) SCEA representative, officer, steward, or member will be provided an opportunity for a 15 minute private session with the new Employee during the New Employee Orientation. SCEA may provide written information to be included with the orientation materials, in lieu of such a private session. Two (2) business days prior to the New Employee Orientation, SCEA will provide to Human Resources the name and the contact information of its participating representative. The City and SCEA will mutually agree to a suitable time during the New Employee Orientation for SCEA's private meeting with the new Employee. Such private meeting will occur at the same location as the New Employee Orientation.~~

~~C. Within 30 days of hire, and monthly thereafter, the City will provide SCEA/SEIU 1021 Membership Department with Employee contact information in electronic format as required by State law for all represented Employees.~~

~~2. Name~~

~~3. Home Address~~

~~4. Classification/Job Title~~

~~5. Department~~

~~6. Work Location~~

~~7. Work, home and personal cellular telephone numbers~~

~~8. Personal and work e-mail addresses~~

~~D. Notwithstanding the foregoing, the City will not make any disclosures prohibited under Government Code sections 6254.3(c) & 6254.3 (a)(3).~~

1. SCEA Business.

All SCEA business will be conducted by Employees and SCEA representatives outside of established working hours. Nothing herein shall be construed to prevent a SCEA representative or an Employee from contacting the City Manager or other management representatives regarding personnel-related matters during working hours.

2. Work Locations.

The authorized SCEA Business Agent, if any, shall be given access to work locations during working hours, provided that prior to visiting any work location the SCEA representative notifies the City.

3. Shop Stewards.

In addition to the president, two stewards shall be appointed by the SCEA as alternate representatives to assist in resolving workplace issues and other representational duties including but not limited to Grievances.

A. Pursuant to Government Code section 3505.3, the City shall allow the employee Stewards a reasonable time off without loss of compensation or other benefits when they are participating in any one of the following activities:

- 1) Formally meeting and conferring with representatives of the City on matters within the scope of representation;
- 2) Testifying or appearing as the designated representative of Union in conferences, hearings, or other proceedings before the Public Employment Relations Board, or an agent thereof, in matters relating to a charge filed by the Union against the City or by the City against the Union; and
- 3) Testifying or appearing as the designated representative of the Union in matters before a personnel or merit commission.

B. Pursuant to Government Code section 3558.8, the City shall grant to employee Stewards, upon written request of SCEA, reasonable leaves of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards or representatives or officers of the exclusive representative, or of any statewide or national employee organization with which SCEA is affiliated.

- 1) SCEA shall reimburse the City for all compensation paid to the employee on leave. Reimbursement by SCEA shall be made on or before thirty (30) days after receipt of the City's certification of payment of compensation to the employee.
- 2) At the conclusion or termination of leave granted under this section, the employee shall have a right of reinstatement to the same position and work location held prior to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.
- 3) SCEA has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason. The City reserves the right to recall any employee on leave pursuant to these sections due to an emergency.

C. Compensation for release time under this provision shall not exceed the employee Stewards' standard schedule of hours per day and shall not include compensation for overtime. Compensation shall include retirement fund contributions required of the City as an employer. The employee shall earn full-service credit during the leave of absence and shall pay his or her member contributions. The leave of absence without loss of compensation or other benefits provided for by this section is in addition to the release time without loss of

compensation or other benefits granted to representatives of SCEA under applicable laws or this MOU.

- D. Pursuant to Government Code sections 3505.3 and 3558.5, for leave requests for three consecutive days or less, SCEA shall submit a written request to the employee Steward's Department Head at least seven (7) days in advance of the requested leave of absence. For leave requests of greater than three consecutive days, SCEA shall submit their written request at least thirty (30) calendar days in advance of the requested leave of absence. The written request shall include the purpose, dates, and duration of the requested leave.
- E. A request for leave of absence may be granted on a full-time, part-time, periodic, or intermittent basis and will be approved if it does not substantially interfere with the performance of City services and operations. If leave is denied, the Department Head shall provide SCEA with written notification of the reasons why the requested leave is denied. If granting the requested leave would create an operational hardship for the City, the parties agree to meet and confer regarding the requested leave in order to identify mutually acceptable alternative dates or amount of leave.
- F. SCEA or the employee shall be required to execute any payroll forms, certifications of time, or other documents as required by the City to ensure that the time reporting is accurate and that the employee is performing the duties of a steward or officer or representative of SCEA during all reported working hours.
- G. The City shall not be liable for an act or omission of, or an injury suffered by, an employee of the City if that act, omission, or injury occurs during the course and scope of the employee's leave under this section to work for SCEA. If the City is held liable for such an act, omission, or injury, SCEA shall indemnify and hold harmless the City.

4. Release Time.

The City may grant a total of sixteen (16) hours of paid time for the president and two stewards to attend training scheduled during the Employee's normal working hours. Those hours may be split among the three SCEA officials at SCEA's discretion. The SCEA will be responsible for overseeing the time used and calculating the time remaining. The SCEA must notify the Department Head and Human Resources with each approved time off request. The SCEA president shall submit written requests for release time to the Employee's immediate supervisor. The supervisor's decision to approve will be based on the operational needs of the City. The Employee and SCEA president will certify the Employee's attendance. Unused training hours may accrue to a maximum of thirty-two (32) hours.

5. Labor/Management Committee.

The City and the SCEA agree to set up a Labor/Management Committee to encourage open communication, to promote harmonious relations, and to resolve matters of mutual concern. The committee will meet quarterly or as mutually agreed to by the Parties. The Committee will be composed of one representative from the City, one representative from the SCEA, and the SCEA

Business Agent, if any. The meetings are informal and are not intended to be for discussion of issues handled under other provisions herein such as grievances, disciplinary actions, or negotiations.

6. Employee Orientation & Contact Information.

All Employees will receive a New Employee Orientation within their first five (5) regular Workdays of employment with the City. The New Employee Orientation will be presented by Human Resources Division staff members at a time and place determined by the City. The purpose of the orientation is to review and complete required payroll, insurance, benefits, and similar required documentation; to train the Employee regarding City and/or Departmental policies, procedures, and specific requirements of the position; and to provide other necessary information. At no time during the orientation shall a City or SCEA representative provide derogatory information or advocacy about the other.

A. The City will provide SCEA Chapter President and SEIU Field Representative notice of a pending New Employee Orientation within one (1) business day of the execution of an employment offer letter.

B. One (1) SCEA representative, officer, steward, or member will be provided an opportunity for a 15-minute private session with the new Employee during the New Employee Orientation. SCEA may provide written information to be included with the orientation materials, in lieu of such a private session. Two (2) business days prior to the New Employee Orientation, SCEA will provide Human Resources the name and the contact information of its participating representative. The City and SCEA will mutually agree to a suitable time during the New Employee Orientation for SCEA's private meeting with the new Employee. Such private meeting will occur at the same location as the New Employee Orientation.

~~A.C.~~ Within 30 days of hire, and annually thereafter, the City will provide SCEA with Employee contact information, including name, job title, department, work location, work, home and personal cellular telephone numbers, personal email addresses on file with the City, and home address, in electronic format as required by State law for all represented Employees.

D. The City also agrees to provide SCEA with a list of the foregoing information for all bargaining unit employees at least once every one hundred and twenty (120) days unless otherwise agreed to in writing.

E. Notwithstanding the foregoing, the City will not make any disclosures prohibited under Government Code sections 6254.3(a)(3) and 6254.3(c) pertaining to police employees and employee privacy requests (except, with respect to personal email addresses, as may be necessary to comply with the California Public Records Act).

7. Dues Deduction.

SCEA, as the recognized majority and/or exclusive employee organization requests that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by SCEA, from the wages and salaries of SCEA members. SCEA hereby certifies that SCEA has and shall maintain all such deduction authorizations signed by

the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. Accordingly, SCEA membership dues shall be deducted over 26 pay periods in accordance with the City procedures and provisions of applicable law from the salary of each employee whose name is provided by SCEA. Such deduction shall be made only when the SCEA member's earnings for the subject pay period are sufficient after other legally required deductions are made.

- A. Remittance of the aggregate amount of all such monies shall be made by the City to SCEA at the conclusion of each payroll period in which said dues were deducted. Any changes in SCEA dues must be given to the City a minimum of thirty (30) days prior to the change to accommodate changes to payroll.
- B. SCEA shall have a duty to defend and shall indemnify and hold harmless the City against any liability arising from a claim, demand, or other action relating to any SCEA requested deduction, or any provision or obligation set forth in this Article. The City reserves the right to select its own counsel for its defense hereunder at the SCEA's expense.

ARTICLE ~~VIII~~7 COMPENSATION

1. **Salaries.** Assuming allowable funding pursuant to the American Rescue Plan Act of 2021 (which guidelines have only recently been published) as a condition precedent, the City shall provide a premium pay to all bargaining unit employees as follows:

- A. ~~Miscellaneous.~~ The City will provide a \$2.00 per hour non-pensionable premium pay on top of the base pay rate for all represented miscellaneous job classes (except Dispatch classifications) up through and until May 25, 2023.
- B. ~~Dispatch Classifications.~~ The City will provide a \$4.00 per hour non-pensionable premium pay on top of the base pay rate for all represented dispatch job classes up through and until May 25, 2023.
- C. ~~Premium increases will be effective retroactively to July 1, 2021, if the Tentative Agreement is ratified and signed by Union at least one day prior to the City Council meeting scheduled for July 6, 2021. Alternatively, the premium increase will be effective the first full pay period after City Council adoption of the Tentative Agreement.~~
- D. ~~Payments will be made on a bi-weekly basis. All the hourly increases authorized herein will sunset June 30, 2023.~~
- E. ~~The previously provided Critical Staffing Retention and Recruiting Pay sunset/expired on June 30, 2021 and shall not be included in this successor MOU.~~

~~F. Miscellaneous. Effective May 26, 2023, the City will provide base hourly wage increases of \$2 per hour to the wage range for all represented miscellaneous job classes (except Dispatch classifications) and base hourly wage increases of \$2 per hour to the employee's position within that range for the following represented miscellaneous job classes:~~

~~Account Clerk I
Administrative Assistant II
Building Maintenance Worker I
Code Enforcement Officer II
Community Services Officer I
Computer Technician
Maintenance Worker I
Maintenance Worker II
Police Evidence and Property Technician II~~

~~G. The City's base wage increases provided herein to the employee's position within the range will decrease the differential between steps to less than 5% as identified in the new alpha numerical salary ranges established for these classifications. The alpha salary range will be eliminated once all affected employees in the alpha numeric range reach top step, or through attrition, whichever comes first. The affected employees in the alpha numeric ranges will be transitioned to the base numerical range once they reach the top step.~~

~~H. New hires starting May 26, 2023 or later, in the classifications affected by the additional hourly wage increases will be hired into the base numerical range for that classification which maintains a 5% differential between each step in the range.~~

~~I. Dispatch. Base hourly wage adjustments for all dispatch classes previously represented by SCEA will be addressed in the Second Amendment of the Police Officers' Association (POA) MOU 2021-23 given the change in representation of Dispatchers from SCEA to SCPOA effective August 31, 2021.~~

A. Effective the first pay period following City Council adoption of the successor memorandum of understanding (MOU) or the first pay period following 7/1/2023, whichever is later, the base wage rates set forth in the City-wide Salary Schedule shall be adjusted as follows:

<u>Job Class</u>	<u>Monthly Salary Prior to the Base Wage Adjustments Effective 5/26/2023</u>	<u>Base Wage Increase Effective 5/26/2023</u>	<u>Approx. % of Base Wage Increase Eff. 5/26/2023</u>	<u>Approx. Monthly Salary Eff. 5/26/2023</u>	<u>Approx. Proposed Wage Adjustment (Rounded 3 decimal points)</u>	<u>Approx. New Monthly Top Step</u>	<u>Approx. Total % Change</u>
<u>Account Clerk I</u>	<u>\$3,907</u>	<u>\$2/hour</u>	<u>8.9%</u>	<u>\$4,253</u>	<u>17.622%</u>	<u>\$5,003</u>	<u>28.0%</u>
<u>Account Clerk II*</u>	<u>\$4,298</u>	<u>\$2/hour</u>	<u>8.1%</u>	<u>\$4,645</u>	<u>18.484%</u>	<u>\$5,503</u>	<u>28.0%</u>
<u>Account Clerk III</u>	<u>\$4,727</u>	<u>\$2/hour</u>	<u>7.3%</u>	<u>\$5,073</u>	<u>19.313%</u>	<u>\$6,053</u>	<u>28.1%</u>
<u>Accounting Technician</u>	<u>\$5,275</u>	<u>\$2/hour</u>	<u>6.6%</u>	<u>\$5,622</u>	<u>17.466%</u>	<u>\$6,604</u>	<u>25.2%</u>
<u>Administrative Assistant I</u>	<u>\$5,074</u>	<u>\$2/hour</u>	<u>6.8%</u>	<u>\$5,421</u>	<u>-1.541%</u>	<u>\$5,337</u>	<u>5.2%</u>

<u>Job Class</u>	<u>Monthly Salary Prior to the Base Wage Adjustments Effective 5/26/2023</u>	<u>Base Wage Increase Effective 5/26/2023</u>	<u>Approx. % of Base Wage Increase Eff. 5/26/2023</u>	<u>Approx. Monthly Salary Eff. 5/26/2023</u>	<u>Approx. Proposed Wage Adjustment (Rounded 3 decimal points)</u>	<u>Approx. New Monthly Top Step</u>	<u>Approx. Total % Change</u>
<u>Administrative Assistant II*</u>	<u>\$5,432</u>	<u>\$2/hour</u>	<u>6.4%</u>	<u>\$5,779</u>	<u>1.596%</u>	<u>\$5,871</u>	<u>8.1%</u>
<u>Building Inspector I</u>	<u>\$6,095</u>	<u>\$2/hour</u>	<u>5.7%</u>	<u>\$6,442</u>	<u>-3.102%</u>	<u>\$6,242</u>	<u>2.4%</u>
<u>Building Inspector II*</u>	<u>\$6,703</u>	<u>\$2/hour</u>	<u>5.2%</u>	<u>\$7,049</u>	<u>-2.596%</u>	<u>\$6,866</u>	<u>2.4%</u>
<u>Building Maintenance Worker I</u>	<u>\$4,498</u>	<u>\$2/hour</u>	<u>7.7%</u>	<u>\$4,844</u>	<u>5.281%</u>	<u>\$5,100</u>	<u>13.4%</u>
<u>Building Maintenance Worker II*</u>	<u>\$4,947</u>	<u>\$2/hour</u>	<u>7.0%</u>	<u>\$5,294</u>	<u>5.979%</u>	<u>\$5,610</u>	<u>13.4%</u>
<u>Code Enforcement Officer I</u>	<u>\$5,432</u>	<u>\$2/hour</u>	<u>6.4%</u>	<u>\$5,779</u>	<u>3.096%</u>	<u>\$5,958</u>	<u>9.7%</u>
<u>Code Enforcement Officer II*</u>	<u>\$5,702</u>	<u>\$2/hour</u>	<u>6.1%</u>	<u>\$6,048</u>	<u>8.346%</u>	<u>\$6,553</u>	<u>14.9%</u>
<u>Community Services Officer I</u>	<u>\$4,451</u>	<u>\$2/hour</u>	<u>7.8%</u>	<u>\$4,797</u>	<u>10.720%</u>	<u>\$5,311</u>	<u>19.3%</u>
<u>Community Services Officer II*</u>	<u>\$4,898</u>	<u>\$2/hour</u>	<u>7.1%</u>	<u>\$5,244</u>	<u>11.407%</u>	<u>\$5,843</u>	<u>19.3%</u>
<u>Computer Technician*</u>	<u>\$7,046</u>	<u>\$2/hour</u>	<u>4.9%</u>	<u>\$7,392</u>	<u>0.000%</u>	<u>\$7,392</u>	<u>4.9%</u>
<u>Fleet Mechanic*</u>	<u>\$5,193</u>	<u>\$2/hour</u>	<u>6.7%</u>	<u>\$5,540</u>	<u>-2.013%</u>	<u>\$5,428</u>	<u>4.5%</u>
<u>Housing Specialist I</u>	<u>\$5,432</u>	<u>\$2/hour</u>	<u>6.4%</u>	<u>\$5,779</u>	<u>1.282%</u>	<u>\$5,853</u>	<u>7.7%</u>
<u>Housing Specialist II*</u>	<u>\$5,702</u>	<u>\$2/hour</u>	<u>6.1%</u>	<u>\$6,048</u>	<u>6.440%</u>	<u>\$6,438</u>	<u>12.9%</u>
<u>Human Resources Technician I</u>	<u>\$5,976</u>	<u>\$2/hour</u>	<u>5.8%</u>	<u>\$6,323</u>	<u>4.445%</u>	<u>\$6,604</u>	<u>10.5%</u>
<u>Maintenance Worker I</u>	<u>\$4,498</u>	<u>\$2/hour</u>	<u>7.7%</u>	<u>\$4,844</u>	<u>18.138%</u>	<u>\$5,723</u>	<u>27.2%</u>
<u>Maintenance Worker II*</u>	<u>\$4,947</u>	<u>\$2/hour</u>	<u>7.0%</u>	<u>\$5,294</u>	<u>18.921%</u>	<u>\$6,295</u>	<u>27.3%</u>
<u>Office Assistant</u>	<u>\$4,245</u>	<u>\$2/hour</u>	<u>8.2%</u>	<u>\$4,592</u>	<u>6.545%</u>	<u>\$4,892</u>	<u>15.3%</u>
<u>Permit Technician I</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>\$5,791</u>	<u>n/a</u>
<u>Permit Technician II</u>	<u>\$5,976</u>	<u>\$2/hour</u>	<u>5.8%</u>	<u>\$6,323</u>	<u>0.744%</u>	<u>\$6,370</u>	<u>6.6%</u>
<u>Police Evidence and Property Technician I</u>	<u>\$4,451</u>	<u>\$2/hour</u>	<u>7.8%</u>	<u>\$4,797</u>	<u>10.720%</u>	<u>\$5,311</u>	<u>19.3%</u>
<u>Police Evidence and Property Technician II*</u>	<u>\$4,898</u>	<u>\$2/hour</u>	<u>7.1%</u>	<u>\$5,244</u>	<u>11.407%</u>	<u>\$5,843</u>	<u>19.3%</u>
<u>Public Works Inspector*</u>	<u>\$6,781</u>	<u>\$2/hour</u>	<u>5.1%</u>	<u>\$7,128</u>	<u>0.188%</u>	<u>\$7,141</u>	<u>5.3%</u>
<u>Recreation Coordinator</u>	<u>\$5,295</u>	<u>\$2/hour</u>	<u>6.6%</u>	<u>\$5,642</u>	<u>2.251%</u>	<u>\$5,769</u>	<u>9.0%</u>
<u>Senior Maintenance Worker</u>	<u>\$5,193</u>	<u>\$2/hour</u>	<u>6.7%</u>	<u>\$5,540</u>	<u>25.000%</u>	<u>\$6,925</u>	<u>33.4%</u>
<u>Youth Services Specialist</u>	<u>\$6,253</u>	<u>\$2/hour</u>	<u>5.5%</u>	<u>\$6,600</u>	<u>10.656%</u>	<u>\$7,303</u>	<u>16.8%</u>

B. The base wage increases provided effective 5/26/2023 to the employee's position within the range decreased the differential between steps to less than five (5%) percent as was identified by the alpha numerical salary ranges established for the following classifications: Account Clerk I, Administrative Assistant II, Building Maintenance Worker I, Code Enforcement Officer II, Community Services Officer I, Computer Technician, Maintenance Worker I, Maintenance Worker II, Police Evidence and Property Technician II. The alpha salary range will be eliminated once the proposed base wage adjustments for the successor MOU are implemented. The affected employees in the alpha numeric ranges will be transitioned to the base numerical range assigned to their classification and will maintain their current step placement within the range, with the exception of the current incumbent

in the Computer Technician classification, who shall advance one pay step to avoid a negative salary adjustment as a result of implementing this provision. This shall not affect the incumbent Computer Technician's anniversary date or future eligibility for merit increases.

B.C. Effective the last full pay period of June 2025, represented employees shall receive a two-point five (2.5%) percent Cost of Living Adjustment (COLA), condition precedent on if the City's actual revenue for Fiscal Year 2023/24 exceed budgeted revenues for Fiscal Year 2023/24 by at least three (3%) percent.

2. Incentive Pay.

Upon recommendation of the Department Head and the approval of the City Manager or designee, the City will provide training incentives for special education and certification not already required as part of the Employee's job classification and obtained outside the Employee's working hours. Employees receiving Incentive Pay must maintain certification consistent with the rules of the issuing authority. Failure to do so will result in a suspension of this benefit for a period not to exceed six months. During this suspension period, the Employee must cure the reason for loss of certification, or the suspension shall become permanent.

A. Similarly, to qualify to receive Certified Arborist Incentive Pay, Heavy Equipment Operator Incentive Pay, Class A Driver Incentive Pay, Notary Pay, or Bilingual Incentive Pay, an Employee must be utilizing the applicable certification. Accordingly, if an Employee refuses to perform work requiring that certification, or if the Employee is unable to work, or if the Employee is temporarily disabled, or if the Employee is on modified duty that restricts the Employee from performing such work, the Incentive Pay shall be suspended until the Employee resumes performing the duties for which the Incentive Pay is provided. During the suspension period, the City may temporarily provide Incentive Pay to the qualified City Employee who picks up the duties of the Employee whose Incentive Pay has been suspended. The maximum number of Employees eligible for such incentives is shown below; said maximum may be exceeded only upon approval of the City Manager.

B. Authorized Incentive Pay for special education and certifications shall be as follows:

<u>Department</u>	<u>Job Class</u>	<u>Number</u>	<u>Amount</u>
Public Works	Certified Arborist	1	5%
	Certified Heavy Equipment Operator/ Class A Driver	5	5%
	All Employees Covered by Agreement for an AA Degree or Higher		8
			3%

~~C. One Employee fluent in Spanish, Tagalog or other language, the use of which the City Manager has determined to be of benefit to the City (based on the recommendation of the~~

~~Police Chief), shall be paid Bilingual Incentive Pay of \$46.15 per pay period upon written approval by the City Manager.~~

3. Bilingual Pay.

~~One~~ An Employee fluent in Spanish, Tagalog or an other language, the use of which the City Manager has determined to be of benefit to the City (based on the recommendation of the applicable department director), shall be paid Bilingual Incentive Pay of ~~\$46.15~~ \$50.00 per pay period upon written approval by the City Manager.

In the case of Bilingual Incentive Pay, fluency shall be certified by a test administered through the Human Resources office. In order to become certified, an Employee must achieve a score of at least nine (9) on a scale of twelve (12). A certified Employee shall request Bilingual Incentive Pay on a form approved by the City Manager. Employees ~~shall~~ may be required to recertified—recertify bilingual proficiency at least once every two years. Employees requesting bilingual pay may not take the bilingual proficiency exam more than twice in a year, after a 90-day waiting period.

4. Notary Pay.

Any employee that possesses an official Notary Commission and is required to perform these duties in addition to their normal job duties shall be afforded a monthly \$50.00 allowance, approved by the employee's Department Head. The City will provide the cost of training, certification, recertification, bond, insurance and recording with the County Recorder of the Notary Commission for any employees required to obtain and maintain an official Notary Commission.

5. Acting Pay.

Employees covered by this Agreement shall receive Acting Pay under the following conditions:

- A. Employees must qualify to receive Acting Pay when assigned in writing to ~~by acting in the~~ higher job class ~~and performing to perform~~ substantially the full range of duties and responsibilities of the higher job class for a minimum period of two weeks. ~~The qualifying period may be satisfied one full workday at a time.~~
~~Employees who have met this requirement after July 1, 2001, and who are recommended by their supervisor and Department Head may be certified as having met the qualifying period.~~
- B. Employees who are certified-assigned to act in a higher job class will receive Acting Pay in an amount of at least 5.0 percent and no more than 10.0 percent of their current salary ~~whenever~~ when they are assigned to act in the higher job class for a minimum of two consecutive weeks, retroactive to the first day of the assignment, while performing substantially the full range of duties and responsibilities of the higher job class.
- C. In order to receive Acting Pay, there must exist a budgeted position, the assignment must be made in writing, and ~~E~~employees must meet the minimum qualifications of the higher job class, and ~~E~~employees may not refuse to perform any duty or responsibility of the higher job class. Exceptions to meeting the minimum qualifications of the higher job class may be

made on a case-by-case basis, depending on the operational need, with concurrence between the department head and Human Resource, subject to City Manager approval.

D. Acting Pay shall not be applied to a request to cash-out any form of paid leave, or payment for paid leave hours on the books at time of separation.

~~4. Nighttime Hours Differential. The City will provide a Nighttime Hours Differential equal to 2.5% of the base salary for employees working in the classes of Public Safety Dispatcher I/II or Senior Public Safety Dispatcher who are assigned to work any payable amount of time (to the nearest 15 minutes) between the hours of 7 p.m. and 7 a.m., which is also referred to as the shift premium period.~~

~~1. The Nighttime Differential shall not be paid to any day shift personnel, unless approved by the night shift supervisor to cover a vacancy or if such hours are part of their regularly scheduled shift.~~

~~B. The Nighttime Differential shall be payable only for time worked during the shift premium period and shall not be paid for non-work time, such as sick leave, vacation or other paid leave.~~

2-6. Confidential Pay.

Currently, the incumbents in the Accounting Tech (assigned to payroll) ~~and the Administrative Assistant II (assigned to Police Department)~~, hired prior to July 30, 2019, receives a 3% pay differential to be added to the employee's base pay. The Confidential Pay Program will end once the current ~~two~~ incumbents vacate ~~these two~~ positions.

~~6. Pay Adjustments. A salary adjustment will be provided to the Building Maintenance Worker classification series as follows:~~

~~1. Building Maintenance Worker I will receive a 10% salary increase, for internal equity with Maintenance Worker I.~~

~~2. Building Maintenance Worker II will receive a 10% salary increase, for internal equity with Maintenance Worker II.~~

7. Miscellaneous Employee Longevity Pay.

A. Effective the first pay period following City Council adoption of the successor Memorandum of Understanding (MOU) or the first pay period following 7/1/2023, whichever is later, upon the completion of ten (10) years of continuous full-time City service, represented employees shall be entitled to a two (2%) percent increase in compensation; employees who complete fifteen (15) years of continuous full time service shall be entitled to an additional two (2%) percent increase in compensation (for a total of four (4%) percent).

B. Effective the first pay period in July 2024, upon the completion of five (5) years of continuous full-time City service, represented employees shall be entitled to a two (2%) percent increase in compensation; employees who complete ten (10) years of continuous full-time City service, represented employees shall be entitled to two (2%) percent increase in compensation; employees who complete fifteen (15) years of continuous full-time service shall be entitled to an additional two (2%) percent increase in compensation (for a total of six (6%) percent).

3.8. Biohazard/Homeless Encampment Cleanup Pay.

Employees who are assigned to perform homeless encampment cleanup shall receive additional pay due to potential biohazard exposure, including but not limited to urine, feces, blood and hypodermic needles. Employees will receive one and a half (1.5%) percent of base salary for actual time spent performing homeless encampment cleanup.

ARTICLE ~~IX~~8 HOURS OF WORK

1. Attendance.

Employees shall be in attendance at their workstation in accordance with departmental schedules unless on approved leave.

2. Work Schedules.

At the discretion of the City, Regular, Full-Time Employees shall be assigned to one of the following work schedules:

- A. A 40.0-hour workweek consisting of five consecutive 8.0-hour days in a seven-day period (hereinafter "5/40"), beginning at noon on Friday through noon on the following Friday. All other work schedules shall be considered Alternative Work Schedules.
- B. An Alternative Work Schedule, such as four consecutive 10.0-hour days in a seven-day period beginning at noon on Friday through noon on the following Friday (hereinafter "4/10"), or nine workdays totaling 80 hours during a fourteen-day period beginning at noon on Friday through noon on the following Friday (hereinafter "9/80"), or any other configuration approved by the Department Head and City Manager. Assignment to an Alternative Work Schedule is subject to Department Head recommendation and City Manager approval and shall not be considered permanent. At such time as the Department Head and City Manager determine that the schedule does not meet departmental needs, the Employee shall be reassigned to another work schedule.
- C. Employees shall not be scheduled to work more than seven consecutive days without two scheduled days off, except in emergency situations.
- D. Employees assigned to an Alternative Work Schedule may have the start of the workweek changed in accordance with the requirements set forth in the Fair Labor Standards Act.

E. Employees may temporarily flex their schedules with the prior approval of their Department Head, so long as the new schedule meets the City's needs and the Employee works a full schedule or makes up the shortfall with paid leave.

F. All paid leave (Sick Leave, Vacation Leave, Holiday Leave, and CTO) shall be charged to the Employee's paid leave balance(s) for all hours not worked up to the scheduled hours for that day(s). For example, if an Administrative Assistant is off sick on a 9.0-hour day, that Employee's Sick Leave balance would be reduced by 9.0 hours for that absence. Similarly, if a Holiday falls on a ~~nine (9)-hour~~ Workday, the Employee would receive ~~eight (8)-hour~~ hours of Holiday Time Off and the balance of ~~one (1)-hour~~ hour may be made up through use of Vacation Leave, Holiday Leave, or CTO. Sick Leave may not be used to make up for Holiday Time Off shortfalls.

3. Conflict with FLSA.

The City and SCEA acknowledge that where this Article may conflict with the Fair Labor Standards Act, the Act shall take precedence.

4. Breaks.

All Employees shall be entitled to receive a 15.0-minute break for every 4.0 hours of work or major fraction thereof.

ARTICLE ~~X9~~ OVERTIME AND COMPENSATORY TIME OFF

The following procedures shall apply to Overtime and Compensatory Time Off (hereinafter "CTO"):

1. 5/40 Work Schedule.

For all Employees assigned to a 5/40 work schedule, all work performed in excess of ~~forty (40)-hour~~ hours in a workweek or ~~eight (8)-hour~~ hours in a day, that was approved in advance by the Department Head (except emergency Overtime associated with a Call Out), shall be paid at one and one-half times the Employee's regular pay.

2. Alternative Work Schedules.

Employees on a 4/10 or a 9/80 Alternative Work Schedule shall not be eligible for Overtime until they have worked a full scheduled Workday.

3. Employee-Requested Flextime.

In the event of pre-approved, Employee-requested flextime, Employees shall not be eligible for Overtime until they have worked a full scheduled workweek.

4. Paid Leave Considered Hours Worked.

For purposes of Overtime computation, all paid time including Sick Leave, Vacation Leave, Holiday, and CTO shall be considered hours worked.

5. Overtime Credited as CTO.

Except as provided in Section 6 of this Article, Overtime worked may be credited as CTO or be paid as Overtime at the discretion of the Employee. CTO will be credited at a rate of one and one-half times the Overtime hours worked. The maximum accumulation of CTO is as follows:

- A. Under five years of City service: 80.0 hours;
- B. Five to under ten years of City service: 90.0 hours;
- C. Ten to under 15 years of City service: 100.0 hours;
- D. 15 years and over of City service: 120.0 hours;
- E. Any Overtime worked in excess of these limits shall be compensated on a paid basis.

6. Above CTO Limit.

If an Employee is at or above the CTO limit, he/she will prospectively only get paid Overtime (as opposed to CTO) for Overtime worked. Once the CTO balance has been reduced by ~~forty (40)~~ hours below the limit, an Employee will again be allowed to accrue CTO as opposed to receiving Overtime pay. Upon separation of service, an Employee is entitled to receive the cash value of all accrued CTO.

7. CTO Cash-Out.

Employees are allowed to cash-out a maximum of ~~40.0~~sixty (60) hours of CTO each January. The Finance Department will send out a request form, in November of the preceding year, that includes written verification of each Employee's current CTO balance. Employees may make an irrevocable request for the upcoming calendar year January cash-out of accrued CTO by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form which must be in the calendar year preceding the January cash-out. With the exception of the November election, Employees may not elect cash-out of accrued CTO except upon leaving City Service. No CTO cash-out election will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons.

8. Restoring Leave Caps.

The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give

employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.

ARTICLE ~~XI~~10 ELIGIBLE PAID LEAVE CASH-OUT

As an alternative to CTO Cash-Out, employees are allowed to elect to cash-out a maximum of ~~40.0~~sixty (60) hours of Eligible Paid Leave in November of the calendar year preceding such cash-out. The Finance Department will send out a request form, in November of the preceding year, that includes written verification of each Employee's current Eligible Paid Leave balances. Employees may make an irrevocable request for the upcoming calendar year to cash-out accrued Eligible Paid Leave by filling out and signing the form provided by Finance. The form must be submitted to Finance by the date provided on the form which must be in the calendar year preceding the cash-out. With the exception of the November cash-out election, Employees may not cash out Eligible Paid Leave except upon leaving City Service. No Eligible Paid Leave cash-out will be allowed for any Employee for a period of four months following the last day of a suspension from duty for disciplinary reasons. With respect to this Section, Eligible Paid Leave includes CTO, Holiday Leave, and/or Vacation Leave (in that order of usage). Employees may not cash-out both CTO and Eligible Paid Leave in the same year.

ARTICLE ~~XII~~11 STANDBY AND CALL-OUT PROCEDURES

The following procedures shall apply exclusively to Standby and Call-Out assignments in the Public Works Maintenance Division, where all covered Employees are required to make themselves available for a proportionate share of weekly Standby duty:

1. ~~1.~~Public Works Maintenance Division.

Those Employees scheduled for weekday Standby Duty (from the end of the Workday on one day to the beginning of the next Workday during the workweek, which is from Monday evening through Friday [or every other Thursday for 9/80 Alternative Work Schedules] morning) will receive two (2) hours of Standby Pay per day at the employee's regular rate of pay.

- A. ~~2.~~ Those Employees scheduled for weekend Standby (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive ~~2~~four (4) hours of Standby Pay per day at the employee's regular rate of pay.
- B. ~~3.~~ Those Employees scheduled for Holiday Standby (from 12.00am to 11.59pm on recognized City Holiday) will receive ~~2~~six (6) hours of Standby Pay per day at one and one half (1-1/2) times the employee's regular rate of pay.
- C. ~~4.~~ In the event of a Call Out, the Employee shall be paid for a minimum of two (2)~~0~~ hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2)~~0~~ hours, the Employee may opt to work a lesser amount of time and receive

compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained.

- D. ~~5.~~—Those Employees scheduled for Standby Duty agree to be “available” for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by either pager or phone, as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy.
- E. ~~6.~~—All Employees scheduled for Public Works Standby Duty shall be properly trained on the Call-Out procedures and in the operation of all equipment required for Standby Duties.
- F. ~~7.~~—Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding.
- G. ~~8.~~—Any Employee, who has been scheduled for Standby Duty and either fails to be “available” or fails to report for work once notified, shall be subject to disciplinary action.
- H. ~~9.~~—Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment with another Employee. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment.
- I. ~~10.~~—An Employee shall not be required to work more than one week of Standby Duty assignment at a time without the mutual agreement of the Employee and the supervisor.
- J. ~~11.~~—In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of ~~two (2)~~ hours of time at one point five (1.5) times their hourly rate or receive equivalent CTO, at the Employee’s option.

A.—Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives two (2) hours of pay at one point five (1.5) times their hourly rate.
- K. Employees who live within fifteen (15) miles of their workplace shall have the option to take a Call Out vehicle home for the Call Out period. The Call Out vehicle shall be used solely for the purpose of responding to a call of official City business.

2. Information Technology Division.

The following procedures shall apply exclusively to Standby and Call-Out assignments for the Computer Technician assigned to the Information Technology Division, where all covered Employees may be required to make themselves available for a proportionate share of weekend Standby duty:

- A. Those Employees scheduled for weekend Standby (from the end of the Workday on the last day of the regular workweek to the start of the Workday at the beginning of the next workweek) will receive four (4) hours of Standby Pay per day at the employee's regular rate of pay.
- B. Those Employees scheduled for Holiday Standby (from 12.00 am to 11.59 pm on recognized City Holiday) will receive six (6) hours of Standby Pay per day at one and one half (1-1/2) times the employee's regular rate of pay.
- C. In the event of a Call Out, the Employee shall be paid for a minimum of two (2) hours of time at the appropriate pay rate or receive equivalent CTO, at the Employee's option. In the event that the work for which the Employee has been called out takes fewer than two (2) hours, the Employee may opt to work a lesser amount of time and receive compensation or time off for the actual time worked, with a minimum of one-half hour and rounded to the nearest one-half hour. If, by department policy, permission from a supervisor is necessary prior to leaving work, such permission shall be obtained.
- D. Those Employees scheduled for Standby Duty agree to be "available" for Call Out for the day or days scheduled. It shall be the responsibility of the Employee to be available by phone, as specified by departmental policy, and to respond to the phone call and arrive at the worksite in accordance with departmental policy.
- E. Standby Duty schedules shall be assigned in accordance with departmental policy. Employees will be given the opportunity to volunteer for Standby Duty. Such indications will be considered by the department when making assignments for Standby Duty but shall not be binding.
- F. Any Employee who has been scheduled for Standby Duty and either fails to be "available" or fails to report for work once notified, shall be subject to disciplinary action.
- G. Employees may request that their supervisor consider trading or rescheduling their Standby Duty assignment. The supervisor shall retain the option of releasing the Employee from the scheduled Standby Duty assignment.
- H. In the event a Call Out occurs which requires the Employee to work any amount of time between 12:00am and 11:59pm of a holiday, the Employee shall be paid for a minimum of two (2) hours of time at one point five (1.5) times their hourly rate of or receive equivalent CTO, at the Employee's option.

Example: Call Out begins at 11:30pm and ends at 1:30am, Employee receives two (2) hours of pay at one point five (1.5) times their hourly rate.

ARTICLE ~~XIII~~12 VACATION LEAVE

Use of Vacation Leave requires prior written approval by the Department Head or designee. Employees are encouraged to take vacations lasting at least one week. Vacation Leave may not be granted in excess of the Vacation Leave balance that has been accrued at the time that the Vacation Leave is granted.

1. Vacation Accrual.

Accumulation of Vacation Leave shall commence effective with the date of hire, according to the following schedule, prorated on a pay period basis (annual total divided by twenty-six (26) bi-weekly pay periods to two decimal places of accuracy):

- A. For the First Five Years of Service. Employees shall earn and be credited with Vacation Leave at the rate of eighty (80)-0 hours for those working 40.0 hours per week or a 9/80 schedule per pay period per year.
- B. Commencing with the Sixth Year. Employees shall earn and be credited with Vacation Leave at the rate of one hundred and twenty (120)-0 hours for those working forty (40)-0 hours per week or a 9/80 schedule per pay period per year.
- C. Commencing with the Eleventh Year. Employees shall earn and be credited with Vacation Leave at the rate of one hundred and sixty (160)-0 hours for those working forty (40)-0 hours per week or a 9/80 schedule per pay period per year.
- D. Commencing with the Sixteenth Year. Employees shall earn and be credited with Vacation Leave at the rate one hundred and eighty-four (184)-0 hours for those working forty (40)-0 hours per week or a 9/80 schedule per pay period per year.

2. Maximum Accumulation.

Employees with fifteen (15) or fewer years of service with the City may accumulate up to a maximum of two hundred and forty (240)-0 hours of Vacation Leave. Employees with over fifteen (15) years of service with the City may accumulate up to a maximum of three hundred and twenty (320)-0 hours of Vacation Leave. Under exceptional circumstances, such as heavy workloads or staffing shortages, the City Manager may authorize the accumulation of additional Vacation Leave. If an Employee is at the limit, he/she must request to take Vacation Leave off. If a written request to do so is disapproved, the limit may be increased by the City Manager. Failure to request time off will result in stopping the accrual of Vacation Leave until the balance is reduced by 40 hours.

3 Vacation Leave Cash-Out.

Employees may not cash out Vacation Leave except as authorized annually under Eligible paid Leave Cash-Out or upon leaving City Service.

4. Holiday During Vacation.

An Employee will not be charged 8.0 hours of Vacation Leave for a Holiday that occurs during his/her Vacation Leave.

5. Illness During Vacation.

If an Employee becomes ill while on Vacation Leave, Sick Leave may be authorized instead of Vacation Leave upon approval of the Department Head. The Department Head may require written physician's verification of the Employee's illness.

6. Separation From Service.

Upon separation from service, an Employee is entitled to receive the cash value of all accrued Vacation Leave.

7. Upon Death.

When separation is caused by death, payment equivalent to accrued Vacation Leave shall be made to the Employee's estate.

8. Restoring Leave Caps.

The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.

ARTICLE ~~XIV~~13 UNIFORMS AND UNIFORM ALLOWANCES

1. ~~1.~~ Uniform Allowances.

Annually the City shall pay those Employees required to wear uniforms in the performance of their duties as follows:

<u>Job Class</u>	<u>Total</u>
Senior Public Safety Dispatcher	\$900.00
Public Safety Dispatcher I/II	\$900.00
I/II	\$900.00

Community Services Officer

Police Evidence and Property Technician I/II \$900.00

Uniform allowance will be paid on the regular paychecks of pro-rata basis, equally divided across each of the 26 pay checks.

2. Other Uniforms.

During the term of this Agreement, the City shall continue to supply Maintenance Workers and Building Maintenance Workers with the required uniform components as determined by the Public Works Director in a written departmental policy, ~~and the~~ The Administrative Assistant I/II assigned to the Fire Department with will receive required uniform components as determined by the Fire Chief in a written departmental policy. The Administrative Assistant I/II assigned to the Police Department will receive required uniform components as determined by the Police Chief in a written departmental policy.

3. Work Boots.

The City shall provide an annual boot allowance of two hundred and fifty dollars (\$250.00) to be used toward the purchase and maintenance of safety boots to employees in the following classifications who are required to wear safety boots as a condition of employment:

Building Maintenance Worker I/II
Code Enforcement Officer I/II

Maintenance Worker I/II
Senior Maintenance Worker

A. The boot allowance will be issued in the first pay period in July of each year, ~~to all Maintenance Workers who are required as a condition of employment to wear safety boots towards the purchase and maintenance of such "work boots."~~

B. The Employee shall be responsible for making the purchase from any vendor of the work boots that meet the following requirements: steel toes, oil resistant soles, and a minimum of six (6) inches of ankle support.

C. If the work boots should become damaged or worn out before the next July, the City may approve the payment of up to two hundred and fifty dollars (\$250.00) for a replacement pair of work boots. This provision shall only apply in cases where the wear and tear or damage occurred through the normal course of employment with the City.

4. Consequences for Failure to Wear Required Uniform.

It is each Maintenance Worker's responsibility to wear his/her City-supplied uniform, including work boots, while at work. The boots may be worn to and from work but should otherwise only be used at work performing assigned duties. Any Maintenance Worker who fails to show up for work with any portion of the City-supplied uniform, including work boots, shall be on leave without pay until such time as that Maintenance Worker returns to work properly dressed. Continued failure to show up for work in full uniform shall result in progressive discipline up to and including termination. If a Maintenance Worker is injured due to his/her failure to wear work

boots, the Maintenance Worker shall be subject to progressive discipline and such discipline shall not be considered "discrimination or retaliation" pursuant to California Labor Code Section 132a.

5. Prescription Safety Glasses.

Employees required to wear safety glasses will be eligible for up to three hundred dollars (\$300.00) reimbursement each fiscal year, if required to wear prescription safety glasses. Employees must submit a receipt with their request for reimbursement.

ARTICLE ~~XV~~14 RETIREMENT BENEFITS

1. Classic Miscellaneous Employee Benefits.

Except as provided in Section 2 of this Article, retirement benefits for represented Employees shall be as provided below:

- A. CalPERS Benefits. The City agrees to provide the ~~two (2%)-0~~ percent at fifty-five (55) CalPERS Retirement Plan, including the 1959 Survivor's Benefit Level 3, for Miscellaneous Employees. The City shall pay the Employer's contribution. The employee shall pay the Employee's contribution as established by CalPERS.
- B. One-Year Final Compensation. The City provides one-year final compensation pursuant to Government Code Section 20042.
- C. Sick Leave Conversion. The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965.
- D. All miscellaneous employees covered by this Tentative Agreement and the successor MOU will receive an increase to their base hourly rate of 7.5 percent in exchange for Classic miscellaneous employees paying the full employee contribution along with PEPRAs as soon as practicable after CalPERS approval of the EPMC change.

2 PEPRAs New Employees.

The City agrees to provide 2.0% at 62 PERS Retirement Plan for Public Employees' Pension Reform Act of 2013 (PEPRA) New Miscellaneous Employees. The City shall pay the Employer's contribution as established by CalPERS. The Employee shall pay the Employee's contribution as established by CalPERS. Pursuant to PEPRA, no EPMC is available. Should any provision in this Agreement be determined to be in conflict with PEPRA, the provisions of PEPRA shall take precedence.

ARTICLE ~~XVI~~15 MEDICAL & DENTAL INSURANCE

1. Core Flex Plan.

The City will contribute ~~the following a~~ Core Flex Plan amounts ~~toward the monthly premium cost for Employees enrolled in a City-sponsored Core Flex Plan; equivalent to the Kaiser Permanente Region 1 Premium for Employee, Employee plus one, and Employee plus Family, toward the monthly premium cost.~~

Time Period	Employee	Employee + One	Employee + Family
7/1/21 through MOU Term	\$813.64	\$1559.72	\$2027.64

Or the equivalent of the Kaiser Permanente Region 1 premium cost, whichever is greater.

Should the health plan premium cost, selected by the employee, be less than the Kaiser Permanente Region 1 premium ~~cost be less than the amounts listed above~~, the City shall pay no more than the full cost of the Kaiser Permanente rate, with the difference between the cost of the selected health plan premium and the maximum provided by the city eligible to be applied toward the cost of vision and dental premiums for employees who select Kaiser Permanente.

2. Flexible Benefit Options.

The City agrees to provide a five hundred dollar (\$500.00) per month (employee only) and seven hundred dollar (\$700.00) per month (employee plus one or more dependents) as a Flexible Benefit Credit that may be used in lieu of the Core Flex Plan enrollment per Section 1 of this Article. The Flexible Benefit Credit may be divided among Dental and Vision Premiums, Flexible Spending Accounts, and Taxable Cash Option. An Employee ~~must choose~~ choosing the Flexible Benefit Options must establish eligibility by providing verification of enrollment in a group health plan and must reestablish eligibility annually for continued enrollment in the Flexible Benefit Options during ~~the each~~ Open Enrollment Period established ~~in by~~ the ~~Suisun City Flexible Benefits Plan.~~

3. Restrictions.

An Employee may either enroll in the Core Flex Plan or be entitled to the Flexible Benefit Options as described in Section 2 of this Article, but may not participate in both, with the exception of the Voluntary Pre-Tax Payroll Deduction Flexible Spending Account or enrollment in a Dental and/or Vision Plan.

ARTICLE ~~XVII~~16

LIFE INSURANCE AND DEFERRED COMPENSATION

1. Life Insurance.

The City agrees to provide a \$200,000 term and accidental death and dismemberment insurance policy for each represented Employee. The face value of the policy will begin reducing at age sixty-five (65), per the policy's schedule of benefits.

2. ~~ICMA-457~~ Deferred Compensation Plan.

The City agrees to provide ~~the ICMA-a 457~~ Deferred Compensation Plan as an optional benefit to City Employees. The City will match the Employee's contribution up to one hundred dollars (\$100.00) per pay period, or up to twenty-six hundred dollars (\$2,600.00) per fiscal year. The City's match will be contributed to participating Employees on a pay-period basis, however, once annually participating Employees may contribute and the City will match an amount larger than one hundred dollars (\$100.00), not to exceed the twenty-six hundred dollar (\$2,600.00) fiscal year maximum.

ARTICLE ~~XVIII~~17

SUPPLEMENTAL INSURANCE

The City has contracted with Colonial ~~to replace Aflac~~ for voluntary supplemental insurance benefits. ~~As of 7/1/2021, the City will no longer deduct Aflac payments via payroll deduction. Employees will have the option to continue their Aflac coverage on their own or can enroll in Colonial~~ which will be administered by City payroll deductions. It shall be agreed that the City may choose different supplemental insurance providers from time to time as needed to provide such voluntary benefits in the best interests of the City.

ARTICLE ~~XX~~18 MILEAGE REIMBURSEMENT

Employees are encouraged to use City vehicles when conducting City business. When the use of private vehicles is required and approved by the Employee's Department Head, the City shall provide mileage reimbursement at the mileage rate set each November by the Internal Revenue Service (Publication 917). The new rate shall be effective the following January.

ARTICLE ~~XX~~19 WORKERS' COMPENSATION COVERAGE

The City shall provide Workers' Compensation Insurance coverage (hereinafter "Workers' Comp") for all Employees through its self-insured program.

ARTICLE ~~XX~~20 STATE DISABILITY INSURANCE COVERAGE

1. State Disability Insurance.

The City shall participate under the State Disability Insurance Program (hereinafter "SDI") for employees represented by SCEA.

2. Payment of SDI Premiums.

SDI premiums shall be paid in full by all participating Employees.

ARTICLE ~~XX~~21 PAYROLL STATUS

1. Payroll Status.

Any Regular Employee shall be considered to be in a Payroll Status if the Employee is employed by the City under the one of the following conditions:

- A. Working Full-Time.
- B. Working Part-Time, at least a thirty (30) hour or greater workweek.
- C. Working on a restricted or limited duty basis.
- D. Off work due to an injury or illness covered under Workers' Compensation.
- E. Off work due to an injury or illness covered under State Disability Insurance.

- F. Off work while on an approved leave of absence covered under the Family and Medical Leave Act (FMLA).
- G. Off work while on an approved leave of absence covered under the California Family Rights Act (CFRA).
- H. Off work while on an approved leave of absence covered under Pregnancy Disability Leave (PDL).

2. Continuation of City-Paid Insurance Premiums.

The City shall continue to contribute the City's share of the health, ~~and~~ life, ~~and dental~~ insurance premiums on behalf of an Employee who is receiving Workers' Comp/SDI benefits, as long as he/she is in a Payroll Status with the City or within the period provided in Chapter 10 of the Personnel Rules. An Employee is in a Payroll Status with the City, as long as he/she is using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave in conjunction with Workers' Comp/SDI benefits to create the equivalent of his/her normal paycheck at least a thirty (30) hour or greater workweek, exclusive of Overtime.

3. Non-Payroll Status.

- A. Any Employee off work on SDI who has exhausted his/her benefits under FMLA, CFRA, or PDL, ~~and who is off work pursuant to Section 1, Subsections E. through H. of this Article,~~ and who has insufficient accrued paid leave balances to create the equivalent of a normal paycheck at least a thirty (30) hour or greater workweek, exclusive of Overtime shall be considered to be in a Non-Payroll Status. Employees who are in a Non-Payroll Status will no longer accrue paid leave (Vacation, Sick and Holiday), and the City will no longer contribute the City's share of health insurance premiums on the Employee's behalf. The City will continue to contribute life insurance premiums for employees in a non-payroll status.
- B. An Employee off work ~~pursuant to Section 1, Subsection D. of this Article~~ on Workers' Compensation, and who has insufficient accrued paid leave balances to create the equivalent of his/her normal paycheck at least a thirty (30) hour or greater workweek, exclusive of Overtime shall be considered in a Non-Payroll Status. The Employee will no longer accrue paid leave (Vacation, Sick, and Holiday); however, the City will continue to contribute the City's share of health insurance premiums on the Employee's behalf for a period of no more than 12 months from the date of injury. The City will continue to contribute life insurance premiums for employees in a non-payroll status.
- C. Employees contributing to the 457 Deferred Compensation plan, and who are off work on Workers' Compensation/SDI, will have all contributions to the deferred compensation plan stopped during the time on leave unless they are integrating sufficient accrued paid leave to cover the full amount of the requested deferred compensation plan contribution. Workers'

Compensation/SDI benefits are non-taxable benefits, therefore shall not be used toward 457 plan contributions.

ARTICLE ~~XXIII~~22

WORKERS' COMP/SDI MEDICAL LEAVE

1. Employee Options Regarding SDI Medical Leave.

There are ~~two~~three options available to an Employee who is otherwise eligible for SDI insurance benefits, which are as follows:

A. Option 1: Not applying for disability insurance benefits and using accrued Sick Leave, Vacation Leave, CTO, and/or Holiday Leave.

~~B.~~ Option 2: Applying for disability insurance benefits and integrating accrued paid leaves with the SDI benefits. Such accrued paid leaves shall include Sick Leave, Vacation Leave, CTO, and/or Holiday Leave, in this order, unless the Employee provides written notice to the City to limit the integration to only accrued Sick Leave with SDI benefits. If Option 2 is elected, the Employee shall stipulate on ~~the application for SDI benefits~~their Request for Leave (RFL) whether the Employee is integrating Sick Leave, and other leave accruals, with SDI benefits.

~~B.C.~~ Option 3: Employees who apply for disability insurance, may provide the City with the supplemental benefits received by SDI, to be credited to a disability leave accrual account, which the City will then reissue to the Employee through payroll, enabling the Employee to remain on payroll status, so long as they are integrating accrued leave to create at least a thirty (30) hour or greater workweek, exclusive of Overtime.

~~C.D.~~ The amount of supplement for any hour of any normal Workday shall not exceed the difference between ~~one hundred (100%)-0~~ percent of the Employee's normal gross salary rate and the "weekly benefit amount".

2. Medical Leave While on Workers' Comp/SDI.

Employees who are off work on medical leave covered under Workers' Comp or SDI may supplement their insurance coverage benefits to ensure that they receive up to one hundred (100%)-0 percent of their normal pay, exclusive of Overtime.

3. How a Supplement is Treated.

The Employee shall receive up to one hundred (100%)-0 percent of ~~the Employee's~~their gross salary rate including any regular hours worked and leave accruals to cover time off (Sick Leave, Vacation, CTO and/or Holiday Leave) until such time as the City is notified of the benefit paid to the Employee. The pay period following notification (normally the next pay period), the Employee will receive up to one hundred (100%)-0 percent of Employee's gross salary rate ~~less the when combining the~~ supplemental amount provided by Workers' Comp/SDI with integrated leave. ~~Upon deduction of the amount equal to the supplemental amount from the Employee's gross pay, the Employee's Sick Leave, Vacation Leave, CTO, and/or Holiday Leave shall be credited~~

~~to the Employee's appropriate benefit accounts in an amount equal to the Employee's hourly Pay Rate.~~

4. Paid Leave Accrual.

An Employee shall earn Sick Leave, ~~and~~ Vacation Leave, and Holiday Leave benefits during any full bi-weekly pay period in which the Employee receives Workers' Comp/SDI benefits and is on Payroll Status. Furthermore, an Employee shall receive service credit including for seniority and merit step increases during such a period, as long as the Employee is in a Payroll Status with the City, ~~as provided in Article XXII.~~ Retirement service credit is determined by CalPERS.

5. Leave of Absence While on SDI.

An Employee who is receiving SDI benefits while absent from work, but who is in a Non-Payroll Status with the City is entitled to a leave of absence under Section 10.2 of the Personnel Rules subject to the requirements of that Section.

ARTICLE ~~XXIV~~23 SICK LEAVE

Rules regarding Sick Leave are set forth in Section 10.1 of the Personnel Rules. Employees off work on a protected leave status shall be required to use available accrued paid leave prior to going leave without pay.

~~ARTICLE XXV~~ ~~FAMILY OR MEDICAL LEAVE~~

~~Rules regarding Family or Medical Leave are set forth in Section 10.2 of the Personnel Rules.~~

~~ARTICLE XXVI~~ ~~PREGNANCY DISABILITY LEAVE~~

~~Rules regarding Pregnancy Disability Leave are set forth in Section 10.3 of the Personnel Rules.~~

ARTICLE ~~XXVII~~24 LEAVE OF ABSENCE DUE TO INJURY INCURRED WHILE ON DUTY

1. The City shall comply with applicable federal and state laws governing work-related injuries, leaves, and compensation.
2. Employees shall bring health and/or safety problems in the workplace to the attention of their supervisor as soon as possible.
3. The City shall coordinate accrued Sick Leave with Workers' Comp benefits.
4. Employees who have exhausted their Sick Leave balances may use accrued Vacation Leave, CTO, and/or Holiday Leave consistent with the provisions of Personnel Rules Subsection 10.3.1.

Upon expiration of all paid leave time, an Employee shall be entitled to receive compensation only from the City's Workers' Compensation third-party administrator.

~~ARTICLE XXVIII — BEREAVEMENT / COMPASSIONATE LEAVE~~

~~Rules regarding Bereavement/Compassionate Leave are set forth in Section 10.5 of the Personnel Rules.~~

~~ARTICLE XXIX — CATASTROPHIC LEAVE-SHARING PROGRAM~~

~~Rules regarding the Catastrophic Leave-Sharing Program are set forth in Administrative Directive —AD 10.~~

~~ARTICLE XXX — JURY DUTY~~

~~Rules regarding Jury Duty are set forth in Section 10.6 of the Personnel Rules.~~

~~ARTICLE XXXI — MILITARY LEAVE~~

~~Rules regarding Military Leave are set forth in Section 10.7 of the Personnel Rules.~~

~~ARTICLE XXXII — AUTHORIZED LEAVE OF ABSENCE WITHOUT PAY~~

~~Rules regarding Authorized Leave of Absence are set forth in Section 10.8 of the Personnel Rules.~~

~~ARTICLE XXXIII — UNAUTHORIZED LEAVE OF ABSENCE~~

~~Rules regarding Unauthorized Leave of Absence are set forth in Section 10.9 of the Personnel Rules.~~

~~ARTICLE XXXIV — PAID ADMINISTRATIVE LEAVE~~

~~Rules regarding Paid Administrative Leave are set forth in Section 10.10 of the Personnel Rules.~~

~~ARTICLE XXXV — LEAVES IN CONJUNCTION WITH OTHER LEAVES~~

~~Rules regarding Leaves in Conjunction with Other Leaves are set forth in Section 10.11 of the Personnel Rules.~~

~~ARTICLE XXXVI — TOTAL LEAVES OF ABSENCE~~

~~Rules regarding Total Leaves of Absence are set forth in Section 10.12 of the Personnel Rules.~~

~~ARTICLE XXXVII~~ ~~DAYS OFF WITHOUT PAY~~

~~Rules regarding Days Off without Pay are set forth in Section 10.13 of the Personnel Rules.~~

ARTICLE ~~XXXVII~~25 MUNICIPAL HOLIDAYS

1. Recognized Holidays.

The following are recognized as Holidays:

The first day of January, New Year's Day.

The third Monday in January, Martin Luther King's Birthday.

The third Monday in February, President's Day.

The last Monday in May, Memorial Day.

The Nineteenth day of June, Juneteenth.

The fourth day of July, Independence Day.

The first Monday in September, Labor Day.

The second Monday in October, Columbus Day.

The eleventh day of November, Veteran's Day.

The fourth Thursday in November, Thanksgiving Day.

The fourth Friday in November, the day after Thanksgiving Day.

The twenty-fifth day of December, Christmas Day.

One floating Holiday shall be posted on the first pay period in July and one floating Holiday on the first pay period in January to the Holiday Leave balance.

The employee's birthday.

Any date proclaimed by the Mayor of Suisun City as a Holiday.

Holidays proclaimed by the President of the United States or the Governor of the State of California shall be subject to the meet and confer process.

2. Observance.

A. Except as provided in Section 6 of this Article when a Holiday falls on Sunday, it shall be observed on the following Monday. When a Holiday falls on Saturday, it shall be observed on the preceding Friday.

B. If the employee's birthday occurs on a regular day off, the employee must schedule a day off with supervisor approval within thirty days before or after the employee's birthday.

3 Holiday Time Off.

Except as provided in Section 6 of this Article, an Employee will accrue 8.0 hours of Holiday Time Off when assigned to a workweek of 40.0 hours for each observed holiday. An Employee may use

Vacation Leave, CTO, or work additional time (on an hour-for-hour basis) during the work period to make up the difference between their scheduled time and their accrued Holiday Time Off.

4 Holiday Time Off Usage.

Holiday Time Off may be used as follows:

- A. When a Holiday falls on a day when an Employee is scheduled to and is directed to work that day for a period of time equal to at least the number of hours of Holiday Time Off afforded to that Employee, the Employee shall be paid for the hours worked on an hour-for-hour basis and the Employee shall have an amount equal to the number of Holiday Time Off hours credited to his/her Holiday Leave balance.
- B. When a Holiday falls on a day when an Employee is not scheduled to work and the Employee does not work that day, the Employee shall have an amount equal to the number of Holiday Time Off hours credited to his/her Holiday Leave balance.
- C. When a Holiday falls on a day when an Employee is scheduled to work and the Employee does not work, the Employee shall be compensated as if he/she had worked that day consistent with Section 3 of this Article.

5 Holiday Leave Balance.

Except as provided in Section 6 of this Article, Holiday Leave shall be accumulated separately from Vacation Leave. Holiday Leave may be used for paid leave purposes (essentially in the same manner as Vacation Leave). In order to encourage Employees to take advantage of their Holiday Leave, a maximum of one hundred (100) hours is allowed to accrue in that balance. Employees may not cash out Holiday Leave except as authorized annually under Eligible Paid Leave Cash Out or upon leaving City service. If an Employee is at the limit, he/she must request to take Holiday Leave off. If a written request to do so is disapproved, the limit shall be increased by the City Manager. Failure to request time off would result in discontinuing the accrual of Holiday Leave until the balance is reduced by twenty (20) hours.

~~6. Employees Working Shifts at SCPD. Employees in the job classes working 24 hours per day seven days per week in the Suisun City Police Department (currently: Senior Public Safety Dispatcher and Public Safety Dispatcher I/II) shall accrue Holiday Leave in lieu of taking Holidays off. Holiday Leave shall be accrued by adding 4.0 hours per pay period to the Holiday Leave account. All of the provisions of Section 5 of this Article apply to these Employees, except that the maximum Holiday Leave balance for these Employees shall be 200 hours.~~

6. Restoring Leave Caps.

The parties agree that the previous contractually agreed upon leave caps shall be restored effective October 1, 2023. In order to effectuate this intent, the parties agree that the City will buy down any excess accrued leave to the original contractual accrued leave cap effective the last full payroll period in June 2023. The parties agree that employees will then have ninety (90) days, until October 1, 2023, to maintain and/or reduce their leave accruals below the contractual leave caps at which time employees will longer be allowed to exceed the leave caps. Those who

are still over the cap on or after October 1, 2023, shall not accrue any more leave time until they bring their accrual balance below the leave cap and shall not be allowed to accrue over the cap from thereon. The parties understand that after buying down the excess accrued leave to the leave cap that it is likely in the first few payroll periods following that event that employees will exceed the caps again, so the parties have negotiated the ninety (90) day period to give employees time to sufficiently reduce their leave accruals to avoid future loss of accruals when the hard cap is imposed.

ARTICLE ~~XXXIX~~26

REIMBURSEMENT FOR EDUCATION OR TRAINING

1. Approval.

On the recommendation of a Department Head and the approval of the City Manager, any Employee may embark on an approved course of education to enhance ~~his/her~~ their job skills. A course of study may include courses needed to gain a degree in a job-related field or to improve opportunities for advancement or Promotion with the City of Suisun City. If the Employee's Department Head will not recommend reimbursement for a course of study, the Employee may appeal to the City Manager or designee.

2. Reimbursement. ~~Reimbursement shall be at a rate of 50 percent (50%) of the cost per unit at Solano Community College, which shall not exceed \$1,000 per Employee per year. If an Employee leaves City service within two years of receiving education reimbursement, the Employee must reimburse the City an amount equal to half of the total education reimbursement paid by the City. Upon successful completion of the coursework, the Employee shall submit to the Department Head copies of dated receipts showing education costs (tuition, books, materials, mileage), as well as transcripts, grades or certificates showing successful course completion.~~

Employees are eligible for educational reimbursement for approved classes, including tuition and books, which shall not exceed one thousand dollars (\$1,000.00) per Employee per year. Upon successful completion of the coursework, the Employee shall submit to the Department Head and HR copies of dated receipts showing education costs (tuition, books, materials, mileage), as well as transcripts, grades or certificates showing successful course completion. If an Employee leaves City service within two years of receiving education reimbursement, the Employee must reimburse the City an amount equal to half of the total of education reimbursement paid by the City.

ARTICLE ~~XL~~27

PROBATIONARY PERIOD

Rules regarding Probationary Period are set forth in Section 7.5 of the Personnel Rules. These rules are amended to include the following provision:

At the discretion of their supervisor, Department Head, and City Manager, Probationary Employees may receive a performance evaluation and release from probationary status after six months, if the Employee's performance exceeds "Meets Standard".

ARTICLE ~~XLII~~28

PERFORMANCE EVALUATIONS

1. Annual Performance Evaluation.

Every Regular Employee in the Classified Service shall receive a performance evaluation by his/her immediate supervisor at least annually. The annual review will normally occur within 30 days of the Employee's Anniversary Date, unless an alternate schedule is approved by the City Manager.

2. Purpose.

The purpose of the Annual Performance Evaluation is to promote the successful performance of all City Employees through a process that provides feedback on past performance and directs future performance by identifying performance goals and objectives.

3 Procedure.

The Human Resources Unit shall approve the format for performance evaluations, which may vary by department, Position, or Employee's responsibilities. The Employee's Department Head or designee will provide a written evaluation of the Employee's performance in a variety of skill or performance areas.

4 Merit Increases.

In order to advance to a higher step in the salary range, the evaluation must demonstrate that the advancement is merited on the basis of job performance. Performance ratings shall guide supervisors and Department Heads in determining whether merit advancements have been earned and should be recommended to the City Manager. Department Heads shall have the authority and responsibility to withhold or delay merit advancements if such advancement is not merited.

ARTICLE ~~XLII~~29

GRIEVANCE PROCEDURE

Rules regarding the Grievance Procedure are set forth in Chapter 11 of the Personnel Rules.

ARTICLE ~~XLIII~~30

DISCIPLINARY ACTION

1. Rules regarding the Disciplinary Action are set forth in Chapter 12 of the Personnel Rules. Section 12.8.2 of these Rules is hereby replaced with the following:

2. The Hearing Officer may be an arbitrator, a neutral third party, or a mediator. The Hearing Officer shall conduct an advisory review of the facts and issue a written opinion in the matter that is provided to all parties. The selection of an arbitrator, neutral third party, or mediator shall be by mutual agreement of the parties. All direct costs involved with having an arbitrator, neutral third party, or mediator review the matter will be borne equally by the parties involved. However, in the event the disciplinary action is completely reversed, the City shall reimburse the SCEA for its share of the cost of the arbitrator, third party, or mediator.

3. In the event the parties are unable to agree on an impartial arbitrator, mediator, or third party, the parties will make a joint request for a list of five impartial mediators or arbitrators from the State Mediation and Conciliation Service. When such list is received, the parties shall meet within seven calendar days to select the mediator or arbitrator as follows: the parties shall alternately strike the name of one mediator or arbitrator from the list until the name of one remains. That person shall serve as the mediator or arbitrator. The Party to strike the first name shall be determined by a toss of a coin.

4. The City Manager will review the opinion and either:

- A. Accept the Recommendation. In the event that the City Manager accepts the recommendation, that decision will be final and not subject to further appeal.
- B. Refer the Matter to the City Council. In the event that the City Manager rejects the recommendation, the matter shall be referred to the City Council. The Council shall conduct a closed session pursuant to Subsection 12.8.3.

ARTICLE ~~XLV~~31 CONTRACTING OUT

In the event that the City decides to outsource work to a private contractor that would result in the displacement of current represented Employees, the City shall include a request in the Request for Proposal (hereinafter "RFP") that prospective contractors include a proposal to hire said Employees in their response to the RFP.

ARTICLE ~~XLV~~32 EMPLOYEE ASSISTANCE PROGRAM

The City will continue to provide an Employee Assistance Program (EAP). The program will include at a minimum but not limited to, five personal counseling sessions, counselors located within a reasonable commute distance, substance abuse counseling, availability of emergency visits, and workplace crisis response. Employees will be provided with a brochure outlining the benefits of the program.

~~ARTICLE XLVI IDENTIFICATION CARDS~~

~~The City shall continue to issue a City photo identification card to all represented Employees. The identification card shall include, at a minimum, the following information: City logo, City of Suisun City, Employee's photo, Employee's name, department, job title, date of issue, signature of the City Manager or designee.~~

ARTICLE ~~XLV~~33 LAYOFF AND REEMPLOYMENT

Rules regarding Layoff and Reemployment are set forth in Section 13.2 of the Personnel Rules.

~~ARTICLE XLVIII~~ ~~TEMPORARY MEASURES~~

~~1. Temporary Measures. In July of 2012, the Parties agree that due to economic conditions, as well as actions by the State of California, that the City was forced to seek concessions from its Employees. The Parties recognized that the City could balance its budget by laying off Employees, but the Parties agree that it was preferable to rely on concessions that would ensure the Employees did not lose their jobs and that the community did not suffer a more radical reduction in service delivery. The Parties met and conferred in good faith and agreed to certain concessions, as well as certain recompense for these concessions. The Parties have also agreed to their preferences for unwinding these concessions as the fiscal situation improved. The Pay Cuts and suspension of COLAs have been discontinued due to improved economic conditions, and the Parties hereby declare that it is their mutual intention that the remaining concessions be temporary and that they be unwound as soon as they can possibly be removed without fiscal harm to the City.~~

~~2. Unwinding Protocol. The Parties agree that unwinding the Temporary Measures is subject to the meet and confer process as provided in the Meyers-Millias-Brown Act (Government Code Section 3500 *et seq.*). The Parties also agree that the preferred unwinding protocol should proceed as follows:~~

~~Selectively Fill Vacant Positions. The highest priority is the selective filling of some or all of the positions that are being held vacant.~~

~~Relax Cash-Out Restrictions. In order to ensure that the agreed-upon concessions have the desired effect on the budget, the Parties understand and agree that the cashing out of paid leave needs to be restricted to 40 hours. After addressing Subsections 2.A. above, the Parties will meet and confer about relaxing the restrictions set forth in Section 7 of Article X and Section 5 of Article XXXVIII as funding becomes available.~~

~~ARTICLE XLIX~~³⁴ ~~GENERAL PROVISIONS~~

1. Severability.

If any provision of this Agreement should be held invalid or restrained by operation of law or by any court of competent jurisdiction, the remainder of this Agreement shall not be affected.

2. Full Understanding.

The Parties agree that this Agreement sets forth the full and entire understanding of the Parties regarding the matters set forth herein, and verbal statements shall not supersede any of its provisions.

3 No Requirement to Meet and Confer.

Except as otherwise provided in this Article, the Parties agree that neither Party shall be required to meet and confer concerning any specific provision of this Tentative Agreement or the successor MOU during the term of this Tentative Agreement or the successor MOU.

4 Reopeners.

Upon the written request of the City Manager, the Parties agree to reopen negotiations during the term of this ~~Tentative Agreement and the~~ successor MOU for any one of the following situations:

- A. A Declaration of a Fiscal Emergency by the City Council which could result in Layoffs if the Parties do not meet and confer on alternatives.
- B. If any other bargaining group has an employment contract with the City of Suisun City that contains applicable compensation provisions that are more advantageous for the Employees than this Agreement, the Parties agree to meet and confer on the modification of this Agreement.
- C. A positive or negative change occurs in the City's fiscal status that would affect the availability of funding for services provided in whole or in part by Employees represented by SCEA.
- ~~E. Meet & confer on work rules affecting the Public Works Maintenance Division, which would include investigating options for ensuring that Public Works On-Call services are properly staffed.~~
- ~~E. Beginning as early as February 1, 2023, negotiations will reopen for fiscal year 2023/2024 and be completed no later than June 30, 2023.~~
- F. Update/Amend/Replace the City's Employer-Employee Relations Resolution
- G. Update/Amend the City's Administrative Directive AD7 – Personnel Rules and Regulations.
- H. Notwithstanding the provisions of California Government Code section 20516.5, the Parties agree that the above-indicated represent the only bases for reopening ~~the Tentative Agreement or~~ the successor MOU during its term.

5 Savings Clause.

In the event that the implementation of any article, section or subsection of this Agreement shall be frustrated on account of the operation of law or by any tribunal of competent jurisdiction, or if compliance with any article, section or subsection would be frustrated or restrained by such law or tribunal, representatives of the City and the Association shall, if possible, meet and confer for the purpose of endeavoring to agree on a replacement for such article, section or subsection.

6. No Strike/Lockout.

The SCEA agrees that there will be no strike, work stoppage, slowdown, "sick in", sit down, refusal to perform work, other interference with City operations, picketing, or refusal to enter upon City premises on any account or in connection with any grievance or dispute. The City agrees that it will not engage in any lockouts during the term of this Agreement.

7. Successor Agreement.

This Agreement shall be in full effect from July 1, 2023 through and including June 30, 2025. Either Party may serve upon the other its written request to commence negotiations for a successor Agreement as early as February 1, ~~2023~~2025. Upon receipt of such written notice, negotiations shall commence no later than thirty (30) days thereafter. The Parties hereby declare that it is their mutual interest to negotiate a multi-year successor agreement consistent with City Council policy direction within the limitations of the City's ability to pay, with the intent to be completed no later than June 30, 2025.

8. Distribution of Agreement.

Within 10 days of the adoption of this Agreement, all covered Employees shall receive a copy of the Agreement. The "copy" may be provided in electronic format.

9. Effective Date.

The effective date of this Agreement shall be July 1, ~~2021~~2023.

[SIGNATURES ON NEXT PAGE]

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SUISUN CITY AND THE SUISUN CITY EMPLOYEES' ASSOCIATION
JULY 1, 2023 THROUGH JUNE 30, 2025**

**CITY OF SUISUN CITY
REPRESENTATIVES:**

Gregory Folsom, City Manager

Christina Penland, HR Administrator

Kris Lofthus, Deputy City Manager

Colin Tanner, Deputy City Attorney

Approved as to form
Aleshire & Wynder, LLP

Elena Gerli, City Attorney

**SCEA
REPRESENTATIVES:**

Marcos Zepeda, SEIU Local 1021 Representative

John Bryan, SCEA President

Tevita Salt, SCEA Treasurer/Secretary

Michelle Zunino, Negotiations Team Member

AGENDA TRANSMITTAL

MEETING DATE: June 27, 2023

CITY AGENDA ITEM: Council Adoption of Resolution No. 2023-__: Authorizing the City Manager to execute a contract agreement with the Sacramento Regional Fire Museum to store and display an 1857 S.R. Spinney Hand Pumper owned by the Suisun City Fire Department.

FISCAL IMPACT: Authorize the Fire Department to budget not more than \$1,200 annually for the storage of the 1857 S.R. Spinney Hand Pumper.

STRATEGIC PLAN: Provide Good Governance

BACKGROUND: In 1861, when the Suisun City Fire Department was first established, they purchased its very first fire pumper, an 1857 S.R. Spinner Hand Pumper. This pumper served the community through the 1880's by the then Union Engine Company. This unit has been maintained for over 150 years and is currently stored at the City Corporation Yard. The hand pumper has been restored over the years and has been on display for fire department events and community functions throughout the years, however it is primarily in storage throughout the year. The current storage location does not provide for a temperature-controlled environment and the facility lacks fire protection features such as a fire alarm and a fire sprinkler system.

STAFF REPORT: The Suisun City Fire Department would like to locate its 1857 S.R. Spinner Hand Pumper on display at the Sacramento Regional Fire Museum to showcase the history of Suisun City Fire Department, provide a location where it can be enjoyed by spectators throughout the Sacramento Region and the California Fire Service. The S.R. Spinney is the only known and working hand pumper in existence. Additionally, the storage location provided by the Sacramento Regional Fire Museum provides for a temperature controlled, monitored fire alarm and fire sprinkler system on site enhancing the preservation of this unit well into the future.

STAFF RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2023-__: authorizing the City Manager to execute the agreement with the Sacramento Regional Fire Museum to store and display the Suisun City Fire Department antique 1857 S.R. Spinney Hand Pumper.

DOCUMENTS ATTACHED:

1. Resolution Authorizing the City Manager to execute a contract agreement with the Sacramento Regional Fire Museum to store and display an 1857 S.R. Spinney Hand Pumper owned by the Suisun City Fire Department.
2. Sacramento Regional Fire Museum Vehicle & Equipment Loan Agreement

PREPARED BY:

Brad Lopez, Fire Chief

REVIEWED BY:

Brad L. Lopez, Fire Chief

APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

1. [Resolution Authorizing an Agreement with Sacramento Regional Fire Museum to store and display an 1857 S.R. Spinney Hand Pumper.pdf](#)
2. [Sacramento Regional Fire Museum Vehicle & Equipment Loan Agreement.pdf](#)

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RESOLUTION NO. 2023 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT
AGREEMENT WITH THE SACRAMENTO REGIONAL FIRE MUSEUM TO
STORE AND DISPLAY AN 1857 S.R. SPINNEY HAND PUMPER OWNED BY THE
SUISUN CITY FIRE DEPARTMENT.**

WHEREAS, the Suisun City Fire Department purchased the S.R. Spinner Hand
Pumper in 1861; and

WHEREAS, the historical value of the S.R. Spinner cannot be measured; and

WHEREAS, the Sacramento Regional Fire Museum offers climate controlled
environment with fire protection systems in place affording a safer environment for the
antique apparatus; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the
City of Suisun City authorizes the City Manager to execute the agreement with the
Sacramento Regional Fire Museum to store and display the Suisun City Fire Department
antique 1857 S.R. Spinney Hand Pumper; and

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

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of
Suisun City duly held on Tuesday, June 27th, 2023 by the following vote:

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

WITNESS my hand and the seal of the City of Suisun City on this 27th day of June,
2023.

Anita Skinner, City Clerk

Sacramento Regional Fire Museum

Vehicle & Equipment Loan Agreement



I, Brad L. Lopez, Fire Chief of Suisun City Fire Department, the owner/representative of the Suisun City Fire Department (owner), agree to loan the following vehicle to the Sacramento Regional Fire Museum (SRFM) under the following terms and conditions.

1857 S.R. Spinney Hand Pumper
(Vehicle)

1. This agreement begins on May 2, 2023 and will remain in effect until either party terminates the agreement for any reason.
2. The SRFM must pre-approve all loaned vehicles. The annual exhibit sponsorship donation agreed upon between Suisun City Fire Department and SRFM will be \$1,200 per fiscal year.
3. Under limited circumstances, the owner may remove and return the vehicle for personal use or outside exhibit. **A minimum of one-week prior notice to SRFM management is required.** The SRFM will not be able to accommodate requests made with less than one week notice.
4. The vehicle should have only a minimum amount of fuel and **the battery disconnected** while on exhibit. For any vehicle that has not/will not be driven for at least six months, the gas tank should be drained.
5. The vehicle will be cared for and handled as the owner has specified in the Special Handling Instructions (attached). Please note that:
 - a. The vehicle may be moved within or outside the SRFM for exhibition purposes, SRFM events and exhibit rotation.
 - b. The vehicle may be used for media requests and/or promotional materials.
 - c. The SRFM will be responsible to keep the vehicle clean while on display. The owner may periodically come in to clean the vehicle with **one-day prior notice to SRFM management.** Cleaning may be performed only before the SRFM opens and only the owner will be permitted behind the chains, unless other arrangements are made ahead of time.
 - d. The SRFM will not perform any mechanical maintenance or upkeep. In the event that mechanical maintenance or upkeep is necessary while the vehicle is on display, SRFM

will notify owner forthwith and owner will perform the required maintenance as soon as practicable. Maintenance will be performed only while the SRFM is closed to visitors.

6. All signage displayed with the vehicle will be provided by the SRFM. Any display signs provided by the owner may be used to generate information for the SRFM signage, but will not be displayed. Signage will include vehicle ownership information.
7. The owner may place no “For Sale” notifications on the vehicle. If for sale by owner, potential buyers may look at the vehicle, but will be asked to pay admission and will not be allowed behind the chains without the owner and SRFM staff present.
8. All personal property should be removed and a set of duplicate keys must be left with the SRFM staff. Owner shall retain original keys.
9. The SRFM does not insure loaned vehicles.
 - a. The owner is responsible to provide insurance coverage for the value of the vehicle in the event of any disaster or accident. **Copies of the insurance and registration shall be submitted with this agreement.**
 - b. The owner agrees to not hold the SRFM responsible for any kind of damage or loss while vehicle is in the SRFM possession. The SRFM will take reasonable care to prevent damage, and will provide the same care and protection of loaned vehicles as it does its own. The owner understands that the SRFM is open to the public and therefore entails a certain degree of risk
10. Vehicles not removed after termination of the agreement may be charged a storage fee of \$35/day.
11. The owner will receive free admission for themselves and one guest to the SRFM while the vehicle is on loan.

[SIGNATURES ON THE FOLLOWING PAGE]

Owner/Representative Signature: _____

Date: _____

SRFM Representative: _____

Date: _____

Owner Information

Name or Agency: _____

Address: _____

Primary Telephone No: _____ Cell: _____

Email Address: _____

Date Received: _____ Owner Initial _____ SRFM Staff Initial _____

Date Released: _____ Owner Initial _____ SRFM Staff Initial _____

AGENDA TRANSMITTAL

MEETING DATE: June 27, 2023

CITY AGENDA ITEM: Resolution No. 2023 - ____: Approving and Authorizing the City Manager to Execute a Lease Agreement with Mama Laine's Café to Operate a Food Service Business at 177 Main Street, Suisun City, California, Commonly Known as the Suisun City Train Depot.

FISCAL IMPACT: The lease agreement is structured so that the City would realize 8% of the gross revenues from the lessor in year 1; 9% of the gross revenues in year 2; and 10% of the gross revenues in year 3 and beyond. Additionally, if the lease agreement was approved than cost to the city would be approximately \$10,000 to complete the necessary interior ADA improvements.

STRATEGIC PLAN: Development Sustainable Economy; Provide Good Governance; Ensure Fiscal Solvency

BACKGROUND: The City of Suisun City owns the property located at 177 Main Street commonly known as the Suisun City Train Depot. This property is a multi-modal facility, since it accommodates several transportation modes such as train and bus. Over the years, the City has entered into lease agreements with several entities to occupy the existing vendor spaces. In the middle of 2022, the City opened a Request for Proposals process which resulted in three submittals. Within the last few months, staff has been in lease negotiations with the identified preferred vendor (Mama Laine's Café).

STAFF REPORT: Mama Laine's Café is a sole proprietorship which has been looking to move to a brick and mortar location. Mama Laine's Café has been active in local and regional special events and has been operating from her home. Mama Laine's café business plan is catered to the train commuter with grab and go food and drink. Below are some highlights of what is being proposed:

- Hours of operation are 6am-3pm Mon-Fri (with the possibility of extending hours to 5pm in the future).
- Service of grab and go food and drinks.
- Marketing will be through all social media platforms, local newspapers and publications, local popup events and physical signage on/and around the depot.
- Equipment needed to start are a convection oven, coffee makers, refrigeration, prep table, sandwich prep table.

The lease agreement with Mama Laine's Café was negotiated by staff and the terms are summarized below:

PROPOSED LEASE TERMS

Term

Five years commencing on June 28, 2023 and terminating on June 27, 2028 with three successive options for five years each by mutual agreement by the landlord and tenant.

Rent

Year one and two 8% of gross sales (*rent to be waived until business opening which would be a maximum of four months from execution of lease agreement); Year three-9% of gross sales; Year four and beyond-10% of gross sales.

Miscellaneous

Mama Laine's Café to pay Solano County Health Department plan check fee and annual inspection. City to pay for required ADA improvements as well as modification of front countertop to accommodate sandwich prep table.

STAFF RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2023 - __: Approving and Authorizing the City Manager to Execute a Lease Agreement with Mama Laine's Café to Operate a Food Service Business at 177 Main Street, Suisun City, California, Commonly Known as the Suisun City Train Depot.

DOCUMENTS ATTACHED:

1. Resolution No. 2023 - __: Approving and Authorizing the City Manager to Execute a Lease Agreement with Mama Laine's Café to Operate a Food Service Business at 177 Main Street, Suisun City, California, Commonly Known as the Suisun City Train Depot
2. Train Depot Lease Agreement

PREPARED BY:

John Kearns, Principal Planner

REVIEWED BY:

Jim Bermudez, Development Services Director

APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

1. [Resolution Approving and Authorizing a Lease Agreement with Mama Laine's Cafe at the Suisun City Train Depot.pdf](#)
2. [Train Depot Lease Agreement.pdf](#)

RESOLUTION NO. 2023-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A
LEASE AGREEMENT WITH MAMA LAINE'S CAFÉ TO OPERATE A FOOD
SERVICE BUSINESS AT 177 MAIN STREET, SUISUN CITY, CALIFORNIA,
COMMONLY KNOWN AS THE SUISUN CITY TRAIN DEPOT**

WHEREAS, the City of Suisun City owns the property located at 177 Main Street commonly known as the Suisun City Train Depot; and

WHEREAS, this property is a multi-modal facility since it accommodates several transportation modes such as train and bus; and

WHEREAS, several vendors have operated business's within the Suisun City Train Depot in recent years; and

WHEREAS, Mama Laine's Café is interested operating a café at the Train Depot selling pastries and grab and go food and drinks.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City hereby approves and authorizes the City Manager or his designee to execute the Lease Agreement with Mama Laine's Café to operate a food service business at 177 Main Street, Suisun City, commonly known as the Suisun City Train Depot.

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City held on Tuesday the 27th day of June 2023 by the following vote:

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

WITNESS my hand and the seal of said City this 27th day of June 2023.

Anita Skinner
City Clerk

**Recording Requested By &
When Recorded Mail to:**

City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94585
Attn: City Clerk

Mail Tax Statements to:

Mama Laine's Café
914 Craven Drive
Suisun City, CA 94585
Attn: Elaine Perkins-Smith

APN: 0032-020-240

[SPACE ABOVE FOR RECORDER'S USE ONLY]
Exempt from filing/recording fees per Govt. Code §27383

LEASE AGREEMENT

(Train Station – Mama Laine's Café)

THIS LEASE AGREEMENT ("**Lease**") is made and entered into this , 2023 ("**Effective Date**"), by and between the **CITY OF SUISUN CITY**, a municipal corporation ("**Landlord**"), and to **MAMA LAINE'S CAFÉ**, a sole proprietorship ("**Tenant**"). Landlord and Tenant may be referred to, individually or collectively, as "**Party**" or "**Parties**."

RECITALS

- A.** Landlord is the owner of that certain real property located at 177 Main Street, Suisun City, CA 94585 consisting of parcel (APN 0032-020-240) ("**Property**"). The Property is improved with a single-story building utilized and operated as an AMTRAK train station ("**Building**").
- B.** The Property is exempt from the provisions of the Surplus Land Act pursuant to Sections 54221(f)(1)(B)(i) and 54222.3 of the Government Code.
- C.** Landlord is willing to lease certain space within the Building to Tenant for the sole purpose of operating a cafe upon the other terms and conditions set forth in this Lease.

NOW, THEREFORE, the parties incorporate the Recitals as set forth herein and agree as follows:

AGREEMENT

1. LEASE.

- 1.1. Leased Premises.** Subject to the terms of this Lease and solely for the uses as authorized in Section 3, Landlord hereby Leases to Tenant and Tenant hereby leases

from Landlord, that portion within the Building as depicted on **Exhibit A** consisting of approximately six hundred (600) square feet commonly identified as Suite 2, together with the non-exclusive right to use the Common Areas (as defined in Section 1.2) subject to all rights reserved by Landlord in this Lease ("**Leased Premises**"). Tenant acknowledges that, as of the Effective Date (as defined in Section 2.1), Tenant has inspected the Leased Premises and determined that the Lease Premises are in good order, repair, and condition and suitable for the uses authorized by this Lease. Landlord makes no representations or warranties regarding the Leased Premises.

- 1.2. Common Areas.** All other portions of the Property other than the Leased Premises including, but not limited to, the driveways, parking areas, landscaped areas, walkways, and sidewalks are reserved to the Landlord and are hereinafter referred to as the "**Common Areas**." The closet and Suite 1 as depicted on **Exhibit A** are not part of the Common Areas and not part of the Leased Premises. The Common Areas which are within the Building are depicted on **Exhibit A** consisting of the lobby and restrooms and are hereinafter referred to as the "**Interior Common Areas**." All other portions of the Common Areas excluding the Interior Common Areas (including, but not limited to, the observation deck, parking areas and landscaping) are hereinafter referred to as the "**Exterior Common Areas**."

- 1.2.1. Vending Machine.** At Tenant's sole cost and expense, Tenant may install and operate a vending machine selling only food items which shall be located in the portion of the Interior Common Area as mutually agreed to by the parties in writing ("**Vending Machine**"). Tenant shall be solely responsible to maintain the Vending Machine in good condition and repair and Landlord shall not be responsible for any damage to the Vending Machine. All income from the operation of the Vending Machine shall be included in Gross Income (as defined in Section 4).

- 1.3. Displays & Exhibitions.** From time to time, Landlord and Tenant shall jointly discuss and consider displays and exhibitions incorporating history and art for the Interior Common Areas.

- 1.4. Reserved Rights.** Landlord shall have the right from time to time, in Landlord's sole discretion, to do any of the following without Tenant's consent but on not less than twenty-four (24) hours' notice to Tenant:

- i. To make changes to the Common Areas, including without limitation, changes in the location, size, shape, and number of driveways, lobby, restrooms, entrances, parking spaces, parking areas, loading and unloading areas, ingress, egress, direction of traffic, landscaped areas, walkways and utility raceways;
- ii. To temporarily close any of the Common Areas for maintenance purposes, so long as reasonable access to the Leased Premises remains available;
- iii. To add additional buildings and improvements to the Common Areas or to change current improvements in the Common Areas;
- iv. To use the Common Areas while engaged in making additional improvements, repairs, or alterations to the Leased Premises, or any portion thereof; and
- v. To do or perform such other acts or make such other changes in, to or with respect to the Common Areas as Landlord may, in the exercise of its reasonable judgment, deem to be appropriate.

Landlord shall exercise its reserved rights in a manner reasonably calculated to avoid material disruption to Tenant's business.

To the extent that Landlord's exercise of its reserved rights affects Tenant's business adversely and materially by causing interference repeatedly or over an extended period of time and Tenant has provided written notices to Landlord specifying the issues and concerns, Tenant may terminate this Lease by written notice delivered to Landlord together with reasonable evidence of the materially adverse affects on Tenant's business operations.

1.5. Leased Personal Property. In addition to the Leased Premises, Tenant shall have the right to use the personal property owned by the Landlord and summarized on **Exhibit B** attached hereto ("**Leased Personal Property**"). Tenant shall maintain all the Leased Personal Property in good condition and repair and provide for the reasonable security of same. Tenant shall not destroy, sell, or remove the Leased Personal Property from the Leased Premises without the prior written consent of Landlord. Upon termination of this Lease, all Leased Personal Property shall be returned to Landlord in good condition and repair.

1.6. Security.

1.6.1. Limited Security. Security for the Building will consist of normal and customary patrols and availability of the Suisun City Police Department.

1.6.2. Security Cameras. Tenant understands that the Building has surveillance cameras on the exterior of the building for enhanced security which is incorporated to municipality's overall camera network. The security system is administered by Amtrak. Tenant has no right to opt-out of the operation of the security cameras.

1.6.3. Additional Security. Tenant may, at Tenant's sole cost and expense, arrange for additional security services provided same are approved by Landlord in advance prior to implementation.

1.6.4. Leased Premises. All entrance doors in the Leased Premises shall be locked when the Leased Premises are not in use. No locks, bolts, or mail slots of any kind shall be placed upon any of the doors or windows by Tenant, nor shall any change be made in existing locks without Landlord's prior consent and a copy of any access card or key is provided to Landlord.

2. TERM AND TERMINATION; RECORDATION.

2.1. Lease Term. This Lease shall commence on **_____, 2023** ("**Effective Date**") and terminate five (5) years after the Effective Date ("**Termination Date**"). The period between the Effective Date and the Termination Date is hereinafter referred to as the "**Initial Term**" which may be extended pursuant to Section 2.2. "**Lease Term**" shall mean the Initial Term and any extension thereof pursuant to Section 2.2.

2.2. Options to Extend. Provided Tenant has not been in Default (as defined in Section 16.1) during the Lease Term, by mutual agreement with Landlord, Tenant has the three (3) successive options to extend this Lease each for an additional five (5) year period ("**Extension Options**") provided Tenant exercises each Extension Option in writing delivered to Landlord not less than six (6) months prior to the expiration of the then existing Lease Term, and Landlord agrees to the extension in writing within thirty (30) days of receipt of Tenant's Extension Option. If Tenant fails to exercise an Extension Option in the time and manner specified, or if Landlord does not timely agree to the Extension Option in writing, the Extension Option (and all successive Extension Options)

shall automatically terminate and be of no further force or effect. The rent during any Extension Option shall be increased as set forth in Section 4.1.

- 2.3. Recordation.** Within ten (10) business days of the execution and acknowledgement of this Lease by both parties, Landlord shall cause a copy of this Lease to be recorded in the Official Records of Solano County. Upon termination or exercise of any rights under this Lease or an amendment of this Lease, the parties shall record a copy thereof in the Official Records of Solano County. Upon termination of the Lease, Tenant shall promptly execute, acknowledge and deliver to Landlord any documents reasonably requested by Landlord in order to terminate the Lease of record.

3. USES.

- 3.1. Permitted Use.** Tenant will use the Leased Premises solely and exclusively for operation of a cafe selling coffee, sweets and cookies, nonalcoholic beverages, grab-and-go meals, and other food items at Tenant's discretion, and for no other purpose without the written consent of Landlord ("**Primary Operations**"). Tenant is also permitted to operate offsite catering and food delivery services from the Leased Premises ("**Related Operations**") provided (i) any such services shall not negatively impact the Primary Operations; and (ii) all income from such services shall be included in Gross Income (as defined in Section 4). No alcohol may be sold on or from the Leased Premises, or in connection with the Related Operations.

3.2. Operations Covenants.

- 3.2.1. Commencement of Operations.** Tenant shall commence Primary Operations of the cafe not more than ninety (90) days after the Effective Date.
- 3.2.2. Continuous Operations Covenant.** Tenant has submitted to Landlord an operational plan which details daily minimum hours of operation and a sample menu, which is attached as **Exhibit C**. Tenant agrees to be open for business no later than 6 am on non-holiday weekdays. Any changes by the Tenant to the daily minimum hours of Primary Operations must be approved by Landlord prior to implementation which Tenant must submit in writing together with a detailed explanation and justification. Tenant acknowledges that this continuing operations covenant is material consideration to Landlord especially as Tenant is only paying percentage rent based on its income from operations.
- 3.3. Name of Cafe.** At all times, Tenant shall use the name of "Mama Laine's Sweets" and no other name without the prior written approval of Landlord.
- 3.4. Signs.** Tenant shall have the right to install a sign for the cafe at its sole cost and expense. The size, quality and location of the sign shall be subject to Landlord's prior written approval. At Tenant's sole cost and expense, Tenant shall remove any signs upon termination of this Lease and repair any damage to the Building as a result of the removal.
- 3.5. Rules and Regulations.** Tenant shall faithfully observe and comply with the rules and regulations attached hereto as **Exhibit D** ("**Rules and Regulations**"). Landlord may from time to time promulgate and/or modify the Rules and Regulations which shall be binding upon Tenant five (5) business days after Tenant's receipt of a copy of the amendment or modification. Landlord shall not be responsible to Tenant for the nonperformance of any said rules and regulations by any other tenants, occupants or third parties.
- 3.6. Prohibited Uses.** Tenant shall not sell or permit to be kept, used, displayed or sold in or about the Leased Premises (a) pornographic or sexually explicit books, magazines,

literature, films or other printed material, sexual paraphernalia, or other material which would be considered lewd, obscene or licentious; (b) any article which may be prohibited by standard forms of fire insurance policies; (c) any controlled substances, narcotics, or the paraphernalia related to the same; or (d) except as specifically permitted pursuant to Section 3.1, alcoholic beverages unless expressly permitted by Landlord, in writing and in advance of the storage or consumption of the same. Tenant shall not do or permit anything to be done in or about the Leased Premises which will in any way obstruct or interfere with the rights of other parties or injure or annoy them or use or allow or permit the Leased Premises to be used for any improper, immoral, unlawful, or objectionable purpose. Tenant shall not cause, maintain, or permit any nuisance in or about the Leased Premises, or commit or suffer to be committed any waste upon the Leased Premises.

- 3.7. Compliance with Laws.** Tenant shall, at its sole cost and expense, comply with all of the requirements of all municipal, state and federal authorities now in force or which may hereafter be in force pertaining to the use of the Leased Premises; except that, to the extent as required by current law, Landlord shall be responsible for compliance of the Leased Premises with the American's with Disabilities Act and applicable building and fire codes. Tenant shall faithfully comply with all municipal, state and federal statutes, or other governmental regulations now in force or which shall hereinafter be in force. Tenant shall not engage in any activity on or about the Leased Premises that violates any Environmental Law, and shall promptly, at Tenant's sole cost and expense, take all investigatory and/or remedial action required or ordered by any governmental agency or Environmental Law for clean-up and removal of any contamination involving any Hazardous Material created or caused by Tenant. The term "**Environmental Law**" shall mean any federal, state or local law, statute, ordinance or regulation pertaining to health, industrial hygiene or the environmental conditions on, under or about the Leased Premises, including, without limitation, (i) the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), 42 U.S.C. Sections 9601 et seq.; (ii) the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. Sections 6901 et seq.; (iii) California Health and Safety Code Sections 25100 et seq.; (iv) the Safe Drinking Water and Toxic Enforcement Act of 1986, California Health and Safety Code Section 25249.5 et seq.; (v) California Health and Safety Code Section 25359.7; (vi) California Health and Safety Code Section 25915; (vii) the Federal Water Pollution Control Act, 33 U.S.C. Sections 1317 et seq.; (viii) California Water Code Section 1300 et seq.; and (ix) California Civil Code Section 3479 et seq., as such laws are amended and the regulations and administrative codes applicable thereto. The term "Hazardous Material" includes, without limitation, any material or substance which is (i) defined or listed as a "**hazardous waste**", "**extremely hazardous waste**", "**restrictive hazardous waste**" or "**hazardous substance**" or considered a waste, condition of pollution or nuisance under the Environmental Laws; (ii) petroleum or a petroleum product or fraction thereof; (iii) asbestos; and/or (iv) substances known by the State of California to cause cancer and/or reproductive toxicity. It is the intent of the parties hereto to construe the terms "**Hazardous Materials**" and "**Environmental Laws**" in their broadest sense. Landlord shall provide all notices required pursuant to the Safe Drinking Water and Toxic Enforcement Act of 1986, California Health and Safety Code Section 25249.5 et seq. Tenant shall provide prompt written notice to Landlord of the existence of Hazardous Substances caused or discovered by Tenant on the Leased Premises and all notices of violation of the Environmental Laws received by Tenant.
- 3.8. Disclosure.** Pursuant to California Civil Code Section 1938, Tenant is advised that the Leased Premises has not undergone inspection by a Certified Access Specialist (CASp),

and, therefore, Landlord is not aware if the Leased Premises complies with the applicable construction-related accessibility standards pursuant to Civil Code Section 55.53.

4. RENT; SECURITY DEPOSIT

4.1. Rent.

4.1.1. Monthly Rent.

- a. Monthly Rent.** During the Lease Term, Tenant shall, on the tenth (10th) day of each month, pay monthly rent to the Landlord as follows ("**Monthly Rent**"):
 - i. Eight Percent (8%) of the On Site Gross Income and of the Related Gross Income for Years One and Two of the Term.
 - ii. Nine Percent (9%) of the On Site Gross Income and of the Related Gross Income for Year Three of the Term.
 - iii. Ten Percent (10%) of the On Site Gross Income and of the Related Gross Income for Year Four of the Term and thereafter.
- b. Waiver.** Monthly Rent is waived during the Initial Term until Tenant opens for business, but in no event for longer than 120 days from the Effective Date.

4.1.2. Monthly Statement. Concurrently with payment of the Monthly Rent, Tenant shall also provide Landlord a detailed written summary of the financial operations indicating both the On Site Gross Income and the Related Gross Income together with the calculation of the Monthly Rent which statement shall be in a form reasonably satisfactory to Landlord and verified by Tenant.

4.1.3. Gross Income Definitions. The term "**On Site Gross Income**" shall mean all gross income received by Tenant from Primary Operations (as defined in Section 3.1) and the Vending Machine, if applicable. The term "**Related Gross Income**" shall mean all gross income received by Tenant from the Related Operations (as defined in Section 3.1).

4.1.4. Right to Audit. Upon reasonable written notice but not more than once in a twelve (12) month period, Landlord shall have the right to audit Tenant's operations and records to confirm that Tenant is calculating and paying the current Monthly Rent Payment. Tenant shall fully cooperate with providing all requested books and records (including sale tax returns) as requested by Landlord. If the audit determines that Tenant has underpaid Landlord, Tenant shall promptly pay the deficit amount to Landlord together with interest thereon at the rate of ten percent (10%) per annum from the date said amount should have been paid to Landlord together with a late charge of Fifty Dollars (\$50) for each month that the Monthly Rent payment was deficient.

4.1.5. Payments. Tenant shall pay the Monthly Rent or other rent or charges as the same may be adjusted from time to time, to Landlord in lawful money of the United States, without demand, offset, deduction or counterclaim, on or before the day on which it is due under the terms of this Lease. All payments due to Landlord shall be delivered to Landlord at its address stated herein or to such other persons or at such other addresses as Landlord may from time to time designate in writing to Tenant. All monetary obligations of Tenant to Landlord under the terms of this Lease are deemed to be rent.

4.2. Security Deposit. As of the Effective Date, Tenant shall deliver to Landlord the sum of One Thousand Dollars (\$1,000) to be held during the entire Lease Term as security for the faithful performance by Tenant of all of its obligations under this Lease ("**Security Deposit**"). If Tenant defaults with respect to any provisions of this Lease, including, but not limited to, the provisions relating to the payment of Rent, Landlord may, without notice to Tenant, but shall not be required to apply all or any part of the Security Deposit for the payment of any Rent or any other sum in default and Tenant shall, upon demand therefor, restore the Security Deposit to its original amount. Any unapplied portion of the Security Deposit shall be returned to Tenant within sixty (60) days following the termination of this Lease. Tenant shall not be entitled to any interest on the Security Deposit and Landlord shall have the right to commingle the Security Deposit with Landlord's other funds. Tenant hereby waives the provisions of Section 1950.7 of the California Civil Code and all other provisions of law, now or hereafter in effect, which (i) establish the time frame by which a landlord must refund a security deposit under a lease, and/or (ii) provide that a landlord may claim from a security deposit only those sums reasonably necessary to remedy defaults in the payment of rent, to repair damage caused by a tenant or to clean the premises, it being agreed that Landlord may, in addition, claim those sums specified in this Section 4.2 and/or those sums reasonably necessary to compensate Landlord for any loss or damage caused by Tenant's default of this Lease, including, but not limited to, all damages or rent due upon termination of this Lease pursuant to Section 1951.2 of the California Civil Code.

5. TAXES. Tenant shall pay prior to delinquency any and all personal property taxes and possessory interest taxes attributable to the Leased Premises. (Tenant is aware that this leasehold will be subject to possessory interest taxes as assessed by the County of Solano.) Tenant shall indemnify, defend, and hold harmless Landlord against any and all such taxes, fees, penalties or interest assessed, or imposed against Landlord hereunder. In the event Tenant fails to timely pay any tax, assessment, fee, penalty, or interest, Landlord, at its option, shall have the right to pay such charge and treat such payment as additional rent to be charged to Tenant and paid by Tenant to Landlord within five (5) days after receipt of written notice from Landlord. Tenant shall be solely responsible for the payment of all taxes attributable to its operations, including but not limited to, sales taxes and income taxes.

6. UTILITIES. During the Lease Term, Landlord shall provide water, sewer, gas, heat, electricity, garbage disposal, and trash disposal for the Leased Premises. Tenant covenants to be environmentally responsible in use of the utilities (especially water and electricity) and, upon notice, shall comply with reasonable requirements imposed by Landlord. Tenant shall not exceed the capacity of any of the utility systems serving the Leased Premises as Landlord may advise Tenant in writing. In the event of such a violation, Tenant shall be fully responsible for all repair costs associated with Tenant's exceeding the capacity of the utility system(s). Tenant shall be solely responsible for telephone, cable and internet services as needed by Tenant for the Leased Premises.

7. REPAIRS AND MAINTENANCE.

7.1. Tenant Repair and Maintenance Obligations.

7.1.1. Leased Premises. Commencing with the Effective Date, Tenant, at its sole cost and expense, shall at all times maintain the Leased Premises securely and in good condition and repair in a neat, clean and attractive condition. Tenant shall, at Tenant's sole cost and expense, keep the Leased Premises free from any insects, pests or vermin at all times. Prior to employing a licensed exterminator, Tenant shall notify

Landlord in writing specifying the work to be done and the name of the contractor for Landlord's prior written approval.

Any and all repairs and replacements shall be of a quality equal to or exceeding that of the original. If Tenant fails to make any repair and replacement or otherwise so maintain the Leased Premises for a period of fifteen (15) days after written demand by Landlord, then Landlord may enter the Leased Premises and make such repairs or replacements and Tenant will promptly pay to Landlord the costs incurred by Landlord in making such repairs or replacements together with interest thereon at the maximum rate permitted by law from the date of commencement of the work until repaid.

7.1.2. Duty to Notify. Tenant will promptly notify Landlord of any repairs or maintenance which are needed to the areas which are Landlord's responsibility under Section 7.2.

7.2. Landlord's Repair and Maintenance Obligations.

7.2.1. Exterior Common Areas. Landlord, at its sole cost and expense, shall maintain the Exterior Common Areas in good condition and repair.

7.2.2. Building. Landlord shall, at its sole cost and expense, be responsible to maintain and repair all structural portions of the Building including, the roof, walls, foundations and the plumbing and electrical systems. Landlord shall also be responsible to repair or replace any fixtures in the restrooms provided the damage was not caused by the negligence of Tenant or its employees, agents, or contractors.

8. IMPROVEMENTS AND ALTERATIONS.

8.1. Cafe Operations. Tenant shall promptly undertake all improvements necessary to equip, open, and operate the cafe. Tenant shall submit to the Landlord a floor plan showing the proposed layout of Mama Laine's Café, including all equipment, furnishings, fixtures and signage, within ten (10) days of the Effective Date. Landlord shall have ten (10) days to approve the proposed layout. The floor plan shall also indicate any areas within the Interior Common Area, if any, that Tenant proposes to place tables and chairs for use by its customers while open. No water cooler, air conditioning unit, or system or other apparatus shall be installed or used by Tenant without the written consent of Landlord pursuant to Section 8.2.

8.2. Other Improvements. Any and all modifications or alterations to the Leased Premises, including, but not limited to, the walls, ceilings, doors, electrical and counters shall be at Tenant's sole cost and expense and approved by Landlord prior to any such modifications being undertaken by Tenant ("**Approved Improvements**"). Any Approved Improvements shall comply with all of the following: (i) must be reflected on a reasonably detailed set of plans and specification provided to the Landlord for its review and approval; (ii) not commenced prior to providing at least thirty (30) days prior written notice to Landlord of the scheduled construction commencement date so Landlord can take appropriate action to protect the Property from liens, if it elects; (iii) be promptly commenced as of the scheduled construction commencement date and diligently prosecuted to completion in accordance with the approved plans and specifications at Tenant's sole cost and expense; (iv) constructed only by a licensed California contractor which provides reasonable evidence of insurance naming Landlord as an additional insured and satisfying Landlord's requirements and in accordance with the approved plans; (v) construction shall not unreasonably interfere or impede the access to the Common Areas; (vi) fully comply with all applicable building and

fire safety codes and all ordinances; and (vii) no liens shall be placed on the Property for such construction.

Landlord agrees, when requested by Tenant, to execute and deliver any applications, consents, or other instruments required to permit Tenant to do this work or to obtain permits for the work; provided, that Landlord retains all rights in its governmental capacity to review and approve or deny or conditionally approve such permits.

Tenant shall keep the Leased Premises free and clear of all liens, claims, and demands for work performed, materials furnished, or operations conducted on the Leased Premises for the Approved Improvements. If any such lien is filed, Tenant shall, within ten (10) days of such filing, obtain the release of such lien either by payment of same or by securing and recording an appropriate bond in accordance with California law. If Tenant does not cause the release of the lien, Landlord may do so and Tenant shall reimburse Landlord within three (3) days of receipt of Landlord's written demand. Tenant will indemnify, defend and hold harmless Landlord for all liens, claims, or damages (including reasonable attorney's fees and costs) caused by remodeling, improvements, additions, alterations, and major repairs.

All alterations and improvements made to the Leased Premises shall become the property of Landlord and shall remain on and be surrendered with the Leased Premises at the expiration or sooner termination of this Lease, including any renewals or extensions.

9. RIGHT OF ENTRY. Tenant shall permit Landlord or Landlord's agents, representatives, or employees to enter the Leased Premises at all reasonable times upon reasonable prior notice to inspect the Leased Premises to determine whether Tenant is complying with the terms of this Lease and to do other lawful acts that may be necessary to protect Landlord's interest in the Leased Premises under this Lease, to show the Leased Premises for any prospective purchasers or lenders or to perform Landlord's duties under this Lease. Landlord and Landlord's agents shall have the right to enter the Leased Premises at any time in the case of an emergency. All such activities of Landlord shall be without abatement of rent or liability to Tenant. **SPECIAL NOTE:** Nothing in this Lease shall restrict Landlord when acting as the municipal authority (City) responsible for health and safety from acting in accordance with its powers applicable to all parts of the City.

10. SURRENDER OF PREMISES; HOLDING OVER. On the expiration or termination of this Lease, Tenant shall promptly surrender and deliver the Leased Premises to Landlord in good condition and repair subject to reasonable wear and tear and shall surrender all keys to the Leased Premises or, in the event of the loss of any keys, Tenant shall reimburse Landlord for the cost of replacing same. At the expiration of this Lease, if Tenant holds over for any reason, it is agreed, in absence of a written agreement to the contrary, tenancy shall then be from month-to-month only and not a renewal of this Lease, or an extension for any further term. Tenant shall pay monthly rent in an amount established by Landlord, and the month-to-month tenancy shall be subject to every other term, covenant and condition in this Lease that is consistent with and not contrary to a month-to-month tenancy.

11. DAMAGE AND DESTRUCTION; CONDEMNATION. If the Building is damaged or destroyed, whether partially or entirely, Landlord may elect, in its sole discretion, to repair, restore, or reconstruct the damaged building or to terminate this Lease. Landlord shall have no obligation to rebuild the Building. Within thirty (30) days of any destruction, Landlord shall provide notice to Tenant as to whether it terminate this Lease or restore the Building and the estimated time to accomplish same. If the restoration is estimated to be more than six (6) months, Tenant shall have the right to elect to terminate this Lease by providing written notice to Landlord within thirty (30) days of Landlord's

election notice. If Landlord elects to repair the Building, Landlord shall promptly commence and diligently pursue such restoration of the Building. Tenant shall give prompt notice to Landlord in case of fire or accidents in the Leased Premises or of any damage or defects in the Leased Premises or any fixtures or equipment therein. In the event that the damage was caused by Tenant or its employees, contractors or agents, Tenant shall be responsible to compensate Landlord for all damages. In the event that all or any portion of the Property is taken by eminent domain, all proceeds shall be paid only to Landlord and Tenant shall have no claim for any proceeds from such action and, if after the taking, the Leased Premises will not be reasonably suitable for Tenant's operations, either party may terminate this Lease by written notice delivered to the other party within thirty (30) days of notice of such taking action.

12. WAIVERS OF LIABILITY AND INDEMNITY. Except as may be proximately caused by the gross negligence or willful misconduct of Landlord or its employees, contractors or agents, Landlord shall not be liable for any damage to property of Tenant, or of others, located in, on or about the Leased Premises, nor for the loss of or damage to any property of Tenant or of others by theft or otherwise. Landlord shall not be liable to Tenant or its officers, employees, invitees or representatives for any injury or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain or leaks from any part of the Leased Premises or from the pipes, appliances or plumbing works or from the roof, street or sub-surface or from any other places or by dampness or by any other cause of whatsoever nature. Landlord shall not be liable to Tenant or its officers, employees, invitees or representatives for any such damage caused by other occupants or persons in the Leased Premises, or the public, or caused by operations in construction of any private, public or quasi-public work, that are not proximately caused by Landlord, or its employees, contractors or agents. Landlord shall not be liable for any latent defects in the Leased Premises thereon at any time after the Effective Date. All property of Tenant kept or stored on the Leased Premises shall be so kept or stored at the sole risk of Tenant and Tenant shall hold Landlord harmless from any claims arising out of damage to the same, including subrogation claims by Tenant's insurance carriers, unless such damage shall be proximately caused by the acts or omissions of Landlord, or its employees, contractors or agents.

To the end of ensuring non-liability of Landlord under this Lease, Tenant shall defend, indemnify and hold harmless Landlord, and its officers, employees, invitees and agents, from and against any and all claims, actions, costs, expenses, judgments, awards, liabilities, penalties and demands whatsoever, together with reasonable attorney's fees and court costs (collectively "**Damages**") arising out of or concerning the activities of Tenant under this Lease, including, but not limited to, injury or death or damage to persons or property of invitees, agents, or employees of Landlord, Tenant or others, occurring in, on or about the Leased Premises and any resulting from Hazardous Materials (as defined in Section 3.7) brought to the Leased Premises by or on behalf of Tenant by any of its officers, employees, invitees or agents; provided, that Tenant's obligation to indemnify and hold harmless shall only be to the extent Tenant or any of its officers, employees, agents or invitees caused the Damages. If any action or proceeding in connection with any such matters is brought against Landlord, or any of its officers, employees, invitees or agents, notice shall be given to Tenant and Tenant shall be furnished with a copy of any papers served. Landlord shall have the right to defend any such action or proceeding, employing legal counsel selected by it. As between Landlord and Tenant, Landlord shall not be responsible or liable in any way for the presence of any toxic or Hazardous Materials brought onto the Leased Premises by Tenant or any of its officers, employees, agents or invitees, including compliance with any requirements imposed by applicable governmental authorities; provided, that Landlord shall be responsible and liable for the presence of any toxic or Hazardous Materials that were present on the Leased Premises before the Effective Date. Termination of this Lease notwithstanding, the provisions of this Section shall continue in full force and effect as to any claims or other matter listed therein, without limitation in

time by virtue or any other provisions of this Lease. Any acceptance by the Landlord of insurance certificates and endorsements does not relieve Tenant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause also shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

13. ASSIGNMENT AND SUBLETTING. Tenant shall not assign this Lease in whole or in part, nor sublet or license all or any part of the Leased Premises, without the prior written consent of Landlord which consent may be withheld by Landlord unless such assignee or subtenant: (i) is financially responsible as evidenced by financial statements and other evidence reasonably acceptable to Landlord; (ii) Landlord is provided evidence and assurance that assignee can operate the cafe and generate the maximum income to maximize the rent paid to Landlord; and (iii) no amount is paid by assignee to Tenant for the assignment and/or there is no sublease rent paid to Tenant. The consent by Landlord to any assignment or subletting shall not constitute a waiver of the necessity for such consent to any subsequent assignment or subletting. Irrespective of any assignment or sublease, Tenant shall remain fully liable under this Lease and shall not be released from performing any of the terms, covenants and conditions of this Agreement. A transfer of any ownership interest in Tenant shall be deemed an assignment under this Lease. No interest of Tenant in this Lease shall be assignable by operation of law. Each of the following acts shall be considered an involuntary assignment: (i) if Tenant is or becomes bankrupt or insolvent, makes an assignment for the benefit of creditors,; or, if Tenant is a partnership or consists of more than one person or entity, if any partner of the partnership or other person or entity makes an assignment for the benefit of creditors, (ii) if a writ of attachment or execution is levied on this Lease or (iii) if, in any proceeding or action to which Tenant is a party, a receiver is appointed with authority to take possession of the Leased Premises. An involuntary assignment shall constitute a Default by Tenant, and Landlord shall have the right to elect to terminate this Lease, in which case this Lease shall not be treated as an asset of Tenant. Any assignment or sublease of the Leased Premises without the prior written consent of Landlord shall be a material default of this Lease.

14. ESTOPPEL AND SUBORDINATION. Within seven (7) business days after notice from Landlord, Tenant shall execute, acknowledge and deliver to Landlord or its designee an estoppel certificate and or subordination agreement. Tenant's failure to deliver such documents within the specified time period shall be a material default under this Lease. In addition, Tenant agrees to provide such financial statements of Tenant as may be reasonably required by Landlord or such lender or prospective purchaser.

15. INSURANCE.

15.1. Liability Insurance Coverage. Tenant, at its sole expense, shall obtain prior to entering onto the Property and/or commencing any activity described in this Lease, and shall maintain during the entire Lease Term, comprehensive general liability insurance, including, but not limited to, owned and non-owned vehicle liability, personal injury, blanket contractual, broad form property damage, product/completed operations liability coverage and host liquor coverage (and such other coverage regarding the sale of liquor as Landlord may require) shall be on a per occurrence basis and shall have limits of not less than \$1,000,000 (One Million Dollars) combined single-limit per occurrence for bodily injury, personal injury and property damage liability. Tenant shall also maintain insurance on its personal property for its full replacement cost.

15.2. Worker's Compensation Insurance. Tenant and all persons performing work for, or on behalf of Tenant, including, but not limited to, their contractors or sub-contractors, shall, at Tenant's own cost and expense, procure and maintain during the performance of the

said work, a policy of workers' compensation insurance and employer's liability insurance in such amount as to willfully comply with the laws of the State of California.

- 15.3. Miscellaneous.** All of the above policies of insurance, except workers' compensation insurance, shall name Landlord, its officers, employees, and agents as additional insureds. The insurance required by this Lease shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Director of Administrative Services or designee of the Landlord due to unique circumstances. The insurer shall waive all rights of subrogation and contribution it may have against Landlord, its officers, employees and agents and their respective insurers. Proof all policies required under this Section 15 are in effect shall be provided to Landlord prior to the Effective Date and thereafter after at least thirty (30) days prior to expiration of the then current policy. Tenant shall not occupy the Leased Premises nor conduct any business operations thereupon until Tenant has provided Landlord with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages which are approved by Landlord. Tenant shall comply with additional insurance requirements that Landlord may impose from time to time including increasing the amounts of insurance required by Section 15.1. Tenant shall be solely responsible to maintain any other insurance for its own protection.

16. DEFAULT

- 16.1. Default.** The occurrence of any of the following events shall constitute a default on the part of Tenant under this Lease ("**Default**"):
- 16.1.1. Payment.** A failure by Tenant to pay any sum due under this Lease within three (3) business days after written notice that such payment is due.
 - 16.1.2. Operation Covenants.** Tenant breaches the operation covenants in Section 3.2.
 - 16.1.3. Performance of Lease Terms.** Tenant's failure to perform any of the terms, covenants, agreements or conditions of this Lease to be observed or performed by Tenant which default has not been cured within fifteen (15) days after written notice thereof by Landlord to Tenant; provided, however, that if the nature of the default is such that the same cannot reasonably be cured within the fifteen (15) day period, Tenant shall not be deemed to be in default if within such period Tenant shall promptly commence such cure and thereafter diligently prosecute the same to completion.
 - 16.1.4. Abandonment.** The abandonment of the Leased Premises.
 - 16.1.5. Bankruptcy.** The bankruptcy or insolvency of Tenant, any transfer by Tenant to defraud creditors, any assignment by Tenant for the benefit of creditors, or the commencement of any proceedings of any kind by or against Tenant under any provision of the Federal Bankruptcy Act or under any other insolvency, bankruptcy or reorganization act unless, in the event any such proceedings are involuntary, Tenant is discharged from the same within sixty (60) days thereafter; the appointment of a receiver for a substantial part of the assets of Tenant; or the levy upon this Lease or any estate of Tenant hereunder by any attachment or execution.

16.1.6. Failure to Comply. Tenant's failure to comply with the provisions contained in Sections 3, 13 or 15.

In addition, any notice required to be given by Landlord under this Lease shall be in lieu of, and not in addition to, any notice required under Section 1161 of the California Civil Code of Procedure.

16.2. Remedies. In the event of a Default by Tenant, Landlord may at any time thereafter, without limiting Landlord in the exercise of any right or remedy at law or in equity which Landlord may have by reason of such Default:

16.2.1. Continue Lease. Pursue the remedy described in California Civil Code Section 1951.4 whereby Landlord may continue this Lease in full force and effect after Tenant's breach and recover the rent (including the Special Rent, if applicable) and any other monetary charges as they become due, without terminating Tenant's right to sublet or assign this Lease, subject only to reasonable limitations as herein provided. During the period Tenant is in Default, Landlord shall have the right to do all acts necessary to preserve and maintain the Leased Premises as Landlord deems reasonable and necessary, including removal of all persons and property from the Leased Premises, and Landlord can enter the Leased Premises and relet them, or any part of them, to third parties for Tenant's account. Tenant shall be liable immediately to Landlord for all costs Landlord incurs in reletting the Leased Premises, including, without limitation, brokers' commissions, expenses of remodeling the Leased Premises required by the reletting, and like costs. Reletting can be for a period shorter or longer than the remaining Term.

16.2.2. Perform. Pay or perform such obligation due (but shall not be obligated to do so), if Tenant fails to pay or perform any obligations when due under this Lease within the time permitted for their payment or performance. In such case, the costs incurred by Landlord in connection with the performance of any such obligation will be additional rent due under this Lease and will become due and payable on demand by Landlord.

16.2.3. Terminate. Terminate Tenant's rights to possession by any lawful means, in which case this Lease shall terminate and Tenant shall immediately surrender possession of the Leased Premises to Landlord. In such event Landlord shall be entitled to recover from Tenant all damages incurred by Landlord by reason of Tenant's default, including, without limitation, the following: (A) the worth at the time of award of any unpaid Rent which had been earned at the time of such termination; plus (B) the worth at the time of award of the amount by which the unpaid Rent which would have been earned after termination until the time of award exceeds the amount of such Rent loss that is proved could have been reasonably avoided; plus (C) the worth at the time of award of the amount by which the unpaid Rent for the balance of the Term after the time of award exceeds the amount of such Rent loss that is proved could be reasonably avoided; plus (D) any other amount necessary to compensate Landlord for all the detriment proximately caused by Tenant's failure to perform its obligations under this Lease or which in the ordinary course of events would be likely to result therefrom; plus (E) at Landlord's election, such other amounts in addition to or in lieu of the foregoing as may be permitted from time to time by applicable State law. In addition, Landlord shall be entitled to recover from Tenant the unamortized portion of any Tenant improvement

allowance, free rent or other allowance provided by Landlord to Tenant and any brokerage commission or finder's fee paid or incurred by Landlord in connection with this Lease (amortized with interest at the Interest Rate on a straight line-basis over the Lease Term of this Lease.) Upon any such termination of Tenant's possessory interest in and to the Leased Premises, Tenant (and at Landlord's sole election, Tenant's subtenants) shall no longer have any interest in the Leased Premises, and Landlord shall have the right to make any reasonable repairs, alterations or modifications to the Leased Premises which Landlord in its sole discretion deems reasonable and necessary. The "worth at the time of award" of the amounts referred to in subparagraphs (A) and (B) above is computed by allowing interest at the maximum rate an individual is permitted by law to charge. The worth at the time of award of the amount referred to in subparagraph (C) above is computed by discounting such amount at the discount rate of the Federal Reserve Bank of San Francisco at the time of award plus one percent (1%).

- 16.2.4. Additional Remedies.** Pursue any other legal or equitable remedy available to Landlord. Unpaid installments of Rent and other unpaid monetary obligations of Tenant under the terms of this Lease shall bear interest from the date due at the rate of ten percent (10%) per annum until paid to Landlord.

- 17. DEFAULT BY LANDLORD; TRANSFER.** Landlord shall be in default if Landlord fails to perform any of the covenants or conditions required on its part to be performed pursuant to this Lease, where such failure continues for a period of thirty (30) days after receipt of written notice from Tenant specifying the nature and extent of such default in detail; provided, that if such default is of a nature it cannot reasonably be cured within a thirty (30) day period, then Landlord shall have such additional time as may be required to effect such cure, but only if Landlord commences the cure within such thirty (30) day period. Landlord shall not be liable to Tenant for any damages sustained as a direct result of such default. Neither Landlord nor any of its officers, employees, or agents shall be personally liable. Tenant's sole remedy for a default by Landlord is to terminate this Lease. In the event Landlord shall sell, convey, transfer or exchange the Property, Tenant agrees to recognize and attorn to the purchaser or transferee, as landlord hereunder and Landlord shall be and is relieved and released from any liability under any and all of its covenants and obligations under the Lease arising out of any act, occurrence or event arising after such sale, conveyance, transfer or exchange.

18. MISCELLANEOUS.

- 18.1. Entire Agreement.** This Lease contains all agreements and understandings of the parties and supersedes and cancels any and all prior or contemporaneous written or oral agreements, instruments, understandings, and communications of the parties with respect to the subject matter herein.
- 18.2. No Brokerage Commission.** Each party represents that it has not had dealings with any real estate broker, finder or other person, with respect to this Lease in any manner. Each party shall hold harmless the other party from all damages resulting from any claim that may be asserted against the other party by any broker, finder, or other person with whom the other party has or purportedly has dealt.
- 18.3. Rights Cumulative.** The rights and remedies of each party specified in this Lease shall be cumulative and shall inure to the benefit of the parties and its respective successors and assigns and be in addition to any other rights and remedies provided by law.

- 18.4. No Partnership.** Landlord is not, in any way or for any purpose, a partner of Tenant in the conduct of its business, or otherwise, or joint venture or a member of a joint enterprise with Tenant by reason of this Lease.
- 18.5. Quiet Possession.** Landlord covenants that Tenant, on the performance of its promises, conditions and covenants set forth in this Lease, shall and may peacefully and quietly have, hold and enjoy the Leased Premises for the Term of this Lease.
- 18.6. Authority.** Each party signing this Lease represents and warrants to the other that it has the authority to enter into this Lease, that the execution and delivery of this Lease has been duly authorized, and that upon such execution and delivery this Lease shall be binding upon and enforceable against the party.
- 18.7. Amendment.** This Lease shall not be amended, revised, modified or revoked at any time without the written agreement of both parties.
- 18.8. Time.** Time is expressly declared to be of the essence of this Lease and of each and every covenant, term, condition, and provision hereof.
- 18.9. Interest.** Any sums not paid when due shall bear interest at the rate of ten percent (10%) per annum but not to exceed the maximum rate allowed by law.
- 18.10. Binding Effect.** This Lease shall be binding on the parties, their representatives, successors, and assigns.
- 18.11. Governing Law.** This Lease shall be governed by, construed, interpreted and enforced in accordance with the laws of the State of California. If any legal action is necessary to enforce the terms and conditions of this Agreement, the parties agree that a court of competent jurisdiction in the County of Solano shall be the sole venue and jurisdiction for the bringing of such action.
- 18.12. Partial Invalidity.** If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall to any extent, be invalid or unenforceable, then the remainder of this Lease, or the application for such term, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant or condition of this Lease shall be valid and enforced to the fullest extent permitted by law.
- 18.13. Attorney's Fees.** If either party commences litigation against the other under this Lease, the prevailing party shall be entitled to recover from the other party such costs and reasonable attorneys' fees as may have been incurred, including any and all costs incurred in enforcing, perfecting and executing such judgment.
- 18.14. Notices.** Any notice herein required or permitted to be given shall be deemed given (i) three (3) days following the date the same is mailed, by United States certified mail, postage prepaid, return receipt requested, properly addressed to the party; or (ii) one (1) day following the date the same is mailed by a national overnight delivery service prepaid and delivery receipt requested, properly addressed to the party. Notices personally delivered shall be deemed given as of the date of personal delivery. Until changed, as hereinafter provided, notices and communications to the parties shall be addressed as follows:

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

With Copy to: City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94585
Attn: City Attorney

To Tenant: Mama Laine's Café
914 Craven Drive
Suisun City, CA 94585
Attn: Elaine Perkins-Smith

Either party may change the address for the purpose of this Section by giving written notice of the change to the other party in the manner provided in this Section.

- 18.15. Force Majeure.** In the event either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lock-outs, labor troubles, inability to procure materials, failure of power, governmental moratorium, riots, insurrection, war or other reason of a like nature not the fault of the party delaying in performing work or doing acts required under the terms of this Lease (but excluding delays due to financial inability), then performance of such act shall be excused for the period of such delay.
- 18.16. Construction.** The provisions contained herein shall not be construed in favor of or against either party but shall be construed as if both parties prepared this Lease. The headings contained in this Lease are inserted for convenience only and shall not affect in any way the meaning or interpretation of this Lease. The invalidity or unenforceability of any particular provision of this Lease shall not affect the validity or enforceability of the other provisions. In the event of invalidity or unenforceability of a particular provision, this Lease shall be construed in all respects as if the invalid or unenforceable provisions were omitted.
- 18.17. Waivers.** Either party's waiver of any breach of any provision contained in this Lease shall not be deemed to be a waiver of the same provision for subsequent acts of the other party.
- 18.18. Survival.** All indemnity obligations of Tenant under this Lease shall survive termination of this Lease.
- 18.19. Counterparts.** This Lease may be executed in several counterparts of which each shall be deemed a duplicate original but all of which shall constitute a single document.
- 18.20. Exhibits.** Exhibits A, B, C and D attached hereto are incorporated herein by reference.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Lease as of the dates specified below.

LANDLORD:

CITY OF SUISUN CITY,
a municipal corporation

By: _____
Greg Folsom, City Manager

ATTEST:

Anita Skinner, City Clerk

Date: _____, 2023

TENANT:

MAMA LAINE'S CAFÉ,
a sole proprietorship

By: _____
Elaine Perkins-Smith

Its: Owner and CEO

Date: _____, 2023

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

By: _____
Elena Gerli, City Attorney

EXHIBIT "A"
**SITE PLAN DEPICTING LOCATION OF LEASED PREMISES
AND INTERIOR COMMON AREAS**

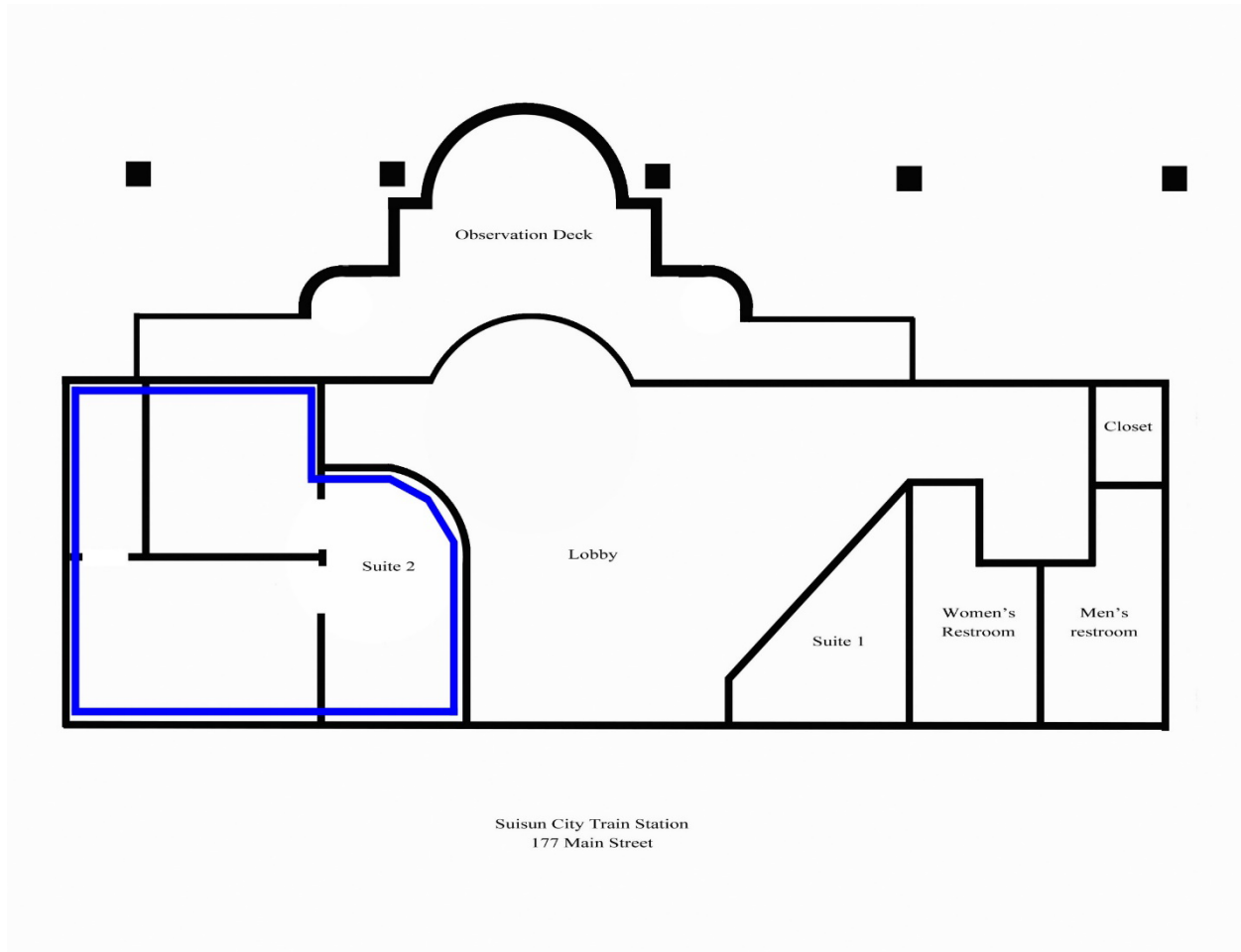


EXHIBIT "B"
LEASED PERSONAL PROPERTY

1. Hand-washing sink
2. Three-compartment sink
3. A 30"x72" food preparation table
4. Solid roll-down security gates
5. Customer service counter
6. Four (4) benches in the lobby area
7. Janitorial supplies (i.e. mops, brooms, mop bucket, etc.)
8. Three (3) tables and six (6) chairs

**EXHIBIT “C”
OPERATIONAL PLAN**

To be attached prior to execution.

EXHIBIT "D"
RULES AND REGULATIONS

1. Landlord shall have the right to prohibit any advertising or business conducted by Tenant referring to the Property which, in Landlord's opinion, tends to impair the reputation of the Property or its desirability as a first-class building and upon notice from Landlord, Tenant shall refrain from or discontinue such advertising or business upon Landlord's demand.
2. Tenant will keep windows and doors closed in order to maintain internal temperatures provided by the heat and air conditioning systems.
3. The Property entrances shall not be obstructed by any tenant or used for any other purpose than ingress or egress to and from its respective Leased Premises.
4. Tenant shall not bring into or keep within the Lease Premises any animal or vehicle, with the exception of service animals, or wheelchairs, motorized wheelchairs, and the like.
5. No curtains, blinds, shades or screens shall be attached to or hung in or used in connection with any window or door of the Leased Premises without the prior written consent of the Landlord.
6. The sashes, sash doors, skylights, windows and doors that reflect or admit light or air into public places in the Property shall not be covered or obstructed by Tenant, nor shall any bottles, parcels, trash, or other articles be placed on the window sills, or in the public portions of the Property.
7. Tenant shall not mark, paint, drill into or in any way deface any part of the Leased Premises or the Property. No boring, cutting, or stringing of wires shall be permitted, except with the prior written consent of Landlord, and as Landlord may direct.
8. Neither Tenant nor any of the Tenant's agents, servants, employees, contractors, visitors or licensees shall at any time bring or keep upon the Leased Premises any inflammable, combustible, or explosive fluid, chemical, or substance.
9. Tenant shall not contract for any work or service which might involve the employment of labor incompatible with the Property employees or employees of contractors doing work or performing services by or on behalf of the Landlord.
10. Tenant shall install and maintain at Tenant's sole cost and expense, an adequate visibly marked (at all times properly operational) fire extinguisher next to any duplicating or photocopying machine or similar heat producing equipment, which may or may not contain combustible material, in the Leased Premises.
11. The lavatories, water closets, and urinals in the restrooms shall not be used for any purpose other than those for which they were installed. Tenant shall immediately report water leaks to Landlord.
12. Use of Common Areas shall be consistent with the primary purpose of the particular space (i.e. lobby/waiting area shall primarily be used as a space for passengers to wait for their transportation service to arrive). Tenant may not place any property in the Common Area without Landlord's prior approval. Tenant assumes sole responsibility for any of its property placed within the Common Areas.
13. Some items (including, but not limited to, benches, water fountains, etc.) have been placed by Landlord within the Common Areas as enhancements to the Property. Such items may be removed or added at the discretion of the Landlord.

14. Common areas shall not be used for storage, unless specifically designed for that purpose and authorized in the Lease for Tenant's use (i.e. storage closets, etc.)
15. No hand-trucks or other vehicles (except those with rubber tires) shall not be used in the Property.
16. Landlord reserves the right by written notice to Tenant, to rescind, alter or waive any rule or regulation at any time prescribed for the Property when, in Landlord's judgment, it is necessary, desirable or proper for the best interest of the Property and its tenants.
17. Landlord is not responsible to any tenant for the non-observance or violation of the Rules and Regulations by any other tenant.
18. Tenant is responsible for the non-observance or violation of these Rules and Regulations by its employees, contractors, agents and customers.
19. No vehicle washing is permitted adjacent to the Leased Premises.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, 2023 before me, _____, a notary public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public

SEAL:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, 2023 before me, _____, a notary public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public

SEAL:

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AGENDA TRANSMITTAL

MEETING DATE: June 27, 2023

CITY AGENDA ITEM: Public Hearing: Marin Clean Energy, Community Choice Aggregation (CCA) - **(Recommend Continuance to Date Uncertain).**

- a. Council Waive Reading and Introduction of Ordinance No. __: Approving the Marin Clean Energy Joint Powers Agreement and Authorizing the Implementation of a Community Choice Aggregation Program; and
- a. Council Adoption of Resolution No. 2023-__: Requesting Membership in Marin Clean Energy,, Authorizing the Mayor to Execute the Memorandum of Understanding with Marin Clean Energy, and Authorizing the City Manager, or Designee, to Execute other Documents to Initiate Membership in Marin Clean Energy..

FISCAL IMPACT: None at this time.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: A Public Hearing Notice was published in the Daily Republic Newspaper, posted on the City's website, and posted at designated locations in the City.

STAFF REPORT: This item is not ready for presentation and is continued to a date uncertain.

STAFF RECOMMENDATION: Recommendation to continue to a date uncertain.

PREPARED BY:

Greg Folsom, City Manager

ATTACHMENTS:

NONE

AGENDA TRANSMITTAL

MEETING DATE: June 27, 2023

CITY AGENDA ITEM: /JOINT AGENDA ITEM:

Adoption of the Fiscal Year 2023-24 Annual Budget - (Deol: ldeol@suisun.com).

- a. Council Adopt Resolution No. 2023-__: Adopting the Annual Budget for the Fiscal Year 2023-24; and
- b. Agency Adopt Resolution No. SA 2023-__: Adopting the Annual Budget for the Fiscal Year 2023-24; and
- c. Authority Adopt Resolution No. HA 2023-__: Adopting the Annual Budget for the Fiscal Year 2023-24; and
- d. Council Adopt Resolution No. 2023-__: Adopting the Appropriations Limit for Fiscal Year 2023-24; and
- e. Council Adopt Resolution No. 2023-__: Adopting an Annual Update of the Master Fee Schedule.

FISCAL IMPACT: The General Fund is balanced fiscally. To balance the General Fund budget, funds will be transferred from the Stabilization fund, American Rescue Plan Act (ARPA) fund, Measure S and Successor Agency asset management reimbursement fund (Fund 320).

STRATEGIC PLAN: Provide Good Governance, Section 4.1 – Review and update required planning and financial documents as needed. Ensure Fiscal Solvency.

BACKGROUND: Staff has prepared the FY 2023-24 budget resolutions for Council's adoption along with a detailed worksheet of the proposed budget. Due to the labor negotiations process, staff did not have adequate time to prepare the full budget document. It will be distributed to the Council and available to the public in July, 2023. Staff has attached the budget resolutions that support the Council's action of approving the FY 2023-24 budget for the City, Agency, and Authority, as well as the budget worksheets that make up the funding for the budget.

The City is required by State law to annually adopt a balanced budget by June 30.

STAFF REPORT: The FY 2023-24 budget that has been prepared and submitted for Council consideration reflects the updated priorities expressed by the Council regarding the personnel changes that have been tentatively approved during labor negotiations.

To facilitate review, the proposed budget itself provides all the detail behind the work program proposed for FY 2023-24, including revenue and expenditure trends by Fund, staffing levels, and Department/Division work plans and service level changes.

FISCAL YEAR 2023-24 BUDGET

This section of the report will address the budget balancing strategy for the FY 2023-24 General Fund, as well as selected other funds. This section of the report is organized as follows:

- General Fund Resources
- General Fund Use of Resources
- General Fund Structural Analysis
- Discussion of Other Funds

Budget Challenges

Suisun City has historically had a significant challenge generating sufficient revenues to maintain city operations in the General Fund. Due to the lack of significant retail shopping centers and the lack of major employment centers, per capita revenues for sales tax receipts and property tax receipts generally run about 1/3 of the average California city, putting Suisun City at a significant disadvantage. In addition, Suisun City does not have a utility users tax and has a very low business license tax, unlike our neighboring cities. The lackluster per capita revenues is why service levels, staffing levels, and salaries are below average compared to surrounding cities.

For the upcoming fiscal year, General fund Expenditures are projected to exceed general fund Revenues. As presented, the budget will be balanced by utilizing Measure S revenues, new and existing cannabis revenues, new development, and the Stabilization (Reserve) Fund. The American Rescue Plan Act (ARPA) that was funding multiple personnel positions, premium pay, and a few major projects such as the Enterprise Resources Planning (ERP) software system has limited ability to balance the General Fund because those one-time funds are almost entirely committed. ARPA expenditures and availability is identified in Attachment 2.

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 two million dollars. Unless Council identifies a way to reduce expenditures, the City will need to use the Stabilization (Reserve) Fund to cover the shortfall of \$1,835,886. By doing so, the City will no longer be in compliance with the City Council adopted policy of keeping 20% of the operating budget as a reserve or emergency funding.

The Proposed Budget for FY 2023-24 is mostly status quo other than some significant personnel related changes. Personnel expenses are expected to be up significantly due to labor negotiations, salary adjustments and reclassifications, and increases in CalPERS and related incentives costs.

In May, 2023, the City Council approved the temporary ARPA premium pay to be converted to regular pay for all city employees. Public safety personnel received \$6 per hour, Dispatch personnel received \$4 per hour, and Miscellaneous personnel received \$2 per hour as premium pay that was then (in May) built into base salary. Originally, the premium pay expense of \$700,000 per year was funded through the American Rescue Plan Act (ARPA) fund and it was not eligible as “wages” for retirement benefits calculation purposes. Now that the premium pay has become part of the regular pay, it will be retirement eligible and the CalPERS cost has increased by approximately \$250,000. In addition, the incentive costs have increased by approximately \$20,000. Moving into the next fiscal year, this change will impact the General Fund significantly.

The City's Memorandums of Understanding (MOU) with all labor groups will expire on June 30, 2023. The City has been in the negotiations process to renew these MOU agreements. Due to the significant salary differences in comparison with surrounding cities, the City is facing significant challenges in hiring and retaining personnel in the Police Department. Since, the City salary range is significantly below market, it is difficult to attract new hires. Lack of appropriate staffing is impacting City services and operations. To correct these challenges, the City Council is considering some significant changes, including salary adjustments to bring positions to 90% of the median rate, and reclassification of some positions that will impact the City's budget by approximately \$1.2 million per year.

Personnel Changes: New Positions or Reclassification of Positions

1. Development Services Director (ARPA to Regular):

During FY 2021, the City recruited its Development Services Director position with the limited term of two years. This position is currently being funded through ARPA funds. The Development Services Director is a position that has normally been a General Fund position. Upon the vacancy of the position in 2019 by the previous Development Services Director, the City Manager absorbed the responsibilities until the current Development Services Director was hired in January 2022. The City Manager had taken on this responsibility from 2019 to 2022 for no additional pay, in order to save the City money.

However, due to successful economic development activities, development interest and activity had increased significantly by 2022 and the workload required hiring a Director to keep the development activity moving forward. Conversion of this position is critical to the City's operations and development. This position will impact the General Fund.

2. Administrative Assistant II (ARPA to Regular):

During FY 2021, the City recruited its Administrative Assistant II position with the limited term of two years. This position is currently being funded through the ARPA funds. This position had also previously been in the General Fund but was removed for salary savings. However, this position supports the Deputy City Clerk, the Mayor, and the City Manager and conversion of this position is critical to the City's operations and services. This position will impact the General Fund.

3. Associate Engineer (New):

This is a new position that is included in the Proposed Budget. This position is being funded through the Sewer Rehab Reserve Fund (Fund 188). Due to the significant workload and urgency of this project, this position is critical for the Public Works department. This position will not impact the General Fund.

4. Recreation Supervisor (New):

The City has received a Police Activities League grant for a significant project. Due to the increased responsibilities and duties, the Recreation, Parks, and Marina (RPM) department will require additional recreation supervisor position. This position will be funded through the Police Activities League grant (Fund 189). It does not have any fiscal impact on the General Fund.

5. Account Clerk III (Reclassification):

Due to the implementation of the new Enterprise Resources Planning (ERP) system, the workload and complexity of this position has increased significantly. This position has been performing job functions that are considered Account Clerk III level. This position is reimbursed by SSWA and has no fiscal impact on the General Fund.

6. Administrative Assistant (Part-time to Full-time):

The Recreation, Parks and Marina (RPM) department is facing challenges with staffing and struggling to get to pre-COVID level with its various programs. The additional workload and lack of staffing makes this position work extra hours. Converting this position from part-time to full-time level will benefit the departmental operations tremendously.

General Fund and Measure S Fund Fiscal Analysis

The General Fund is the primary fund that is used by the City for daily operations. The 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 \$22,622,252 in total resources (including transfer ins and beginning balance) and \$24,426,494 in total expenditures (including transfer outs) resulting in a General Fund shortfall or ending balance of \$(1,804,242). Without any changes to expenditures, in

order to balance the budget, staff must transfer \$1,804,242 from the Stabilization (Reserve) Fund (Fund 015).

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. However, as a general tax it can be used for any legal purpose as determined by the City Council, meaning it is not restricted to any particular use.

The Proposed Budget for Measure S has \$3,754,500 in total revenues and \$3,754,500 in total expenditures. The Measure S Fund is transferring out \$2.2M to the General Fund and \$327,443 to Dispatch Support Services fund to cover 16 public safety positions totaling about \$2,410,408. It is also currently proposed to fund \$616,000 for Street Improvements, \$215,000 for the SR12 Clean CA Grant match, and \$225,000 for software agreement payments for the RIMS software used by the Police Department.

The following positions are funded through Measure S:

- Police Officers (4)
- Public Safety Dispatchers (3)
- Code Enforcement Officer (1)
- Fire Marshal (1)
- Fire Division Chief (1)
- Fire Captains (3)
- Fire Engineers (3)
- Computer Technician (1)

Revenue Loss Recovery Fund and American Rescue Plan Act (ARPA) Fund Resources

The City received a total of \$7.1 million during FY 2021-22 and FY 2022-23 from ARPA. ARPA funded a few positions and many capital improvement projects. The proposed budget includes a fund balance of \$3,095,391 for the ARPA fund and \$1,121,436 fund balance for the Revenue Loss Recovery Fund.

The following projects are included in the FY 2023-24 Proposed Budget:

American Rescue Plan ACT Fund:

- ERP Project \$423K
- ERP Project Management \$150K
- Accrual Leave Pay off \$140K
- Council Chamber Communication System \$50K
- Fire Station Bathroom Remodeling \$350K
- Hwy 12 Storm Drainpipe Line \$376K
- Kellogg Pump Station Channel \$200K
- Harbor Theater Improvements \$200K
- Community Garden Project \$320K

Revenue Loss Recovery Fund:

- Roads and Streets \$591K
- Fire Station Bathroom Remodeling \$300K
- Accrual Leave Pay off \$185K
- Bulletproof windows for PD \$45K

General Fund Resources

General Fund Resources are a combination of the Beginning Balance (which is a one-time resource), transfers from the Measure S Fund (F012), ARPA (Fund 167), and SA Asset Management fund (Fund 320) and ongoing revenues. The General Fund Resources assumptions include the following:

Beginning Balance

- Carryover from the prior year of \$1,582,738.

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 revenue assumptions in the budget concept:

- The City Council has approved two cannabis dispensaries to be open within the City limits and there are two hotels that pay Transient Occupancy Tax (TOT). The Proposed Budget includes \$1,540,000 in combined revenue.
- Property Taxes are projected to have 3-5% increase.
- Measure S Sales and Use Tax is projected to have about 3-5% increase.
- Building License and Permits revenue are projected at \$400,000.

Overall, revenues (exclusive of the beginning balance) are expected to decrease by approximately \$4.5M over the FY 2022-23 amended budget, primarily the result of no additional ARPA funding, and no roll over beginning balance of Measure S.

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 General Fund Use of Resources assumptions are presented below:

Operating Budget

- Personnel Services costs have increased by \$1M or 7% from the FY 2022-23 Amended Budget due to labor negotiations and some job reclassifications. Also, during May 2023, Council approved premium pay, which started as a temporary pay for a two-year term, to become regular pay. Due to this conversion, the General Fund budget increased by approximately \$1M including benefits and incentives.

Overall, the Operating Budget would see a decrease of 4%, or \$(1,087,989), mainly the transfer out to the Stabilization Fund. Since, the GF has a shortfall of \$1,804,242, there will not be any funds available to put towards the emergency reserve. Perhaps, the Staff will have to transfer the final shortfall amount from the Stabilization Fund to balance the General Fund.

Emergency Reserve

- The FY 2023-24 Budget has a carryover balance from prior years with the amount of

\$5,157,644. The City is using some reserve funds to balance the FY 2023-24 General Fund budget. The City has a policy to have 20% of the operating budget as Emergency Reserve. The City will not be in compliance with this policy after utilizing some funds to balance the FY 2023-24 Budget.

General Fund Structural Analysis

The structural analysis compares ongoing revenues against ongoing expenditures. The General Fund is not self-sustaining. It has a structural shortfall of nearly \$4.3 million made up as follows:

- \$2.2M Measure S fund
- \$500k Fund 320 (Successor Agency)
- \$1.6M General Fund beginning balance

The City has been using Measure S and one-time monies to fill this structural shortfall. The City must continuously look for ways to find new ongoing revenues.

GANN APPROPRIATIONS LIMIT

In November 1979, California voters approved Proposition 111, “The Gann Initiative” which is incorporated in Article XIII B of the California State Constitution. Proposition 111 limits the amount of tax revenue that State and local government agencies can appropriate. A jurisdiction’s annual appropriations limit is calculated based upon the level of appropriations in fiscal year 1978-79 and subsequent changes in the local population and cost of living.

A jurisdiction may choose between two population growth factors and two cost of living factors when calculating its appropriations limit. The choice offered regarding population growth is between the growth in city or county population. The California State Department of Finance (DOF) provided the 2023 population growth rates for the City of Suisun City and Solano County as -1.17% and -0.52%, respectively. The City used the City population growth factor, which was -1.17%. The choice offered for the annual cost of living factor is between the growth in California per capita income and the growth in non-residential assessed valuation due to new construction within the City. The City used the growth in California per capita income, which was 4.44%.

The City is required, by the State Constitution, to annually establish and adhere to a limit on the amount of its appropriations. The limit is prescribed by a State formula. For the fiscal year (FY) 2023/2024, staff has calculated that the appropriations limit is \$21,196,139. Per the adopted budget, the City expects to collect, and has budgeted to appropriate, \$14,114,054 of Proposition 111 covered revenue, \$7,082,085 below the appropriations limit.

Analysis

FY 2023/2024 Allowed Appropriations Limit	\$ 21,196,139
FY 2023/2024 Appropriations Limit	\$ 14,114,054
Balance Over (Under) Available Limit	\$ (7,082,085)

MASTER FEE SCHEDULE

In September 2016, Council approved a comprehensive update to the City’s Master Fee Schedule based upon a User Fee Study prepared by Matrix Consulting Group (Matrix). The previous such study was conducted in 1986, and the previous fee adjustment was in 2012. The purpose of the User Fee Study was to identify the full direct and indirect costs associated with providing services to individuals or businesses in the City.

Best practices described in the User Fee Study called for periodic updates of two types:

- **Comprehensive Update** every five years to revisit the analytical structure, service levels estimates and assumptions of the previous study, and
- **Annual Adjustments** to the fee schedule based upon published economic factors, such as the Consumer Price Index (CPI), and/or the City's own labor cost increases.

The update to the Master Fee Schedule proposed by Staff is of the second type, a periodic update of existing fees. In this instance, staff is proposing to adjust many fees by a CPI factor of 4.9%.

Legal Parameters

Article XIII of the State Constitution (Proposition 13) provides that local governments may charge "costs reasonably borne" when providing services to individuals, developers, or businesses. These are the types of fees that are listed in the Master Fee Schedule. If the City sets the fee above the actual costs (direct and in -direct), then the difference would be a "tax" that must receive voter approval or not be imposed. If the City sets a fee below its full-cost recovery, then the taxpayers of the City are subsidizing the provision of those services that only benefit individuals, developers or businesses. Choosing whether to set fees at full-cost recovery rates is a policy decision that is left to the City Council to make.

In September 2018, Council updated fees to reflect actual City costs and economy-based cost adjustments based on the Consumer Price Index and the Construction Cost Index published by the Engineering News Review (ENR).

Fee Schedule Highlights

Attached to this report is the complete updated fee schedule. Below are summaries of the proposed changes by department:

Police Department

Fees charged by the Police Department fall under three primary categories:

- Direct fees for service – A CPI factor rounded to the nearest dollar was applied resulting in small increases.
- California Vehicle Code fines – There are no changes recommended at this time.
- Suisun City Code violations – There are no changes recommended at this time.

Because most of the Police Department fees are set by statute, staff recommends Council provide staff authorization to update the Master Fee Schedule for fees that are determined by independent statute over which the City has no discretion between annual updates.

Fire Department

The Fire Department administers very few fee programs that are not described in City Code. Changes are proposed to the Fire Inspection Fees to recover direct and indirect costs.

Public Works Engineering

Five fees are listed under Public Works, as well as an hourly rate for services that do not neatly fit within one of the identified fees. All were adjusted by the 4.9% CPI factor rounded to the nearest whole dollar.

Recreation, Parks & Marina

Unlike fees charged in Departments, most charges in the Recreation, Parks and Marina Department are

rental fees, not charges for services, and are essentially market-driven activities. Due to COVID-19 “Stay-at- Home” order, majority of the RPM programs and services were stopped in March 2020. Since the City is starting these programs again, there are not any fee increases proposed for the RPM programs.

Building

In 2016, the City converted from a valuation to a square-footage calculation for building inspection fees supplemented by per unit charges for specific mechanical, plumbing and electrical applications, as well as common home improvement or basic remodeling activities.

In 2018, the number of permit categories was reduced by more than 50 by combining similar fee categories that required similar levels of work.

Miscellaneous Building schedule has adjusted by the CCCI of 9.3% annual rate of 2022.

Business License, Water, & Sewer

These schedules are provided to assist citizens and staff in locating these taxes and user fees. They are either established within the Suisun City Code or set by the Suisun Solano Water Authority or the Fairfield-Suisun Sewer District. Water Connection Fees and Water Meter set fees have increased.

Miscellaneous

The fees on this schedule received an adjustment 4.9% CPI factor rounded to the nearest whole dollar.

Development Services

In 2018, all Development Services fees were adjusted to the full cost recovery level except for Planned Unit Development of less than 5 acres. According to the Development Impact Fee Study completed in 2016, the City may annually adjust these fees charged for new development by an established index reflecting the increase in construction costs. Fees for which adjustments were indicated were increased by the CPI of 4.9%

Discussion Options:

Staff would recommend the City Council discuss the below listed items to provide direction. These items were presented to the Council on June 20th and staff was advised to bring these options back on June 27th, along with cost alternative options and to determine Return on Investment (ROI) information for Council to consider effective use of funds.

1. Roads and Streets (Measure S/ARPA) \$1.2M

The proposed budget includes a total of \$1.2M from Measure S and Revenue Loss Recovery Fund which is part of ARPA funding. Measure S allocation is \$616,000 and Revenue Loss Recovery fund allocation is \$591,436. This \$1.2M is for one road project to repave sections of Merganser and Wigeon Way. After looking and considering alternatives, Staff is proposing an option to purchase pot-hole patching equipment that will allow staff to do a better job of addressing potholes year round throughout the city, rather than just repair the sections of two roads. To accomplish the maintenance needs, staff will need to purchase the following equipment:

- Infrared Asphalt Heaters & Patchers Skid Steer Attachment (\$80K - \$120K)
- Vibratory Plate Compactor (\$5K)
- Drag Box Attachment for Skid Steer (\$10K)
- Dump trucks with a Class “C” dump truck (\$100K)
- Trailer (\$20K)

- Sweeper Attachment to Skid Steer (\$15K)
- Asphalt Hot Box (\$30K) (added this equipment since the May 30th Meeting)
- Contingency 10% (\$30K)

The total cost comes to approximately \$330,000 (including 10% contingency). If Council will consider this alternative, it will free up \$870,000 that can be transferred to the General Fund to reduce the amount of Reserve needed to balance the FY 2023-24 Budget.

2. Fire Station Bathroom Remodeling (ARPA/Revenue Loss Recovery) \$650K

The proposed budget includes \$650,000 from the ARPA and Revenue Loss Recovery Funds. In looking at possible reductions and in consultation with the Fire Department and others, Staff has modified the scope of this project. The following are the immediate repairs that are needed:

- The project for the fire wall separation (fire code issue) includes framing, drywall (remove + replace), creating access to the “attic space” and some electrical. Estimated cost: \$140,000.
- The sewer line is starting to clog due to damage to the line. The last quote from Roto Rooter to replace was \$10,000 in 2020, so staff is assuming an increase in cost to \$15,000.

The total cost for these repairs is \$155,000. If Council will consider this alternative, it will make \$495,000 available to be used to balance the budget shortfall.

These projects are included in the Proposed Budget but the projects have not initiated yet. Considering that the General Fund is utilizing \$1,835,886 from the Stabilization (Reserve) Fund to balance the budget, Council could consider moving forward with the above listed alternatives and only use \$470,886 from reserves.

3. ARPA Reallocation

There is not much left, but there are some funds that could be reallocated from ARPA funds (see attached).

4. Budget Worksheets

The entire budget worksheets that are used to put together the budget are included for discussion.

Implementation

Supporting resolutions for Council action to formally adopt the FY 2023-24 Budget are included. Five resolutions are attached which, taken together, represent the formal actions needed to adopt the FY 2023-24 Annual Budget for the City, Agency, and Authority. These resolutions include the following:

- **City Annual Appropriation Resolution** – This resolution appropriates City resources to departments within Funds.
- **Agency Annual Appropriation Resolution** – This resolution appropriates Agency resources to departments within Funds.
- **Authority Annual Appropriation Resolution** – This resolution appropriates Authority resources to departments within Funds.
- **Gann Limit Resolution** – This resolution is required by the State Constitution to set the annual appropriations limit for FY2022-23.
- **Council Adoption of Master Fee Schedule Resolution** - Adopting the Master Fee Schedule for Fiscal Year 2022-23.

These resolutions are consistent with the budget that was presented.

STAFF RECOMMENDATION: It is recommended that the Council/Agency/Authority:

1. Receive a staff presentation on the FY 2023-24 Annual Budget; and
2. Open the Public Hearing on the Annual Budget and Master Fee Schedule; and
3. Receive testimony; and
4. Close the Public Hearing; and
5. Provide direction for any modifications to the budget to reduce the amount of Reserve used to balance the budget; and
6. Approve the FY 2023-24 Annual Budget and resolutions.
 - a. **Council** Adopt Resolution No. 2023-__: Adopting the Annual Budget for the Fiscal Year 2023-24; and
 - b. **Agency** Adopt Resolution No. SA 2023-__: Adopting the Annual Budget for the Fiscal Year 2023-24; and
 - c. **Authority** Adopt Resolution No. HA 2023-__: Adopting the Annual Budget for the Fiscal Year 2023-24; and
 - d. **Council** Adopt Resolution No. 2023-__: Adopting the Appropriations Limit for the Fiscal Year 2023-24.
 - e. **Council** Adopt Resolution No. 2023-__: Adopting the Master Fee Schedule for the Fiscal Year 2023-24.

DOCUMENTS ATTACHED:

1. Resolution No. 2023-__: Adopting the Annual Budget for Fiscal Year 2023-24
2. Resolution No. SA 2023-__: Adopting the Annual Budget for Fiscal Year 2023-24
3. Resolution No. HA 2023-__: Adopting the Annual Budget for Fiscal Year 2023-24
4. Resolution No. 2023-__: Adopting the Appropriations Limit for Fiscal Year 2023-24
 - a. Exhibit A
 - b. Exhibit B
5. Resolution No. 2023-__: Adopting the Master Fee Schedule for Fiscal Year 2023-24
 - a. Master Fee Schedule
6. Summary of Proposed Budget Worksheet for Fiscal Year 2023-24
7. ARPA Funds Allocation worksheet
8. Detailed Proposed Budget Worksheet for Fiscal Year 2023-24 (Due to size the attachment is available online at: <https://www.suisun.com/files/sharedassets/suisuncity/departments/finance-department/documents/proposed-budgets/fy-2023-24-proposed-budget-detailed.pdf>)

PREPARED BY:

Lakhwinder Deol, Finance Director

REVIEWED BY:

Greg Folsom, City Manager

APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

- 1 [Resolution No. 2023-__ Adopting the Annual Budget for Fiscal Year 2023-24.pdf](#)
- 2 [Resolution No. SA 2023-__ Adopting the Annual Budget for Fiscal Year 2023-24.pdf](#)
- 3 [Resolution No. HA 2023-__ Adopting the Annual Budget for Fiscal Year 2023-24.pdf](#)
- 4 [Resolution 2023-__ Adopting the Annual Appropriations Limit for Fiscal Year 2023-24.pdf](#)
- a [Exhibit A.pdf](#)
- b [Exhibit B.pdf](#)

5 Resolution No. 2023-_____ Adopting the Master Fee Schedule for Fiscal Year 2023-24.pdf
a Master Fee Schedule.pdf
6 Proposed Summary Budget Worksheet for FY 2023-24.pdf
7 FY_2023-24_ARPA_Appropriations_06.22.23.pdf

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3 **RESOLUTION NO. 2023 -__**

4 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY ADOPTING THE ANNUAL**
5 **BUDGET FOR THE FISCAL YEAR 2023-24**

6 **WHEREAS**, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

7 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL:**

8 **PART I**

9 **THAT** the amounts set forth for the purposes described in the Annual Budget Business and Financial Plan for Fiscal Year 2023-24 City of Suisun City, California, presented for City Council review and attached hereto shall, upon the adoption of this Resolution, become the budget for the City of Suisun City for Fiscal Year 2023-24; and

11 **PART II**

12 **THAT** the general provisions governing this Resolution shall be as follows:

13 **SECTION 1. APPROPRIATION OF THE FY 2023-24 ANNUAL BUDGET.** Monies are hereby appropriated from each of the several funds of the City to each department of the City in the amounts set forth herein for personnel services, supplies & services, interdepartmental charges, non-recurring costs, special activities, and capital improvements.

15 **SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.**

- 16 a. Consistent with the Financial Policies of the City that are contained in the City of Suisun City FY 2023-24 Annual Budget, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of at least three members of the City Council. Administrative changes within the department/fund level may be made without the approval of the City Council pursuant to Section 2(d) of this Part.
- 19 b. For accounting and auditing convenience, accounts may be administratively established to receive transfers of appropriations from department appropriations for capital improvements and special activities in two or more different funds for the same project.
- 21 c. Department appropriations in Internal Service Funds (ISF) may be administratively adjusted, provided no amendment to this Resolution would be required to adjust the appropriation in the department receiving the service from the ISF.
- 23 d. Any adjustments made pursuant to Subsections (a), (b) or (c) of this Section shall be made consistent with written guidelines established by the City Manager.

24 **SECTION 3. TRANSFER WITHIN AN APPROPRIATION.** The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expended for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

27 **SECTION 4. CONTRADICTION PROVISIONS OF PREVIOUS RESOLUTIONS.** Any other prior Resolution or provision thereof of the City Council respecting the appropriation and administration of the FY 2023-24 Annual Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the City shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the City Council reallocates such appropriations by amending this Resolution as provided in Section 2(a) of this Part.

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SECTION 5. ADMINISTRATION. The City Manager or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the City Clerk and the Administrative Services Director a copy of, and subsequent amendments to, this Resolution following its adoption by the City Council.

SECTION 6. CLERICAL CORRECTIONS. The adoption of this Resolution implements the motions and actions of the City Council with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the City Council hereby directs responsible City staff members to make necessary technical and clerical corrections to this Resolution and attachments to implement the intent of the City Council. Such corrections shall not alter, in any manner, the substance or intent of the City Council's adoption of this Resolution.

PART III

THAT pursuant to City Code Section 2.40.130 - Layoff and Re-employment, the City Council hereby finds that it is necessary to reduce the workforce in the interest of economy or because the necessity of the positions no longer exists and abolishes the following positions: Assistant/Associate Planner - Assistant, Office Assistant, Recreation Coordinator - Senior Center. The Council further ratifies layoff notices served on Employees in the effected positions on or about June 18 consistent with provisions of Admininstrative Directive 7 - Personnel Rules and Regulations Section 13.2 0 Layoffs and Re-employment.

PASSED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting thereof held on the 27th day of June 2023 by the following vote:

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

WITNESS my hand and seal of the said City this 27th day of June 2023.

Anita Skinner
City Clerk

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WHEREAS, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY

PART I

THAT pursuant to Section 33606 of the California Health & Safety Code, redevelopment agencies are required to adopt administrative and accounting procedures consistent with the city or county government with which they are associated. Accordingly the Successor Agency to the Redevelopment Agency of the City of Suisun City (hereinafter “Agency”) is required to adopt and administer its Annual Budget in a manner consistent with the procedure used by the City of Suisun City (hereinafter “City”).

THAT the amounts set forth for the purposes described in the Annual Budget Business and Financial Plan for Fiscal Year 2023-24 City of Suisun City, California, presented for City Council/Agency Board review and attached hereto shall, upon the adoption of this Resolution, become the budget for the Agency for Fiscal Year 2023-24; and

PART II

THAT the general provisions governing this Resolution shall be as follows:

SECTION 1. APPROPRIATION OF THE FY 2023-24 BUDGET. Monies are hereby appropriated from each of the several funds of the Agency to each department of the Agency in the amounts set forth herein for personnel services, supplies & services, interdepartmental charges, non-recurring costs, debt service, capital improvements, and special projects. The Agency determines that funds expended from the Housing Set-Aside Fund for planning and administrative expenditures are necessary for the production, improvement and preservation of low- and moderate-income housing for FY 2023-24.

SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.

a. Consistent with the Financial Policies of the Agency that are contained in the City of Suisun City FY 2023-24 Annual Budget, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of at least three members of a quorum of the Agency Board. Administrative changes within the department/fund level may be made without the approval of the Agency Board pursuant to Subsection (d) of this Section.

b. For accounting and auditing convenience, accounts may be administratively established to receive transfers of appropriations from department appropriations for capital improvements and special projects in two or more different funds for the same project.

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c. Any adjustments made pursuant to Subsections (a) or (b) of this Section shall be made consistent with written guidelines established by the City Manager of the City.

SECTION 3. TRANSFER WITHIN AN APPROPRIATION. The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expended for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

SECTION 4. CONTRADICTORY PROVISIONS OF PREVIOUS RESOLUTIONS. Any other prior Resolution or provision thereof of the Agency respecting the appropriation and administration of the FY 2023-24 Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the Agency shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the Agency Board reallocates such appropriations by amending this Resolution as provided in Subsection 2(a) of this Part.

SECTION 5. ADMINISTRATION. The Executive Director or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the Agency Secretary and the Finance Officer a copy of, and subsequent amendments to, this Resolution following its adoption by the Agency Board.

SECTION 6. CLERICAL CORRECTIONS. The adoption of this Resolution implements the motions and actions of the Agency Board with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the Agency Board hereby directs responsible Agency staff members to make necessary technical and clerical corrections to this Resolution to implement the intent of the Agency Board. Such corrections shall not alter, in any manner, the substance or intent of the Agency Board's adoption of this Resolution.

PASSED AND ADOPTED at the Regular Meeting of the City Council Acting as the Successor Agency to the Redevelopment Agency of the City of Suisun City duly held on Tuesday, the 27th day of June 2023, by the following vote:

AYES:	Board Members:
NOES:	Board Members:
ABSENT:	Board Members:
ABSTAIN:	Board Members:

WITNESS my hand and seal of the said Agency this 27th day of June 2023.

Anita Skinner
City Clerk

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RESOLUTION NO. HA 2023 -__

**RESOLUTION OF THE SUISUN CITY HOUSING AUTHORITY ADOPTING THE ANNUAL
BUDGET FOR THE FISCAL YEAR 2023-24**

WHEREAS, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE SUISUN CITY HOUSING AUTHORITY:

PART I

THAT in order to ensure that administrative and accounting procedures consistent with the City's practices are utilized, Suisun City Housing Authority (hereinafter "Authority") hereby adopts its Annual Budget in a manner consistent with the procedure used by the City of Suisun City (hereinafter "City").

THAT the amounts set forth for the purposes described in the Annual Budget Business and Financial Plan for Fiscal Year 2023-24 City of Suisun City, California, presented for City Council/Authority Board review and attached hereto shall, upon the adoption of this Resolution, become the budget for the Authority for Fiscal Year 2023-24; and

PART II

THAT the general provisions governing this Resolution shall be as follows:

SECTION 1. APPROPRIATION OF THE FY 2023-24 BUDGET. Monies are hereby appropriated from each of the several funds of the Authority to each department of the Authority in the amounts set forth herein for personnel services, supplies & services, interdepartmental charges, non-recurring costs, debt service, capital improvements, and special projects.

SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.

a. Consistent with the Financial Policies of the Authority that are contained in the City of Suisun City FY 2023-24 Annual Budget, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of at least three members of the Authority Board. Administrative changes within the department/fund level may be made without the approval of the Authority Board pursuant to Subsection (d) of this Section.

b. For accounting and auditing convenience, accounts may be established to receive transfers of appropriations from department appropriations for capital improvements & special projects in two or more different funds for the same project.

c. Any adjustments made pursuant to Subsections (a) or (b) of this Section shall be made consistent with written guidelines established by the City Manager of the City.

SECTION 3. TRANSFER WITHIN AN APPROPRIATION. The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expended for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

SECTION 4. CONTRADICTORY PROVISIONS OF PREVIOUS RESOLUTIONS. Any other prior Resolution or provision thereof of the Authority respecting the appropriation and administration of the FY 2023-24 Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the Authority shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the Authority Board reallocates such appropriations by amending this Resolution as provided in Subsection 2(a) of this Part.

SECTION 5. ADMINISTRATION. The Executive Director or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the Authority Secretary and the Finance Officer a copy of, and subsequent amendments to, this Resolution following its adoption by the Authority Board.

SECTION 6. CLERICAL CORRECTIONS. The adoption of this Resolution implements the motions and actions of the Authority Board with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the Authority Board hereby directs responsible Authority staff members to make necessary technical and clerical corrections to this Resolution to implement the intent of the Authority Board. Such corrections shall not alter, in any manner, the substance or intent of the Authority Board's adoption of this Resolution.

PASSED AND ADOPTED at the Regular Meeting of the Suisun City Housing Authority City duly held on Tuesday, the 27th day of June 2023, by the following vote:

AYES:	Board Members:
NOES:	Board Members:
ABSENT:	Board Members:
ABSTAIN:	Board Members:

WITNESS my hand and seal of the said Housing Authority this 27th day of June 2023.

Anita Skinner
City Clerk

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WHEREAS, on November 6, 1979, the voters of California added Article XIII B to the State Constitution, placing limitations on the appropriations of the proceeds of taxes generated by state and local governments; and

WHEREAS, the City of Suisun City has complied with all of the provisions of Article XIIB in determining the appropriations limit for Fiscal Year 2023-24.

Appropriation Limit Fiscal Year 2023-24	\$21,196,139	
Appropriations Subject to Limit		<u>14,114,054</u>
Balance Over (Under) Available Limit		(\$7,082,085)

AYES: Councilmembers: _____

NOES: Councilmembers: _____

ABSENT: Councilmembers: _____

ABSTAIN: Councilmembers: _____

Anita Skinner
City Clerk

CITY OF SUISUN FY 2023-24 ANNUAL BUDGET
EXHIBIT A: Allocation of Revenue for Gann Limit Calculation

<u>Budget Activity</u>	<u>Proceeds of Taxes</u>	<u>Non-Proceeds</u>	<u>Total</u>
Beginning Balance	\$ -	\$ 3,418,623	\$ 3,418,623
Property Taxes/VLF	\$ 5,749,854	\$ -	\$ 5,749,854
Transient Occup Tax	\$ 740,000	\$ -	\$ 740,000
Sales & Use Taxes	\$ 7,119,200	\$ -	\$ 7,119,200
Property Transfer Taxes	\$ 205,000	\$ -	\$ 205,000
Business License Taxes	\$ 300,000	\$ -	\$ 300,000
Off-Highway Motor Vehicle	\$ -	\$ -	\$ -
Franchise Fees	\$ -	\$ 1,233,800	\$ 1,233,800
In Lieu Sales Tax	\$ -	\$ -	\$ -
Licenses & Permits	\$ -	\$ 658,800	\$ 658,800
Fines & Forfeitures	\$ -	\$ 251,700	\$ 251,700
Use of Money and Property	\$ -	\$ 63,010	\$ 63,010
Intergovernmental Revenues	\$ -	\$ 270,550	\$ 270,550
Charges for Services	\$ -	\$ 4,145,870	\$ 4,145,870
Other Misc Revenues	\$ -	\$ 160,200	\$ 160,200
Other Revenues-Transfer In	\$ -	\$ 1,617,637	\$ 1,617,637
Total Resources	<u>\$ 14,114,054</u>	<u>\$ 11,820,190</u>	<u>\$ 25,934,244</u>
Total Use of Resources			
Operating Costs	\$ 14,114,054	\$ 9,425,534	\$ 23,539,588
Capital Costs	\$ -	\$ -	\$ -
Transfer to Other Funds	\$ -	\$ 2,234,316	\$ 2,234,316
Debt Service Costs	\$ -	\$ 160,340	\$ 160,340
Total Use of Resources	<u>\$ 14,114,054</u>	<u>\$ 11,820,190</u>	<u>\$ 25,934,244</u>

EXHIBT B: Calculation of Gann Spending Limit

Fiscal Year	CPI/PCI	Population	Allowed Limit	Proceeds of Taxes
1985-86	1.0374	1.0222	2,444,778	1,642,502
1986-87	1.0230	1.1081	2,771,366	1,455,056
1987-88	1.0347	1.0688	3,064,819	1,548,634
1988-89	1.0466	1.0642	3,413,570	1,856,964
1989-90	1.0519	1.0949	3,931,495	2,095,784
1990-91	1.0421	1.0993	4,503,844	2,436,169
1991-92	1.0414	1.0589	4,966,562	2,413,941
1992-93	1.0162	1.0333	5,215,086	2,280,000
1993-94	1.0272	1.0245	5,488,181	2,290,000
1994-95	1.0071	1.0329	5,708,991	2,292,331
1995-96	1.0472	1.0354	6,190,092	2,385,800
1996-97	1.0467	1.0160	6,582,836	2,304,000
1997-98	1.0467	1.0163	7,002,566	2,435,010
1998-99	1.0415	1.0175	7,420,803	2,644,030
1999-00	1.0453	1.0222	7,929,170	2,782,240
2000-01	1.0491	1.0196	8,481,535	3,152,650
2001-02	1.0782	1.0099	9,235,324	3,483,510
2002-03	0.9873	1.0100	9,209,216	3,379,230
2003-04	1.0231	1.0103	9,518,995	3,189,640
2004-05	1.0328	1.0197	10,024,893	3,310,280
2005-06	1.0526	1.0085	10,641,896	4,057,440
2006-07	1.0396	1.0053	11,121,951	4,556,720
2007-08	1.0442	1.0123	11,756,387	4,490,400
2008-09	1.0429	1.0122	12,410,317	4,498,800
2009-10	1.0062	1.0294	12,854,387	4,279,800
2010-11	0.9746	1.0061	12,604,306	3,902,700
2011-12	1.0251	0.9985	12,901,293	3,957,300
2012-13	1.0377	0.9995	13,380,978	4,270,900
2013-14	1.0512	1.0042	14,125,161	4,051,300
2014-15	0.9977	1.0063	14,181,457	4,481,300
2015-16	1.0382	1.0105	14,877,782	5,941,800
2016-17	1.0537	1.0057	15,766,076	6,411,500
2017-18	1.0369	1.0044	16,419,775	8,501,800
2018-19	1.0367	1.0014	17,046,212	9,172,300
2019-20	1.0385	1.0000	17,702,491	8,678,800
2020-21	1.0373	0.9969	18,305,870	9,081,726
2021-22	1.0573	0.9991	19,337,377	11,087,097
2022-23	1.0755	0.9874	20,535,302	13,602,564
2022-24	1.0444	0.9883	21,196,139	14,114,054

1 **RESOLUTION NO. 2023 -**

2 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY**
3 **ADOPTING AN ANNUAL UPDATE OF THE MASTER FEE SCHEDULE**

4 **WHEREAS**, pursuant to Article XIIB of the Constitution of the State of California, it
5 is the intent of the Suisun City Council to ascertain and recover costs reasonably borne from
6 fees and charges levied therefore in providing certain City regulation, products or services;
7 and

8 **WHEREAS**, in 2016, the City retained Matrix Consulting Group, under appropriate
9 competitive bidding procedures, to conduct the Cost of Services (User Fee) Study that
10 identifies the full cost of services and products provided to the public, which study the City
11 Council considered and approved on July 26, 2016; and

12 **WHEREAS**, the City Council directed staff to prepare a comprehensive update of the
13 Master Fee Schedule utilizing the findings of the study, and that update was adopted on
14 September 6, 2018; and

15 **WHEREAS**, the study recommended incremental annual increases in user fees
16 utilizing a published economic factor and/or the City's own labor costs; and

17 **WHEREAS**, the City Council has duly noticed, called and held a Public Hearing on
18 the proposed annual update to the Master Fee Schedule, including the Development Impact
19 Fees.

20 **NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of
21 Suisun City hereby amends and updates the Master Fee Schedule as reflected in Exhibit A
22 hereto to become effective on July 1st for Miscellaneous Fees, and on August 21st, (sixty (60)
23 days after adoption) for Development Services and Community Development Fees, as
24 provided in California Government Code section 66000 *et seq.*; and

25 **FURTHER RESOLVES** that Staff may update fees listed on the Master Fee
26 Schedule that are set by statute from time-to-time to reflect changes to those fees due to
27 amendment of the underlying statute over which the City has no jurisdiction or control.

28 **PASSED AND ADOPTED** at a regular meeting of the City Council of the City
of Suisun City, duly held on the 27th day of June 2023 by the following vote:

22	AYES:	Councilmembers:	_____
23	NOES:	Councilmembers:	_____
24	ABSENT:	Councilmembers:	_____
	ABSTAIN:	Councilmembers:	_____

25 **WITNESS** my hand and the seal of said City this 27th day of June 2023.

26
27
28

Anita Skinner
City Clerk



MASTER FEE SCHEDULE

Attachment 1

Section 1: Public Safety/Police

Fee Description	Adopted July 2022	Adopted July 2023		
			\$ Change	% Change
PUBLIC SAFETY				
Report Photocopies	\$ 0.10	\$ 0.10	\$ -	0%
Incident Printout, per page	\$ 0.10	\$ 0.10	\$ -	0%
Videotapes	\$ 48	\$ 50	\$ 2.00	4%
Video Tapes - each additional	\$ 26	\$ 27	\$ 1.00	4%
Audio Tapes	\$ 48	\$ 50	\$ 2.00	4%
Audio Tapes - each additional	\$ 26	\$ 27	\$ 1.00	4%
Public Nuisance Abatement Posting/Mailing Fee	\$ 67	\$ 70	\$ 3.00	4%
POLICE DEPARTMENT				
Abandoned Shopping Cart: Fine	\$ -	\$ -	\$ -	
Abandoned Shopping Cart: Administrative Fee	\$ 64	\$ 67	\$ 3.00	5%
Abandoned Shopping Cart: Storage Fee Per Day	\$ 7	\$ 7	\$ -	0%
Alarm Registration Fee	\$ 42	\$ 44	\$ 2.00	5%
Alarm Response: First Call - False	\$ -	\$ -	\$ -	0%
Alarm Response: Second Call - False	\$ 50	\$ 50	\$ -	0%
Alarm Response: Third Call - False	\$ 100	\$ 100	\$ -	0%
Alarm Registration/Response Late Fine	\$ 110	\$ 110	\$ -	0%
Bingo Permit Application Fee	\$ 50	\$ 50	\$ -	0%
Bingo Permit Background Check Fee	\$ 50	\$ 50	\$ -	0%
Concealed Weapons Permit	\$ 100	\$ 100	\$ -	0%
Concealed Weapons Permit - Renewal	\$ 25	\$ 25	\$ -	0%
Concealed Weapons Permit - Amendment	\$ 10	\$ 10	\$ -	0%
Fingerprint Per Card	\$ 37	\$ 39	\$ 2.00	5%
Live Scan Fingerprint (+ DOJ fee)	\$ 63	\$ 66	\$ 3.00	5%
Criminal History Local Review	\$ 48	\$ 50	\$ 2.00	4%
Firearms Retail Sales Permit	\$ 121	\$ 127	\$ 6.00	5%
Taxi Permits	\$ 90	\$ 94	\$ 4.00	4%
Alcohol Beverage Control Letter Per Request	\$ 31	\$ 33	\$ 2.00	6%
Solicitor Permit	\$ 125	\$ 131	\$ 6.00	5%
Secondhand Dealer Permit - New	\$ 761	\$ 798	\$ 37.00	5%
Secondhand Dealer Permit - Renewal	\$ 761	\$ 798	\$ 37.00	5%
Clearance Letter (VISA application)	\$ 36	\$ 38	\$ 2.00	6%
Tow Releases Fee	\$ 167	\$ 175	\$ 8.00	5%
Tow Releases Fee 22651 H&P and DUI 23109	\$ 279	\$ 293	\$ 14.00	5%
Repossession Fee	\$ 17	\$ 18	\$ 1.00	6%
Civil Subpoena (Deposit)	\$ 343	\$ 360	\$ 17.00	5%
VIN Verification	\$ 28	\$ 29	\$ 1.00	4%
Dangerous Animal Hearing	\$ 203	\$ 213	\$ 10.00	5%
Firearms Storage Fee (per case)	\$ 63	\$ 63	\$ -	0%
Firearms Storage Fee (per day)	\$ 6	\$ 6	\$ -	0%



MASTER FEE SCHEDULE

Section 1: Public Safety/Police

Fee Description	Adopted July 2022	Adopted July 2023		
			\$ Change	% Change
PUBLIC SAFETY				
Administrative Citation Late Fine	\$ 48	\$ 50	\$ 2.00	4%
Vehicle/Equipment Violation Clearance Signoff	\$ 28	\$ 29	\$ 1.00	4%
PARKING, REGISTRATION & MECHANICAL PENALTIES AND FEES				
California Vehicle Code				
4000(a)(1) Unregistered Vehicle/Expired Registration	\$ 85	\$ 85	\$ -	0%
5200(a) Front and rear license plates required	\$ 60	\$ 60	\$ -	0%
5201 License plate not securely fastened	\$ 60	\$ 60	\$ -	0%
5201 (f) License plate covered	\$ 60	\$ 60	\$ -	0%
5204(a) Current vehicle registration tab improperly attached	\$ 85	\$ 85	\$ -	0%
21113(a) On public grounds (must be posted)	\$ 70	\$ 70	\$ -	0%
21210 Bicycle on sidewalk (blocking pedestrians)	\$ 60	\$ 60	\$ -	0%
21211(a) Parking in bike lane	\$ 60	\$ 60	\$ -	0%
22500(a) Within an intersection	\$ 60	\$ 60	\$ -	0%
22500(b) On a crosswalk	\$ 60	\$ 60	\$ -	0%
22500(d) Within 15 fee of a fire station driveway	\$ 60	\$ 60	\$ -	0%
22500(e) In front of public/private driveway	\$ 60	\$ 60	\$ -	0%
22500(f) On a sidewalk	\$ 60	\$ 60	\$ -	0%
22500(g) As to obstruct traffic	\$ 60	\$ 60	\$ -	0%
22500(h) Double parking	\$ 60	\$ 60	\$ -	0%
22500(i) In posted or marked bus zone	\$ 325	\$ 325	\$ -	0%
22500(k) On a bridge	\$ 60	\$ 60	\$ -	0%
22500(l) In wheelchair access	\$ 365	\$ 365	\$ -	0%
22502(a) On right within 18" of curb	\$ 60	\$ 60	\$ -	0%
22502(e) On left within 18" of curb (on one-way streets only)	\$ 60	\$ 60	\$ -	0%
22505(b) Failure to obey posted parking sign (state highway only)	\$ 60	\$ 60	\$ -	0%
22507.8(a) Blue/handicap zone (private property only)	\$ 365	\$ 365	\$ -	0%
22507.8(b) As to block access to handicap stall/space	\$ 365	\$ 365	\$ -	0%
22507.8(c)(1) Parking on handicap stall blue lines	\$ 365	\$ 365	\$ -	0%
22507.8(c)(2) Parking on crosshatched lines	\$ 365	\$ 365	\$ -	0%
22514 By fire hydrant	\$ 60	\$ 60	\$ -	0%
22515(a) Motor running and brake not set (motor vehicle)	\$ 70	\$ 70	\$ -	0%
22516 Parked with person locked in vehicle	\$ 70	\$ 70	\$ -	0%
22517 Opening door on traffic side (hazard)	\$ 60	\$ 60	\$ -	0%
22518 Vehicle 30+ feet parked in Park & Ride Lot	\$ 60	\$ 60	\$ -	0%
22521 On/about railroad tracks (within 71/2 feet)	\$ 60	\$ 60	\$ -	0%
22522 Within 3 feet of handicapped access ramp	\$ 365	\$ 365	\$ -	0%
22523(a) Abandoned vehicle (City streets)	\$ 265	\$ 265	\$ -	0%
22523(b) Abandoned vehicle (private property)	\$ 265	\$ 265	\$ -	0%
23333 Parking on bridge/vehicular crossing	\$ 70	\$ 70	\$ -	0%



MASTER FEE SCHEDULE

Section 1: Public Safety/Police

Fee Description		Adopted July 2022	Adopted July 2023		
				\$ Change	% Change
PUBLIC SAFETY					
SUISUN CITY ORDINANCES (SCO)					
8.12.090.E.1 SCO	No parking/all-weather material - first offense	\$ 75	\$ 75	\$ -	0%
8.12.090.E.2 SCO	No parking/all-weather material - second offense	\$ 125	\$ 125	\$ -	0%
8.12.090.E.3 SCO	No parking/all-weather material - third & more offenses	\$ 275	\$ 275	\$ -	0%
10.08.010.1 SCO	Red curb (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.010.2 SCO	White curb (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.010.3 SCO	Yellow curb (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.010.4 SCO	Green curb (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.010.5 SCO	Blue/handicap zone (city streets only)	\$ 365	\$ 365	\$ -	0%
10.08.010.A SCO	No parking (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.020.B SCO	No parking (posted with 24 hour notice - city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.030 SCO	Two-hour parking (city streets only)	\$ 60	\$ 60	\$ -	0%
10.08.040 SCO	No parking (narrow streets only)	\$ 60	\$ 60	\$ -	0%
10.08.050.1 SCO	Parked in excess of 72 hours	\$ 265	\$ 265	\$ -	0%
10.08.050.2 SCO	Repairing or working on city streets	\$ 80	\$ 80	\$ -	0%
10.16.010.A SCO	One-way parking on Solano Street W/B only	\$ 60	\$ 60	\$ -	0%
10.16.010.B SCO	One-way parking on California Street E/B only	\$ 60	\$ 60	\$ -	0%
10.16.010.C SCO	One-way parking on Morgan Street W/B only	\$ 60	\$ 60	\$ -	0%
10.16.010.D SCO	One-way parking on Suisun Street S/B only	\$ 60	\$ 60	\$ -	0%
10.16.010.E SCO	One-way parking on West Street N/B only	\$ 60	\$ 60	\$ -	0%
10.22.070 SCO	Failure to obey posted sign (Private Property)	\$ 60	\$ 60	\$ -	0%
10.32.020 SCO	Weight limit (street must be posted)	\$ 265	\$ 265	\$ -	0%
10.36.180 SCO	Abatement of vehicles (private property only)	\$ 265	\$ 265	\$ -	0%
15.04.270 SCO	No parking fire lane (private property only)	\$ 80	\$ 80	\$ -	0%
18.44.270.1 SCO	No parking in front yard - first offense	\$ 75	\$ 75	\$ -	0%
18.44.270.2 SCO	No parking in front yard - second offense	\$ 125	\$ 125	\$ -	0%
18.44.270.3 SCO	No parking in front yard - third & more offense	\$ 275	\$ 275	\$ -	0%
All Mechanical Violations	(violations pursuant to 40610(b) CVC)	\$ 75	\$ 79	\$ 4.00	5%
With Proof of Corrections	(violations pursuant to 40610(b) CVC)	\$ 75	\$ 79	\$ 4.00	5%
Delinquent Fee		\$ -	\$ -	\$ -	



MASTER FEE SCHEDULE

Section 2: Fire

Fee Description	Adopted July 2022	Adopted July 2023		
			\$ Change	% Change
FIRE DEPARTMENT				
Incident Printout, per page	\$ 0.10	\$ 0.10	\$ -	0%
Fireworks				
SCC Section 8.04.030 Public Display Application Fee	\$ 50	\$ 50	\$ -	0%
SCC Section 8.04.030 Public Display Permit Fee, Plus:	\$ 85	\$ 85	\$ -	0%
Actual costs for Services, Inspections & Standby for SCFD, SCPD, B&PW.				
SCC Section 8.04.050 Regulatory Fee	\$ 21,388	\$ 21,388	\$ -	0%
SCC Section 8.04.060 Safe & Sane Application Fee	\$ 50	\$ 50	\$ -	0%
SCC Section 8.04.060 Safe & Sane Application Permit Fee, Plus:	\$ 85	\$ 85	\$ -	0%
Actual costs for Services, Inspections & Standby for SCFD, SCPD, B&PW.				
Asphalt Kettle/Per Co. Only	\$ 74	\$ 78	\$ 4	5%
Candles (in assembly occ)	\$ 75	\$ 79	\$ 4	5%
<i>For services listed below, actual rate will be as listed on current California Fire Assistance Agreement for the California Fire Service and Rescue Emergency Mutual Aid System by type of personnel and apparatus/equipment required.</i>				
Hazardous Materials Emergency				
Other Agency Response Additional Equipment & Manpower				
Standby Response of Equipment & Manpower				
Minimum charge				2 hours
Administrative fee				14.6%



MASTER FEE SCHEDULE

Section 2.1: Fire Inspection Fees

CONSTRUCTION PLAN CHECK AND INSPECTIONS	
All re-inspections will be charged a minimum of one hour, and in quarter hour increments thereafter.	
Commercial Fire Sprinkler System *plan check, 1 resubmittal and 2 inspections	
New - First 25 heads	\$ 808.00
New - Each additional 25 heads or portion of thereafter	\$ 26.00
New - Each standpipe (as applicable)	\$ 51.00
Modification - First 25 heads	\$ 400.00
Modification - Each additional 25 heads or portion of thereafter	\$ 26.00
New Apartment Complex - First building	\$ 859.00
New Apartment Complex - Each additional building	\$ 476.00
New Apartment Complex - Each standpipe (as applicable)	\$ 51.00
Modification Apartment Complex - First 25 heads	\$ 357.00
Modification Apartment Complex - Each additional 25 heads or portion of thereafter	\$ 357.00
Residential Fire Sprinkler System – New *plan check, 1 resubmittal and 2 inspections	
Subdivision Model Homes and Infill	\$ 561.00
Subdivision Production Homes (no plan check)	\$ 221.00
Residential Fire Sprinkler System – Modification *plan check, 1 resubmittal and 2 inspections	\$ 357.00
Apartment Complex Fire Sprinkler System – New *plan check, 1 resubmittal and 2 inspections (per building)	
First building	\$ 859.00
Each additional building	\$ 476.00
Each standpipe (as applicable)	\$ 51.00
Fire Alarm Systems *plan check, 1 resubmittal and 1 inspection	
New - Commercial fire alarm	\$ 672.00
Modification - Commercial fire alarm	\$ 272.00
New Apartment Complex - First building	\$ 901.00
New Apartment Complex - Each additional building	\$ 153.00
Dedicated function system	\$ 298.00
Private Fire Service Main *plan check, 1 resubmittal and 5 inspections (per building)	
New - First building / riser	\$ 816.00
New - Each additional building / riser	\$ 153.00
New - Each appertunance	\$ 51.00
Pre-engineered fire protection systems *plan check, 1 resubmittal and 1 inspection	
New - Pre-engineered system	\$ 442.00
Modification - Pre-engineered system	\$ 289.00
Fire Pumps *plan check, one resubmittal and 5 inspections (per building)	
New - Fire Pump	\$ 697.00
Modification - Fire Pump	\$ 391.00
Fire Hydrant Flow Test	
Initial hydrant	\$ 238.00
Each additional hydrant	\$ 102.00
Unspecified reviews and inspections	\$ 102.00

FIRE AND LIFE SAFETY INSPECTIONS All re-inspections will be charged a minimum of one hour, and in quarter hour increments thereafter.	
A Occupancy – Assembly	
Up to 5,000 sq. ft.	\$ 111.00
5,001 – 10,000 sq. ft.	\$ 136.00
10,001 – 20,000 sq. ft.	\$ 162.00
20,001 – 40,000 sq. ft.	\$ 187.00
40,001 – 80,000 sq. ft.	\$ 213.00
80,001 – 120,000 sq. ft.	\$ 238.00
120,001 – 150,000 sq. ft.	\$ 264.00
150,001 sq. ft. or more	\$ 289.00
B and M Occupancy – Business, Mercantile	
Up to 5,000 sq. ft.	\$ 111.00
5,001 – 10,000 sq. ft.	\$ 136.00
10,001 – 20,000 sq. ft.	\$ 162.00
20,001 – 40,000 sq. ft.	\$ 187.00
40,001 – 80,000 sq. ft.	\$ 213.00
80,001 – 120,000 sq. ft.	\$ 238.00
120,001 – 150,000 sq. ft.	\$ 264.00
150,001 sq. ft. or more	\$ 289.00
Schools - Public or Private	\$ 391.00
Commercial Day Care - Children and Adults (E and I-4 Occupancies)	
7 – 49 Persons	\$ 162.00
50 – 149 Persons	\$ 187.00
150 or more persons	\$ 213.00
F and H Occupancies	
Up to 5,000 sq. ft.	\$ 111.00
5,001 – 10,000 sq. ft.	\$ 136.00
10,001 – 20,000 sq. ft.	\$ 162.00
20,001 – 40,000 sq. ft.	\$ 187.00
40,001 – 80,000 sq. ft.	\$ 213.00
80,001 – 120,000 sq. ft.	\$ 238.00
120,001 – 150,000 sq. ft.	\$ 264.00
150,001 sq. ft. or more	\$ 289.00
Hospitals and Detention Facilities	\$ 263.00
R-1 and R-2 Occupancies - Residential	
3-9 units	\$ 102.00
10 - 25 units	\$ 128.00
26 – 50 units	\$ 153.00
51 – 100 units	\$ 179.00
101 - 150 units	\$ 204.00
151 - 200 units	\$ 230.00
201 - 250 units	\$ 255.00
251 - 300 units	\$ 281.00
301 or more units	\$ 306.00
State Licensing Pre-inspection	\$ 162.00
Residential Care Facility - R-2.1	\$ 187.00
Skilled Nursing Facility	
7 – 25 units	\$ 187.00
26 – 50 units	\$ 213.00
51 – 100 units	\$ 238.00
101 - 150 units	\$ 264.00
151 - 200 units	\$ 289.00
S Occupancies – Warehouses/Storage Facilities/Repair Garages	
Up to 5,000 sq. ft.	\$ 111.00
5,001 – 10,000 sq. ft.	\$ 136.00
10,001 – 20,000 sq. ft.	\$ 162.00
20,001 – 40,000 sq. ft.	\$ 187.00
40,001 – 80,000 sq. ft.	\$ 213.00
80,001 – 120,000 sq. ft.	\$ 238.00

120,001 – 150,000 sq. ft.	\$	264.00
150,000 sq. ft. or more	\$	289.00
FIRE CODE OPERATIONAL PERMITS		
<p>Note: To establish the total fire code permit fees, occupancies will initially be assessed the fire code permit that is most relevant to their operation (primary) permit. Each additional applicable fire code permit will be assessed as a subsequent (secondary) permit.</p> <p>All re-inspections will be charged a minimum of one hour, and in quarter hour increments thereafter.</p>		
	Primary	Secondary
Aersosl Products (per 500 pounds)	\$ 187.00	\$ 51.00
Amusement Buildings	\$ 187.00	\$ 51.00
Avation Facilities	\$ 391.00	\$ 153.00
Carnivals, Fairs, Special Events	\$ 238.00	\$ 77.00
Combustible Dust Operations	\$ 238.00	\$ 77.00
Combustible Fibers	\$ 238.00	\$ 77.00
Compressed Gases	\$ 187.00	\$ 51.00
Covered Malls	\$ 391.00	\$ 153.00
Cryogenic Fluids	\$ 238.00	\$ 77.00
Dry Cleaning Plants	\$ 238.00	\$ 77.00
Energy Storage Systems	\$ 340.00	\$ 128.00
Exhibits & Trade Shows	\$ 238.00	\$ 77.00
Explosives & Blasting Agents	\$ 340.00	\$ 128.00
Fire Hydrant and Valves	\$ 187.00	\$ 51.00
Flammable & Combustible Liquids	\$ 238.00	\$ 77.00
Floor Finishing	\$ 187.00	\$ 51.00
Fruit and crop ripening	\$ 238.00	\$ 77.00
Fumigation and Insecticidal Fogging	\$ 238.00	\$ 77.00
Hazardous Materials	\$ 289.00	\$ 102.00
High Piled Storage		
500 – 10,000 sq. ft.	\$ 289.00	\$ 102.00
10,001 - 20,000 sq. ft.	\$ 340.00	\$ 153.00
20,001 – 50,000 sq. ft.	\$ 391.00	\$ 204.00
Each Additional 10,000 sq. ft.	\$ 26.00	\$ 26.00
HPM Facilities	\$ 289.00	\$ 102.00
Hot Work Operations/Cutting & Welding	\$ 187.00	\$ 51.00
Industrial Ovens	\$ 289.00	\$ 102.00
Live audiences (production studios, faciliets and sound stages)	\$ 238.00	\$ 77.00
Liquid or gas fueled vehicles or equipment in assembly buildings	\$ 238.00	\$ 77.00
LP Gas Storage/Exchange	\$ 187.00	\$ 51.00
Lumber Yards and Woodworking Plants	\$ 289.00	\$ 102.00
Magnesium	\$ 238.00	\$ 77.00
Miscellaneous Combustible Storage	\$ 187.00	\$ 51.00
Mobile food preparation vehicles	\$ 187.00	\$ 51.00
Mobile Fueling of Hydrogen Fueled Vehicles	\$ 187.00	\$ 77.00
Motor Fuel Dispensing Facilities	\$ 238.00	\$ 77.00
Nitrate Cellulose Film	\$ 289.00	\$ 102.00
Open Flames and Candles	\$ 187.00	\$ 51.00
Open Flames and Torches	\$ 187.00	\$ 51.00
Organic Coatings	\$ 289.00	\$ 102.00
Outdoor Assembly Event	\$ 187.00	\$ 51.00
Places of Assembly		
50 to 99 persons	\$ 136.00	\$ 26.00
100 to 299 persons	\$ 162.00	\$ 52.00
300 or more persons	\$ 187.00	\$ 78.00
Plan Extraction Systems	\$ 493.07	\$ 204.00
Private Hydrants	\$ 238.00	\$ 77.00
Proxylin Plastics	\$ 289.00	\$ 102.00
Pyrotechnic Special Effects	\$ 289.00	\$ 102.00
Pyrotechnic Special Events Material	\$ 289.00	\$ 102.00
Refrigeration Equipment	\$ 340.00	\$ 128.00

Repair Garage and Motor Fuel Dispensing	\$ 187.00	\$ 51.00
Rooftop Heliports	\$ 442.00	\$ 179.00
Spraying or Dipping	\$ 187.00	\$ 51.00
Temporary Membrane Structures/Tents		
400 - 3,000 sq. ft.	\$ 182.00	\$ 51.00
3,001 - 10,000 sq. ft.	\$ 182.00	\$ 77.00
10,001 or more sq. ft.	\$ 364.00	\$ 103.00
Storage of Tires, Scrap Tires and Tire Byproducts	\$ 238.00	\$ 77.00
Tire Rebuilding Plants	\$ 340.00	\$ 128.00
Waste Handling	\$ 289.00	\$ 102.00
Wood Products	\$ 238.00	\$ 77.00
Additional Permits as Authorized by Fire Code - Hourly Rate (1 Hour Minimum)	\$ 102.00	\$ 102.00
Miscellaneous		
Holiday Tree Lots		\$ 187.00
Fireworks		
Safe and Sane Sales Application Fee		\$ 50.00
Safe and Sane Permit Fee		\$ 136.00
Safe and Sane Regulatory Fee		\$ 21,388.00
Aerial Public Display *plus hourly standby fee for all City personnel as applicable (1 hour minimum)		\$ 476.00
Unspecified inspections, reviews, investigations and fire prevention services - Hourly Rate (1 Hour Minimum)		\$ 102.00
Administrative		
Per Page Fee (per California Public Records Act)		\$ 0.10
Administrative Citation		
1st Citation		\$ 100.00
2nd Citation		\$ 200.00
3rd Citation		\$ 500.00
False Alarm Response Fee		
1st incident		\$ 100.00
2nd incident		\$ 200.00
3rd incident		\$ 500.00
For services listed below, actual rate will be as listed on current California Fire Assistance Agreement for the California Fire Service and Rescue Emergency Mutual Aid System by type of personnel and apparatus/equipment required.		
Hazardous Materials Emergency		
Other Agency Response Additional Equipment & Staffing		
Standby Response of Equipment & Staffing		
Minimum charge		2 hours
Administrative fee		14.6%



MASTER FEE SCHEDULE

Section 3: Public Works Engineering

Fee Description	Adopted July 2022	Adopted July 2023		
			\$ Change	% Change
PUBLIC WORKS (Plan & Review)				
Encroachment Permit Application Fee, per Hour **	\$ 126	\$ 132	\$ 6.00	5%
Site Inspection (Minimum 3 inspections)	\$ 357	\$ 374	\$ 17.00	5%
Flood Zone Certification Letter	\$ 33	\$ 35	\$ 2.00	6%
Block Party Permit	\$ 63	\$ 66	\$ 3.00	5%
Hourly Rate	\$ 167	\$ 175	\$ 8.00	5%



MASTER FEE SCHEDULE

Attachment 1

Section 4: Recreation & Community Services

Fee Description	Adopted July 2022	Adopted July 2023	\$ Change	% Change
SENIOR CENTER				
Large Room 2000 sq.ft. (40 x 50)				
Rate per hour, (3 hour minimum)	\$107	\$112	\$5	5%
Deposit	\$400	\$420	\$20	5%
Kitchen Fee, per hour (3 hour minimum)	\$37	\$39	\$2	5%
Small Room , 750 sq.ft. (34 x 22) No Kitchen				
Rate per hour, (3 hour minimum)	\$64	\$67	\$3	5%
Deposit	\$200	\$210	\$10	5%
Both Rooms				
Rate per hour, (3 hour minimum)	\$128	\$134	\$6	5%
Deposit	\$400	\$420	\$20	5%
CITY HALL COUNCIL CHAMBERS / ROTUNDA				
Rate per hour, (3 hour minimum)	\$131	\$137	\$6	5%
Deposit (No Kitchen)	\$300	\$315	\$15	5%
COURTYARD AT HARBOR SQUARE				
Rate per hour, (2 hour minimum) [Includes use of Courtyard Restrooms]	\$128	\$134	\$6	5%
Gas Fee for any use of Fireplace 1 Hour Before Sunset, per hour	\$10	\$10	\$0	5%
Deposit	\$200	\$210	\$10	5%
OLD TOWN PLAZA & SHELDON PLAZA				
Rate per hour, (2 hour minimum)	\$102	\$107	\$5	5%
Deposit	\$200	\$210	\$10	5%
TRAIN DEPOT PLAZA				
Rate per hour, 2 hour minimum	\$75	\$79	\$4	5%
Deposit	\$200	\$210	\$10	5%
PARK USE FEES (ANY PARK NOT LISTED SPECIFICALLY)				
Rate per hour, (2 hour minimum)	\$43	\$45	\$2	5%
Deposit	\$100	\$105	\$5	5%
Reserved Organized Sports Use Rate per hour (4-hour maximum) + \$200 Deposit	\$43	\$45	\$2	5%
Reserved Picnic Facility Rate per hour (4-hour maximum) + \$100 Deposit	\$75	\$79	\$4	5%
SPORTS FIELD - RENTAL				
Other than tournament - field only - 2 hours only	\$30	\$31	\$1	5%
SPORTS COURT - RENTAL (PER HOUR)				
McCoy Creek Sand Volleyball Court	\$10	\$10.49	\$0.49	5%
Lawler Ranch Basketball Court	\$10	\$10.49	\$0.49	5%
Patriot Park Basketball Court	\$10	\$10.49	\$0.49	5%
Geopp Park Basketball Court	\$10	\$10.49	\$0.49	5%
Heritage Park Basketball Court	\$10	\$10.49	\$0.49	5%
HERITAGE PARK				
Sports Field No Lights, per hour (4-hour maximum) + \$200 Deposit	\$32	\$34	\$2	5%
Sports Field With Lights, per hour (4-hour maximum) + \$200 Deposit	\$52	\$55	\$3	5%
Heritage Park Restrooms, per day + 100 Deposit	\$33	\$35	\$2	5%
LAMBRECHT SPORTS COMPLEX				
Sports Field No Lights, per hour (4-hour maximum) + \$200 Deposit	\$37	\$39	\$2	5%
Sports Field With Lights, per hour (4-hour maximum) + \$200 Deposit	\$59	\$62	\$3	5%
Tournament-Per Field, Per Day + \$400 Deposit	\$236	\$248	\$12	5%
Tournament- for 2 hours only (bases included)	\$71	\$74	\$3	5%
Site Attendant Required/Per Hour	\$28	\$29	\$1	5%
Prep per field, per prep - required every 4 games	\$34	\$36	\$2	5%
Scoreboard Use	\$25	\$26	\$1	5%
Club House, per hour (4-hour maximum) + \$200 Deposit	\$60	\$63	\$3	5%
MARINA				
Side Tie Vessel in Water	\$100 per month	\$105 per month	\$5	5%
Kayak Storage	\$58 per month	\$60 per month	\$2	4%
Annual Launch Pass	\$125 per year	\$125 per year		
Overnight Guest Berthing, per night (72 hour limit), per foot-length of vessel	\$1.25 per ft.	\$1.30 per ft.	\$0.05	4%
<i>Commercial Use of Marina, Docks, and Boat Launch (other than as provided in separate agreement with City, or when the business is renting a slip and paying business license tax in lieu of this fee.)</i>				
<i>Commercial Use of Marina, Docks, and Boat Launch when a business is renting a slip.</i>				
<i>Commercial Use of Marina, Docks, and Boat Launch as provided in a separate agreement.</i>				
BOAT LAUNCH				
Parking fee, per 24 hours	\$10	\$10	\$0	0%
Parking fee, annual pass	\$125	\$125	\$0	0%



MASTER FEE SCHEDULE

Section 4: Recreation & Community Services

Fee Description	Adopted July 2022	Adopted July 2023	\$ Change	% Change
MONTHLY SLIP RENTAL RATES				
SLIP SIZE	Per Ft	Per Ft		
28 feet	\$7.00	\$7.35	\$0.35	5%
34 feet	\$7.00	\$7.35	\$0.35	5%
40 feet	\$7.00	\$7.35	\$0.35	5%
46 feet	\$7.00	\$7.35	\$0.35	5%
50 feet	\$7.00	\$7.35	\$0.35	5%
JOE NELSON COMMUNITY CENTER				
BANQUET ROOM WITHOUT KITCHEN				
Weekday Rates Class A (non-profit) - per hour	\$137	\$144	\$7	5%
Weekday Rates Class B (private & for-profit) - per hour	\$154	\$162	\$8	5%
Weekend Rates - per hour	\$176	\$185	\$9	5%
Deposit	\$400	\$420	\$20	5%
BANQUET ROOM WITH KITCHEN				
Weekday Rates Class A (non-profit) - per hour	\$149	\$156	\$7	5%
Weekday Rates Class B (private & for-profit) - per hour	\$166	\$174	\$8	5%
Weekend Rates - per hour	\$215	\$226	\$11	5%
Deposit	\$400	\$420	\$20	5%
MEETING ROOM A				
Weekday Rates Class A (non-profit) - per hour	\$45	\$47	\$2	5%
Weekday Rates Class B (private & for-profit) - per hour	\$69	\$72	\$3	5%
Weekend Rates - per hour	\$91	\$95	\$4	5%
Deposit	\$200	\$210	\$10	5%
MEETING ROOM B				
Weekday Rates Class A (non-profit) - per hour	\$50	\$52	\$2	5%
Weekday Rates Class B (private & for-profit) - per hour	\$75	\$79	\$4	5%
Weekend Rates - per hour	\$98	\$103	\$5	5%
Deposit	\$200	\$210	\$10	5%
MEETING ROOM C				
Weekday Rates Class A (non-profit) - per hour	\$41	\$43	\$2	5%
Weekday Rates Class B (private & for-profit) - per hour	\$62	\$65	\$3	5%
Weekend Rates - per hour	\$78	\$82	\$4	5%
Deposit	\$200	\$210	\$10	5%
MEETING ROOMS - MULTIPLE				
Weekend Multi-room Rate, any 2 rooms	\$133	\$140	\$7	5%
Weekend Multi-room Rate, any 3 rooms	\$159	\$167	\$8	5%
Deposit	\$400	\$420	\$20	5%
CLASSROOM 1				
Weekday Rates Class A (non-profit) - per hour	\$34	\$36	\$2	5%
Weekday Rates Class B (private & for-profit) - per hour	\$56	\$59	\$3	5%
Weekend Rates - per hour	\$88	\$92	\$4	5%
Deposit	\$200	\$210	\$10	5%
PATIO ONLY (2 Hour minimum)				
Weekday Rates Class A (non-profit) - per hour	\$39	\$41	\$2	5%
Weekday Rates Class B (private & for-profit) - per hour	\$59	\$62	\$3	5%
Weekend Rates - per hour	\$74	\$78	\$4	5%
Deposit	\$200	\$210	\$10	5%
KITCHEN (WITH MEETING ROOM) RENT				
Weekday Rates Class A (non-profit) - per hour	\$46	\$48	\$2	5%
Weekday Rates Class B (private & for-profit) - per hour	\$53	\$56	\$3	5%
Charge to add additional tables	\$27	\$28	\$1	5%
KITCHEN (WITHOUT MEETING ROOM) RENT				
Normal Business Hours - per hour	\$59	\$62	\$3	5%
Non-Business Hours (2 Hour Minimum) - per hour	\$92	\$97	\$5	5%
Deposit	\$200	\$210	\$10	5%



MASTER FEE SCHEDULE

Attachment 1

Section 4: Recreation & Community Services

Fee Description	Adopted July 2022	Adopted July 2023	\$ Change	% Change
ADMINISTRATION & MISCELLANEOUS				
Staff cost hourly rate	\$28	\$29	\$1	5%
Fee Waiver Application	\$199	\$209	\$10	5%
Special Event Permit Application - Approved Partnership	\$25	\$26	\$1	5%
Special Event Permit Application - Non-Profit	\$50	\$52	\$2	5%
Special Event Permit Application - Resident	\$100	\$105	\$5	5%
Special Event Permit Application - Non-Resident	\$200	\$210	\$10	5%
Special Event Security Deposit - Less than 100 people	\$200	\$210	\$10	5%
Special Event Security Deposit - 101-250 people	\$500	\$525	\$25	5%
Special Event Security Deposit - 251-500 people	\$750	\$787	\$37	5%
Special Event Security Deposit - 501 or more people	\$1,000	\$1,049	\$49	5%



MASTER FEE SCHEDULE

Section 5: Building

New Construction - Inspection / Permit Fees

IBC Class	IBC Occupancy Type	Project Size Threshold	New Fee					
			Construction Type IA, IB		Construction Type IIA, IIB, IIIA, IIIB, IV		Construction Type VA, VB	
			Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
A-1	Assembly—Fixed Seating	1,500	\$5,011	\$84.9663	\$4,176	\$70.8052	\$3,341	\$56.6442
-	Theater, Concert Hall	7,500	\$10,109	\$98.1821	\$8,424	\$81.8184	\$6,739	\$65.4547
-		15,000	\$17,472	\$101.9595	\$14,560	\$84.9663	\$11,648	\$67.9730
-		30,000	\$32,766	\$65.8419	\$27,305	\$54.8683	\$21,844	\$43.8946
-		75,000	\$62,395	\$77.5579	\$51,996	\$64.6316	\$41,597	\$51.7053
-		150,000	\$120,564	\$80.3758	\$100,470	\$66.9798	\$80,376	\$53.5839
A-2	Assembly—Food & Drink	1,000	\$5,658	\$143.9099	\$4,715	\$119.9249	\$3,772	\$95.9399
-	Restaurant, Night Club, Bar	5,000	\$11,414	\$166.2864	\$9,512	\$138.5720	\$7,609	\$110.8576
-		10,000	\$19,728	\$172.6797	\$16,440	\$143.8998	\$13,152	\$115.1198
-		20,000	\$36,996	\$111.5040	\$30,830	\$92.9200	\$24,664	\$74.3360
-		50,000	\$70,448	\$131.3505	\$58,706	\$109.4588	\$46,965	\$71.9827
-		100,000	\$136,123	\$136.1228	\$113,436	\$113.4356	\$90,749	\$90.7485
A-3	Assembly—Worship, Amusement	1,200	\$6,573	\$139.3156	\$5,478	\$116.0963	\$4,382	\$92.8771
-	Arcade, Church, Community Hall	6,000	\$13,260	\$161.0142	\$11,050	\$134.1785	\$8,840	\$107.3428
-		12,000	\$22,921	\$167.1954	\$19,101	\$139.3295	\$15,281	\$111.4636
-		24,000	\$42,985	\$107.9741	\$35,821	\$89.9784	\$28,657	\$71.9827
-		60,000	\$81,855	\$127.1843	\$68,213	\$105.9869	\$54,570	\$84.7895
-		120,000	\$158,166	\$131.8050	\$131,805	\$109.8375	\$105,444	\$87.8700
A-4	Assembly—Indoor Sport Viewing	500	\$2,394	\$121.7939	\$1,995	\$101.4949	\$1,596	\$81.1959
-	Arena, Skating Rink, Tennis Court	2,500	\$4,830	\$140.7496	\$4,025	\$117.2913	\$3,220	\$93.8330
-		5,000	\$8,349	\$146.1551	\$6,957	\$121.7959	\$5,566	\$97.4367
-		10,000	\$15,657	\$94.3704	\$13,047	\$78.6420	\$10,438	\$62.9136
-		25,000	\$29,812	\$111.1768	\$24,843	\$92.6473	\$19,875	\$74.1178
-		50,000	\$57,606	\$115.2127	\$48,005	\$96.0106	\$38,404	\$76.8085
A-5	Assembly—Outdoor Activities	1,500	\$3,936	\$66.7395	\$3,280	\$55.6163	\$2,624	\$44.4930
-	Amusement Park, Bleacher, Stadium	7,500	\$7,940	\$77.1135	\$6,617	\$64.2613	\$5,293	\$51.4090
-		15,000	\$13,724	\$80.0981	\$11,436	\$66.7484	\$9,149	\$53.3987
-		30,000	\$25,738	\$51.7070	\$21,449	\$43.0891	\$17,159	\$34.4713
-		75,000	\$49,006	\$60.9182	\$40,839	\$50.7651	\$32,671	\$40.6121
-		150,000	\$94,695	\$63.1301	\$78,913	\$52.6084	\$63,130	\$42.0867
A	A Occupancy Tenant Improvements	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-		5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-		10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-		20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-		50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-		100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003
B	Business—Animal Hospital	500	\$3,170	\$161.2755	\$2,642	\$134.3963	\$2,114	\$107.5170
-		2,500	\$6,396	\$186.3602	\$5,330	\$155.3001	\$4,264	\$124.2401
-		5,000	\$11,055	\$193.5564	\$9,212	\$161.2970	\$7,370	\$129.0376
-		10,000	\$20,733	\$124.9875	\$17,277	\$104.1563	\$13,822	\$83.3250
-		25,000	\$39,481	\$147.2277	\$32,901	\$122.6898	\$26,321	\$98.1518
-		50,000	\$76,288	\$152.5757	\$63,573	\$127.1464	\$50,859	\$101.7171
B	Business—Bank	400	\$3,047	\$193.7761	\$2,540	\$161.4801	\$2,032	\$129.1841
-		2,000	\$6,148	\$223.9170	\$5,123	\$186.5975	\$4,099	\$149.2780
-		4,000	\$10,626	\$232.5374	\$8,855	\$193.7811	\$7,084	\$155.0249
-		8,000	\$19,928	\$150.1668	\$16,606	\$125.1390	\$13,285	\$100.1112
-		20,000	\$37,948	\$176.8914	\$31,623	\$147.4095	\$25,298	\$117.9276
-		40,000	\$73,326	\$183.3150	\$61,105	\$152.7625	\$48,884	\$122.2100
B	Business—Barber Shop/Beauty Shop	200	\$1,572	\$199.8588	\$1,310	\$166.5490	\$1,048	\$133.2392
-		1,000	\$3,170	\$230.9618	\$2,642	\$192.4681	\$2,114	\$153.9745
-		2,000	\$5,480	\$239.8245	\$4,567	\$199.8538	\$3,653	\$159.8830
-		4,000	\$10,277	\$154.8785	\$8,564	\$129.0654	\$6,851	\$103.2523
-		10,000	\$19,569	\$182.4515	\$16,308	\$152.0429	\$13,046	\$121.6343
-		20,000	\$37,814	\$189.0720	\$31,512	\$157.5600	\$25,210	\$126.0480

B	Business—Car Wash	800	\$3,815	\$121.3030	\$3,180	\$101.0859	\$2,544	\$80.8687
-	-	4,000	\$7,697	\$140.1920	\$6,414	\$116.8267	\$5,131	\$93.4614
-	-	8,000	\$13,305	\$145.5612	\$11,087	\$121.3010	\$8,870	\$97.0408
-	-	16,000	\$24,950	\$94.0027	\$20,791	\$78.3356	\$16,633	\$62.6685
-	-	40,000	\$47,510	\$110.7283	\$39,592	\$92.2736	\$31,674	\$73.8189
-	-	80,000	\$91,802	\$114.7522	\$76,501	\$95.6268	\$61,201	\$76.5014
B	Business—Clinic, Outpatient	500	\$3,881	\$197.4197	\$3,234	\$164.5164	\$2,587	\$131.6131
-	-	2,500	\$7,830	\$228.1590	\$6,525	\$190.1325	\$5,220	\$152.1060
-	-	5,000	\$13,533	\$236.9157	\$11,278	\$197.4298	\$9,022	\$157.9438
-	-	10,000	\$25,379	\$152.9948	\$21,149	\$127.4957	\$16,920	\$101.9965
-	-	25,000	\$48,329	\$180.2244	\$40,274	\$150.1870	\$32,219	\$120.1496
-	-	50,000	\$93,385	\$186.7692	\$77,821	\$155.6410	\$62,256	\$124.5128
B	Business—Dry Cleaning	200	\$1,572	\$199.8588	\$1,310	\$166.5490	\$1,048	\$133.2392
-	-	1,000	\$3,170	\$230.9618	\$2,642	\$192.4681	\$2,114	\$153.9745
-	-	2,000	\$5,480	\$239.8245	\$4,567	\$199.8538	\$3,653	\$159.8830
-	-	4,000	\$10,277	\$154.8785	\$8,564	\$129.0654	\$6,851	\$103.2523
-	-	10,000	\$19,569	\$182.4515	\$16,308	\$152.0429	\$13,046	\$121.6343
-	-	20,000	\$37,814	\$189.0720	\$31,512	\$157.5600	\$25,210	\$126.0480
B	Business—Laboratory	500	\$3,105	\$157.9357	\$2,587	\$131.6131	\$2,070	\$105.2905
-	-	2,500	\$6,264	\$182.5272	\$5,220	\$152.1060	\$4,176	\$121.6848
-	-	5,000	\$10,827	\$189.5326	\$9,022	\$157.9438	\$7,218	\$126.3550
-	-	10,000	\$20,303	\$122.3958	\$16,920	\$101.9965	\$13,536	\$81.5972
-	-	25,000	\$38,663	\$144.1795	\$32,219	\$120.1496	\$25,775	\$96.1197
-	-	50,000	\$74,708	\$149.4154	\$62,256	\$124.5128	\$49,805	\$99.6102
B	Business—Motor Vehicle Showroom	500	\$3,170	\$161.2755	\$2,642	\$134.3963	\$2,114	\$107.5170
-	-	2,500	\$6,396	\$186.3602	\$5,330	\$155.3001	\$4,264	\$124.2401
-	-	5,000	\$11,055	\$193.5564	\$9,212	\$161.2970	\$7,370	\$129.0376
-	-	10,000	\$20,733	\$124.9875	\$17,277	\$104.1563	\$13,822	\$83.3250
-	-	25,000	\$39,481	\$147.2277	\$32,901	\$122.6898	\$26,321	\$98.1518
-	-	50,000	\$76,288	\$152.5757	\$63,573	\$127.1464	\$50,859	\$101.7171
B	Business—Professional Office	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-	-	5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-	-	10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-	-	20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-	-	50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-	-	100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003
B	Business—High Rise Office	20,000	\$25,959	\$78.9669	\$21,633	\$65.8057	\$17,306	\$52.6446
-	-	100,000	\$89,133	\$55.4793	\$74,277	\$46.2328	\$59,422	\$36.9862
-	-	200,000	\$144,612	\$48.0053	\$120,510	\$40.0044	\$96,408	\$32.0035
-	-	400,000	\$240,622	\$49.8199	\$200,519	\$41.5166	\$160,415	\$33.2133
-	-	1,000,000	\$539,542	\$49.8738	\$449,618	\$41.5615	\$359,695	\$33.2492
-	-	2,000,000	\$1,038,280	\$51.9140	\$865,233	\$43.2617	\$692,187	\$34.6093
B	B Occupancy Tenant Improvements	1,000	\$2,993	\$76.1288	\$2,494	\$63.4406	\$1,995	\$50.7525
-	-	5,000	\$6,038	\$87.9457	\$5,032	\$73.2881	\$4,025	\$58.6305
-	-	10,000	\$10,435	\$91.3545	\$8,696	\$76.1288	\$6,957	\$60.9030
-	-	20,000	\$19,571	\$58.9941	\$16,309	\$49.1618	\$13,047	\$39.3294
-	-	50,000	\$37,269	\$69.4779	\$31,058	\$57.8983	\$24,846	\$46.3186
-	-	100,000	\$72,008	\$72.0080	\$60,007	\$60.0066	\$48,005	\$48.0053
E	Educational—Group Occupancy	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-	6+ persons, up to the 12th Grade	5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-	-	10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-	-	20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-	-	50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-	-	100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003
E	Educational—Day Care	500	\$3,170	\$161.2755	\$2,642	\$134.3963	\$2,114	\$107.5170
-	5+ children, older than 2 1/2 yrs	2,500	\$6,396	\$186.3602	\$5,330	\$155.3001	\$4,264	\$124.2401
-	-	5,000	\$11,055	\$193.5564	\$9,212	\$161.2970	\$7,370	\$129.0376
-	-	10,000	\$20,733	\$124.9875	\$17,277	\$104.1563	\$13,822	\$83.3250
-	-	25,000	\$39,481	\$147.2277	\$32,901	\$122.6898	\$26,321	\$98.1518
-	-	50,000	\$76,288	\$152.5757	\$63,573	\$127.1464	\$50,859	\$101.7171
E	E Occupancy Tenant Improvements	1,000	\$2,993	\$76.1288	\$2,494	\$63.4406	\$1,995	\$50.7525
-	-	5,000	\$6,038	\$87.9457	\$5,032	\$73.2881	\$4,025	\$58.6305
-	-	10,000	\$10,435	\$91.3545	\$8,696	\$76.1288	\$6,957	\$60.9030
-	-	20,000	\$19,571	\$58.9941	\$16,309	\$49.1618	\$13,047	\$39.3294
-	-	50,000	\$37,269	\$69.4779	\$31,058	\$57.8983	\$24,846	\$46.3186
-	-	100,000	\$72,008	\$72.0080	\$60,007	\$60.0066	\$48,005	\$48.0053
F-1	Factory Industrial—Moderate Hazard	4,000	\$8,349	\$126.9994	\$6,957	\$105.8329	\$5,566	\$84.6663
-	-	20,000	\$28,669	\$89.1911	\$23,891	\$74.3259	\$19,112	\$59.4607
-	-	40,000	\$46,507	\$77.1923	\$38,756	\$64.3269	\$31,005	\$51.4615
-	-	80,000	\$77,384	\$80.1253	\$64,486	\$66.7711	\$51,589	\$53.4169
-	-	200,000	\$173,534	\$80.1980	\$144,612	\$66.8317	\$115,689	\$53.4654
-	-	400,000	\$333,930	\$83.4826	\$278,275	\$69.5688	\$222,620	\$55.6550

F-2	Factory Industrial—Low Hazard	3,000	\$12,764	\$108.2165	\$10,636	\$90.1804	\$8,509	\$72.1443
-	-	15,000	\$25,750	\$125.0633	\$21,458	\$104.2194	\$17,166	\$83.3755
-	-	30,000	\$44,509	\$129.8507	\$37,091	\$108.2089	\$29,673	\$86.5671
-	-	60,000	\$83,464	\$83.8603	\$69,554	\$69.8836	\$55,643	\$55.9069
-	-	150,000	\$158,939	\$98.7780	\$132,449	\$82.3150	\$105,959	\$65.8520
-	-	300,000	\$307,106	\$102.3686	\$255,921	\$85.3071	\$204,737	\$68.2457
F	F Occupancy Tenant Improvements	2,000	\$4,001	\$50.8828	\$3,334	\$42.4023	\$2,668	\$33.9219
-	-	10,000	\$8,072	\$58.8062	\$6,727	\$49.0052	\$5,381	\$39.2042
-	-	20,000	\$13,953	\$61.0606	\$11,627	\$50.8838	\$9,302	\$40.7070
-	-	40,000	\$26,165	\$39.4344	\$21,804	\$32.8620	\$17,443	\$26.2896
-	-	100,000	\$49,825	\$46.4560	\$41,521	\$38.7133	\$33,217	\$30.9706
-	-	200,000	\$96,281	\$48.1406	\$80,234	\$40.1172	\$64,188	\$32.0938
H-1	High Hazard Group H-1	1,000	\$5,111	\$130.0022	\$4,259	\$108.3351	\$3,407	\$86.6681
-	Pose a detonation hazard	5,000	\$10,311	\$150.2072	\$8,593	\$125.1727	\$6,874	\$100.1381
-	-	10,000	\$17,821	\$155.9945	\$14,851	\$129.9954	\$11,881	\$103.9963
-	-	20,000	\$33,421	\$100.7475	\$27,851	\$83.9563	\$22,281	\$67.1650
-	-	50,000	\$63,645	\$118.6649	\$53,038	\$98.8874	\$42,430	\$79.1099
-	-	100,000	\$122,978	\$122.9776	\$102,481	\$102.4813	\$81,985	\$81.9851
H-2	High Hazard Group H-2	2,000	\$11,534	\$146.6762	\$9,612	\$122.2302	\$7,689	\$97.7842
-	Pose a deflagration hazard	10,000	\$23,268	\$169.5103	\$19,390	\$141.2586	\$15,512	\$113.0069
-	-	20,000	\$40,219	\$176.0066	\$33,516	\$146.6722	\$26,813	\$117.3378
-	-	40,000	\$75,420	\$113.6694	\$62,850	\$94.7245	\$50,280	\$75.7796
-	-	100,000	\$143,622	\$133.9018	\$119,685	\$111.5848	\$95,748	\$89.2678
-	-	200,000	\$277,524	\$138.7619	\$231,270	\$115.6349	\$185,016	\$92.5079
H-3	High Hazard Group H-3	1,000	\$7,667	\$195.0032	\$6,389	\$162.5027	\$5,111	\$130.0022
-	Readily support combustion	5,000	\$15,467	\$225.3108	\$12,889	\$187.7590	\$10,311	\$150.2072
-	-	10,000	\$26,732	\$233.9918	\$22,277	\$194.9931	\$17,821	\$155.9945
-	-	20,000	\$50,131	\$151.1213	\$41,776	\$125.9344	\$33,421	\$100.7475
-	-	50,000	\$95,468	\$177.9974	\$79,556	\$148.3311	\$63,645	\$118.6649
-	-	100,000	\$184,466	\$184.4664	\$153,722	\$153.7220	\$122,978	\$122.9776
H-4	High Hazard Group H-4	1,000	\$6,133	\$156.0026	\$5,111	\$130.0022	\$4,089	\$104.0017
-	Pose health hazards	5,000	\$12,373	\$180.2486	\$10,311	\$150.2072	\$8,249	\$120.1658
-	-	10,000	\$21,386	\$187.1934	\$17,821	\$155.9945	\$14,257	\$124.7956
-	-	20,000	\$40,105	\$120.8970	\$33,421	\$100.7475	\$26,737	\$80.5980
-	-	50,000	\$76,374	\$142.3979	\$63,645	\$118.6649	\$50,916	\$94.9319
-	-	100,000	\$147,573	\$147.5731	\$122,978	\$122.9776	\$98,382	\$98.3821
H-5	High Hazard Group H-5	1,000	\$6,133	\$156.0026	\$5,111	\$130.0022	\$4,089	\$104.0017
-	Semiconductor Fabrication, R&D	5,000	\$12,373	\$180.2486	\$10,311	\$150.2072	\$8,249	\$120.1658
-	-	10,000	\$21,386	\$187.1934	\$17,821	\$155.9945	\$14,257	\$124.7956
-	-	20,000	\$40,105	\$120.8970	\$33,421	\$100.7475	\$26,737	\$80.5980
-	-	50,000	\$76,374	\$142.3979	\$63,645	\$118.6649	\$50,916	\$94.9319
-	-	100,000	\$147,573	\$147.5731	\$122,978	\$122.9776	\$98,382	\$98.3821
H	H Occupancy Tenant Improvements	1,000	\$3,105	\$78.9679	\$2,587	\$65.8066	\$2,070	\$52.6452
-	-	5,000	\$6,264	\$91.2636	\$5,220	\$76.0530	\$4,176	\$60.8424
-	-	10,000	\$10,827	\$94.7663	\$9,022	\$78.9719	\$7,218	\$63.1775
-	-	20,000	\$20,303	\$61.1979	\$16,920	\$50.9983	\$13,536	\$40.7986
-	-	50,000	\$38,663	\$72.0898	\$32,219	\$60.0748	\$25,775	\$48.0598
-	-	100,000	\$74,708	\$74.7077	\$62,256	\$62.2564	\$49,805	\$49.8051
I-1	Institutional—7+ persons, ambulatory	2,000	\$8,221	\$104.5623	\$6,851	\$87.1352	\$5,481	\$69.7082
-	-	10,000	\$16,586	\$120.8243	\$13,822	\$100.6869	\$11,057	\$80.5495
-	-	20,000	\$28,669	\$125.4541	\$23,891	\$104.5451	\$19,112	\$83.6361
-	-	40,000	\$53,759	\$81.0303	\$44,800	\$67.5252	\$35,840	\$54.0202
-	-	100,000	\$102,378	\$95.4450	\$85,315	\$79.5375	\$68,252	\$63.6300
-	-	200,000	\$197,823	\$98.9113	\$164,852	\$82.4261	\$131,882	\$65.9409
I-2	Institutional—6+ persons, non-ambulatory	2,000	\$10,277	\$130.7028	\$8,564	\$108.9190	\$6,851	\$87.1352
-	-	10,000	\$20,733	\$151.0304	\$17,277	\$125.8586	\$13,822	\$100.6869
-	-	20,000	\$35,836	\$156.8177	\$29,863	\$130.6814	\$23,891	\$104.5451
-	-	40,000	\$67,199	\$101.2879	\$55,999	\$84.4065	\$44,800	\$67.5252
-	-	100,000	\$127,972	\$119.3063	\$106,643	\$99.4219	\$85,315	\$79.5375
-	-	200,000	\$247,278	\$123.6392	\$206,065	\$103.0326	\$164,852	\$82.4261
I-3	Institutional—6+ persons, restrained	2,000	\$10,277	\$130.7028	\$8,564	\$108.9190	\$6,851	\$87.1352
-	-	10,000	\$20,733	\$151.0304	\$17,277	\$125.8586	\$13,822	\$100.6869
-	-	20,000	\$35,836	\$156.8177	\$29,863	\$130.6814	\$23,891	\$104.5451
-	-	40,000	\$67,199	\$101.2879	\$55,999	\$84.4065	\$44,800	\$67.5252
-	-	100,000	\$127,972	\$119.3063	\$106,643	\$99.4219	\$85,315	\$79.5375
-	-	200,000	\$247,278	\$123.6392	\$206,065	\$103.0326	\$164,852	\$82.4261
I-4	Institutional—6+ persons, day care	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-	-	5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-	-	10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-	-	20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-	-	50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-	-	100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003

I	I Occupancy Tenant Improvements	1,000	\$4,384	\$111.4979	\$3,653	\$92.9150	\$2,923	\$74.3320
-	-	5,000	\$8,844	\$128.8598	\$7,370	\$107.3832	\$5,896	\$85.9066
-	-	10,000	\$15,287	\$133.8169	\$12,739	\$111.5141	\$10,191	\$89.2113
-	-	20,000	\$28,669	\$86.3994	\$23,891	\$71.9995	\$19,112	\$57.5996
-	-	50,000	\$54,588	\$101.7838	\$45,490	\$84.8198	\$36,392	\$67.8558
-	-	100,000	\$105,480	\$105.4804	\$87,900	\$87.9003	\$70,320	\$70.3202
L	Labs (California ONLY)	2,000	\$10,211	\$129.8658	\$8,509	\$108.2215	\$6,807	\$86.5772
-	-	10,000	\$20,600	\$150.0577	\$17,167	\$125.0481	\$13,734	\$100.0385
-	-	20,000	\$35,606	\$155.8268	\$29,672	\$129.8557	\$23,737	\$103.8846
-	-	40,000	\$66,772	\$100.6324	\$55,643	\$83.8603	\$44,514	\$67.0882
-	-	100,000	\$127,151	\$118.5457	\$105,959	\$98.7881	\$84,767	\$79.0305
-	-	200,000	\$245,697	\$122.8483	\$204,747	\$102.3736	\$163,798	\$81.8989
M	Mercantile—Department & Drug Store	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-	-	5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-	-	10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-	-	20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-	-	50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-	-	100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003
M	Mercantile—Market	2,000	\$9,798	\$124.6163	\$8,165	\$103.8469	\$6,532	\$83.0776
-	-	10,000	\$19,768	\$143.9856	\$16,473	\$119.9880	\$13,178	\$95.9904
-	-	20,000	\$34,166	\$149.5305	\$28,472	\$124.6088	\$22,778	\$99.6870
-	-	40,000	\$64,072	\$96.5762	\$53,394	\$80.4802	\$42,715	\$64.3841
-	-	100,000	\$122,018	\$113.7462	\$101,682	\$94.7885	\$81,345	\$75.8308
-	-	200,000	\$235,764	\$117.8822	\$196,470	\$98.2351	\$157,176	\$78.5881
M	Mercantile—Motor fuel-dispensing	400	\$2,993	\$190.2992	\$2,494	\$158.5826	\$1,995	\$126.8661
-	-	2,000	\$6,038	\$219.9174	\$5,031	\$183.2645	\$4,025	\$146.6116
-	-	4,000	\$10,436	\$228.3560	\$8,697	\$190.2966	\$6,957	\$152.2373
-	-	8,000	\$19,570	\$147.4651	\$16,308	\$122.8875	\$13,047	\$98.3100
-	-	20,000	\$37,266	\$173.7251	\$31,055	\$144.7709	\$24,844	\$115.8167
-	-	40,000	\$72,011	\$180.0275	\$60,009	\$150.0229	\$48,007	\$120.0183
M	Mercantile—Retail or wholesale store	1,000	\$5,480	\$139.3724	\$4,567	\$116.1437	\$3,653	\$92.9150
-	-	5,000	\$11,055	\$161.0748	\$9,212	\$134.2290	\$7,370	\$107.3832
-	-	10,000	\$19,109	\$167.2712	\$15,924	\$139.3926	\$12,739	\$111.5141
-	-	20,000	\$35,836	\$107.9993	\$29,863	\$89.9994	\$23,891	\$71.9995
-	-	50,000	\$68,236	\$127.2297	\$56,863	\$106.0248	\$45,490	\$84.8198
-	-	100,000	\$131,850	\$131.8505	\$109,875	\$109.8754	\$87,900	\$87.9003
M	M Occupancy Tenant Improvements	1,000	\$2,993	\$76.1288	\$2,494	\$63.4406	\$1,995	\$50.7525
-	-	5,000	\$6,038	\$87.9457	\$5,032	\$73.2881	\$4,025	\$58.6305
-	-	10,000	\$10,435	\$91.3545	\$8,696	\$76.1288	\$6,957	\$60.9030
-	-	20,000	\$19,571	\$58.9941	\$16,309	\$49.1618	\$13,047	\$39.3294
-	-	50,000	\$37,269	\$69.4779	\$31,058	\$57.8983	\$24,846	\$46.3186
-	-	100,000	\$72,008	\$72.0080	\$60,007	\$60.0066	\$48,005	\$48.0053
R-1	Residential—Transient	2,000	\$20,583	\$91.9908	\$17,153	\$76.6590	\$13,722	\$61.3272
-	- Boarding Houses, Hotels, Motels	10,000	\$27,943	\$78.9315	\$23,286	\$65.7763	\$18,628	\$52.6210
-	-	20,000	\$35,836	\$29.8607	\$29,863	\$24.8839	\$23,891	\$19.9071
-	-	40,000	\$41,808	\$8.5193	\$34,840	\$7.0995	\$27,872	\$5.6796
-	-	100,000	\$46,920	\$11.1050	\$39,100	\$9.2541	\$31,280	\$7.4033
-	-	200,000	\$58,025	\$29.0123	\$48,354	\$24.1769	\$38,683	\$19.3415
R-2	Residential—Permanent, 2+ Dwellings	1,500	\$16,423	\$97.8576	\$13,686	\$81.5480	\$10,949	\$65.2384
-	- Apartment, Dormitory, Timeshare	7,500	\$22,294	\$83.9462	\$18,579	\$69.9551	\$14,863	\$55.9641
-	-	15,000	\$28,590	\$31.7696	\$23,825	\$26.4746	\$19,060	\$21.1797
-	-	30,000	\$33,356	\$9.0749	\$27,796	\$7.5624	\$22,237	\$6.0499
-	-	75,000	\$37,439	\$11.8019	\$31,200	\$9.8349	\$24,960	\$7.8679
-	-	150,000	\$46,291	\$30.8606	\$38,576	\$25.7171	\$30,861	\$20.5737
R-3	Dwellings—Custom Homes	1,500	\$9,197	\$328.7929	\$7,664	\$273.9941	\$6,131	\$219.1953
-	-	2,500	\$12,485	\$352.6163	\$10,404	\$293.8469	\$8,323	\$235.0775
-	-	3,500	\$16,011	\$266.9051	\$13,342	\$222.4209	\$10,674	\$177.9368
-	-	4,500	\$18,680	\$114.3674	\$15,567	\$95.3061	\$12,453	\$76.2449
-	-	6,500	\$20,967	\$141.5962	\$17,473	\$117.9969	\$13,978	\$94.3975
-	-	10,000	\$25,923	\$259.2317	\$21,603	\$216.0264	\$17,282	\$172.8211
R-3	Dwellings—Models, First Master Plan	1,500	\$9,197	\$328.7929	\$7,664	\$273.9941	\$6,131	\$219.1953
-	-	2,500	\$12,485	\$352.6163	\$10,404	\$293.8469	\$8,323	\$235.0775
-	-	3,500	\$16,011	\$266.9051	\$13,342	\$222.4209	\$10,674	\$177.9368
-	-	4,500	\$18,680	\$114.3674	\$15,567	\$95.3061	\$12,453	\$76.2449
-	-	6,500	\$20,967	\$141.5962	\$17,473	\$117.9969	\$13,978	\$94.3975
-	-	10,000	\$25,923	\$259.2317	\$21,603	\$216.0264	\$17,282	\$172.8211
R-3	Dwellings—Production Phase of Master Plan (repeats)	1,500	\$7,117	\$254.4215	\$5,930	\$212.0179	\$4,744	\$169.6144
-	-	2,500	\$9,661	\$272.8515	\$8,051	\$227.3763	\$6,441	\$181.9010
-	-	3,500	\$12,389	\$206.5172	\$10,324	\$172.0977	\$8,260	\$137.6782
-	-	4,500	\$14,454	\$88.5139	\$12,045	\$73.7616	\$9,636	\$59.0093
-	-	6,500	\$16,225	\$109.5388	\$13,521	\$91.2824	\$10,816	\$73.0259
-	-	10,000	\$20,059	\$200.5860	\$16,716	\$167.1550	\$13,372	\$133.7240

R-3	Dwellings—Alternate Materials	1,500	\$9,197	\$328.7929	\$7,664	\$273.9941	\$6,131	\$219.1953
-	-	2,500	\$12,485	\$352.6163	\$10,404	\$293.8469	\$8,323	\$235.0775
-	-	3,500	\$16,011	\$266.9051	\$13,342	\$222.4209	\$10,674	\$177.9368
-	-	4,500	\$18,680	\$114.3674	\$15,567	\$95.3061	\$12,453	\$76.2449
-	-	6,500	\$20,967	\$141.5962	\$17,473	\$117.9969	\$13,978	\$94.3975
-	-	10,000	\$25,923	\$259.2317	\$21,603	\$216.0264	\$17,282	\$172.8211
R-4	Residential—Assisted Living (6-16 persons)	1,500	\$16,423	\$97.8576	\$13,686	\$81.5480	\$10,949	\$65.2384
-	-	7,500	\$22,294	\$83.9462	\$18,579	\$69.9551	\$14,863	\$55.9641
-	-	15,000	\$28,590	\$31.7696	\$23,825	\$26.4746	\$19,060	\$21.1797
-	-	30,000	\$33,356	\$9.0749	\$27,796	\$7.5624	\$22,237	\$6.0499
-	-	75,000	\$37,439	\$11.8019	\$31,200	\$9.8349	\$24,960	\$7.8679
-	-	150,000	\$46,291	\$30.8606	\$38,576	\$25.7171	\$30,861	\$20.5737
R	R Occupancy Tenant Improvements	1,000	\$3,969	\$35.4813	\$3,307	\$29.5678	\$2,646	\$23.6542
-	-	5,000	\$5,388	\$30.4364	\$4,490	\$25.3636	\$3,592	\$20.2909
-	-	10,000	\$6,910	\$11.4989	\$5,758	\$9.5824	\$4,607	\$7.6659
-	-	20,000	\$8,060	\$3.2825	\$6,717	\$2.7354	\$5,373	\$2.1883
-	-	50,000	\$9,045	\$4.2723	\$7,537	\$3.5603	\$6,030	\$2.8482
-	-	100,000	\$11,181	\$11.1807	\$9,317	\$9.3173	\$7,454	\$7.4538
S-1	Storage—Moderate Hazard	1,000	\$3,105	\$78.9679	\$2,587	\$65.8066	\$2,070	\$52.6452
-	-	5,000	\$6,264	\$91.2636	\$5,220	\$76.0530	\$4,176	\$60.8424
-	-	10,000	\$10,827	\$94.7663	\$9,022	\$78.9719	\$7,218	\$63.1775
-	-	20,000	\$20,303	\$61.1979	\$16,920	\$50.9983	\$13,536	\$40.7986
-	-	50,000	\$38,663	\$72.0898	\$32,219	\$60.0748	\$25,775	\$48.0598
-	-	100,000	\$74,708	\$74.7077	\$62,256	\$62.2564	\$49,805	\$49.8051
S-1	Storage—Moderate Hazard, Repair Garage	500	\$2,394	\$121.7939	\$1,995	\$101.4949	\$1,596	\$81.1959
-	Motor Vehicles (not High Hazard)	2,500	\$4,830	\$140.7496	\$4,025	\$117.2913	\$3,220	\$93.8330
-	-	5,000	\$8,349	\$146.1551	\$6,957	\$121.7959	\$5,566	\$97.4367
-	-	10,000	\$15,657	\$94.3704	\$13,047	\$78.6420	\$10,438	\$62.9136
-	-	25,000	\$29,812	\$111.1768	\$24,843	\$92.6473	\$19,875	\$74.1178
-	-	50,000	\$57,606	\$115.2127	\$48,005	\$96.0106	\$38,404	\$76.8085
S-2	Storage—Low Hazard	500	\$2,993	\$152.2424	\$2,494	\$126.8686	\$1,995	\$101.4949
-	-	2,500	\$6,038	\$175.9370	\$5,031	\$146.6141	\$4,025	\$117.2913
-	-	5,000	\$10,436	\$182.6939	\$8,697	\$152.2449	\$6,957	\$121.7959
-	-	10,000	\$19,571	\$117.9630	\$16,309	\$98.3025	\$13,047	\$78.6420
-	-	25,000	\$37,265	\$138.9710	\$31,054	\$115.8091	\$24,843	\$92.6473
-	-	50,000	\$72,008	\$144.0159	\$60,007	\$120.0133	\$48,005	\$96.0106
S-2	Storage—Low Hazard, Aircraft Hangar	1,000	\$3,881	\$98.7098	\$3,234	\$82.2582	\$2,587	\$65.8066
-	-	5,000	\$7,830	\$114.0795	\$6,525	\$95.0663	\$5,220	\$76.0530
-	-	10,000	\$13,533	\$118.4579	\$11,278	\$98.7149	\$9,022	\$78.9719
-	-	20,000	\$25,379	\$76.4974	\$21,149	\$63.7478	\$16,920	\$50.9983
-	-	50,000	\$48,329	\$90.1122	\$40,274	\$75.0935	\$32,219	\$60.0748
-	-	100,000	\$93,385	\$93.3846	\$77,821	\$77.8205	\$62,256	\$62.2564
S-2	Storage—Low Hazard, Parking Garages	1,000	\$2,536	\$64.5178	\$2,114	\$53.7648	\$1,691	\$43.0119
-	Open or Enclosed	5,000	\$5,117	\$74.5380	\$4,264	\$62.1150	\$3,411	\$49.6920
-	-	10,000	\$8,844	\$77.4104	\$7,370	\$64.5087	\$5,896	\$51.6070
-	-	20,000	\$16,585	\$49.9990	\$13,821	\$41.6659	\$11,057	\$33.3327
-	-	50,000	\$31,585	\$58.8790	\$26,321	\$49.0658	\$21,056	\$39.2526
-	-	100,000	\$61,024	\$61.0242	\$50,854	\$50.8535	\$40,683	\$40.6828
S	S Occupancy Tenant Improvements	1,000	\$1,804	\$45.8780	\$1,503	\$38.2317	\$1,203	\$30.5853
-	-	5,000	\$3,639	\$53.0250	\$3,033	\$44.1875	\$2,426	\$35.3500
-	-	10,000	\$6,290	\$55.0551	\$5,242	\$45.8793	\$4,194	\$36.7034
-	-	20,000	\$11,796	\$35.5470	\$9,830	\$29.6225	\$7,864	\$23.6980
-	-	50,000	\$22,460	\$41.8898	\$18,717	\$34.9081	\$14,973	\$27.9265
-	-	100,000	\$43,405	\$43.4048	\$36,171	\$36.1706	\$28,937	\$28.9365
U	Accessory—Barn or Shed	200	\$1,207	\$153.4922	\$1,006	\$127.9102	\$805	\$102.3282
-	-	1,000	\$2,435	\$177.3762	\$2,029	\$147.8135	\$1,623	\$118.2508
-	-	2,000	\$4,209	\$184.1937	\$3,507	\$153.4948	\$2,806	\$122.7958
-	-	4,000	\$7,893	\$118.9376	\$6,577	\$99.1147	\$5,262	\$79.2917
-	-	10,000	\$15,029	\$140.1072	\$12,524	\$116.7560	\$10,019	\$93.4048
-	-	20,000	\$29,040	\$145.1976	\$24,200	\$120.9980	\$19,360	\$96.7984
U	Accessory—Private Garage	200	\$1,207	\$153.4922	\$1,006	\$127.9102	\$805	\$102.3282
-	-	1,000	\$2,435	\$177.3762	\$2,029	\$147.8135	\$1,623	\$118.2508
-	-	2,000	\$4,209	\$184.1937	\$3,507	\$153.4948	\$2,806	\$122.7958
-	-	4,000	\$7,893	\$118.9376	\$6,577	\$99.1147	\$5,262	\$79.2917
-	-	10,000	\$15,029	\$140.1072	\$12,524	\$116.7560	\$10,019	\$93.4048
-	-	20,000	\$29,040	\$145.1976	\$24,200	\$120.9980	\$19,360	\$96.7984
U	Accessory—Other	1,000	\$3,170	\$80.6472	\$2,642	\$67.2060	\$2,114	\$53.7648
-	-	5,000	\$6,396	\$93.1725	\$5,330	\$77.6438	\$4,264	\$62.1150
-	-	10,000	\$11,055	\$96.7631	\$9,212	\$80.6359	\$7,370	\$64.5087
-	-	20,000	\$20,731	\$62.4988	\$17,276	\$52.0823	\$13,821	\$41.6659
-	-	50,000	\$39,481	\$73.5987	\$32,901	\$61.3323	\$26,321	\$49.0658
-	-	100,000	\$76,280	\$76.2803	\$63,567	\$63.5669	\$50,854	\$50.8535

-	Other Tenant Improvements	1,000	\$2,993	\$76.1288	\$2,494	\$63.4406	\$1,995	\$50.7525
-	-	5,000	\$6,038	\$87.9457	\$5,032	\$73.2881	\$4,025	\$58.6305
-	-	10,000	\$10,435	\$91.3545	\$8,696	\$76.1288	\$6,957	\$60.9030
-	-	20,000	\$19,571	\$58.9941	\$16,309	\$49.1618	\$13,047	\$39.3294
-	-	50,000	\$37,269	\$69.4779	\$31,058	\$57.8983	\$24,846	\$46.3186
-	-	100,000	\$72,008	\$72.0080	\$60,007	\$60.0066	\$48,005	\$48.0053
R-3	Residential Room Addition	50	\$2,026	\$362.0736	\$1,688	\$301.7280	\$1,350	\$241.3824
-	-	250	\$2,750	\$310.6356	\$2,291	\$258.8630	\$1,833	\$207.0904
-	-	500	\$3,526	\$117.5489	\$2,939	\$97.9574	\$2,351	\$78.3659
-	-	1,000	\$4,114	\$33.5825	\$3,428	\$27.9854	\$2,743	\$22.3883
-	-	2,500	\$4,618	\$43.6623	\$3,848	\$36.3853	\$3,078	\$29.1082
-	-	5,000	\$5,709	\$114.1856	\$4,758	\$95.1546	\$3,806	\$76.1237
SHELL BUILDINGS								
-	All Shell Buildings	1,000	\$3,247	\$82.5827	\$2,706	\$68.8189	\$2,165	\$55.0551
-	-	5,000	\$6,550	\$95.4450	\$5,459	\$79.5375	\$4,367	\$63.6300
-	-	10,000	\$11,323	\$99.0931	\$9,435	\$82.5776	\$7,548	\$66.0621
-	-	20,000	\$21,232	\$64.0017	\$17,693	\$53.3347	\$14,155	\$42.6678
-	-	50,000	\$40,432	\$75.3864	\$33,694	\$62.8220	\$26,955	\$50.2576
-	-	100,000	\$78,126	\$78.1255	\$65,105	\$65.1046	\$52,084	\$52.0837
A-2	Shell: Assembly—Food & Drink	1,000	\$3,717	\$94.5390	\$3,098	\$78.7825	\$2,478	\$63.0260
-	-	5,000	\$7,499	\$109.2497	\$6,249	\$91.0414	\$4,999	\$72.8331
-	-	10,000	\$12,961	\$113.4432	\$10,801	\$94.5360	\$8,641	\$75.6288
-	-	20,000	\$24,305	\$73.2694	\$20,255	\$61.0579	\$16,204	\$48.8463
-	-	50,000	\$46,286	\$86.2944	\$38,572	\$71.9120	\$30,858	\$57.5296
-	-	100,000	\$89,433	\$89.4335	\$74,528	\$74.5279	\$59,622	\$59.6223
B	Shell: Business—Clinic, Outpatient	1,000	\$4,646	\$118.1738	\$3,872	\$98.4782	\$3,098	\$78.7825
-	-	5,000	\$9,373	\$136.5621	\$7,811	\$113.8018	\$6,249	\$91.0414
-	-	10,000	\$16,201	\$141.8040	\$13,501	\$118.1700	\$10,801	\$94.5360
-	-	20,000	\$30,382	\$91.5868	\$25,318	\$76.3223	\$20,255	\$61.0579
-	-	50,000	\$57,858	\$107.8680	\$48,215	\$89.8900	\$38,572	\$71.9120
-	-	100,000	\$111,792	\$111.7919	\$93,160	\$93.1599	\$74,528	\$74.5279
B	Shell: Business—Professional Office	1,000	\$4,646	\$118.1738	\$3,872	\$98.4782	\$3,098	\$78.7825
-	-	5,000	\$9,373	\$136.5621	\$7,811	\$113.8018	\$6,249	\$91.0414
-	-	10,000	\$16,201	\$141.8040	\$13,501	\$118.1700	\$10,801	\$94.5360
-	-	20,000	\$30,382	\$91.5868	\$25,318	\$76.3223	\$20,255	\$61.0579
-	-	50,000	\$57,858	\$107.8680	\$48,215	\$89.8900	\$38,572	\$71.9120
-	-	100,000	\$111,792	\$111.7919	\$93,160	\$93.1599	\$74,528	\$74.5279
M	Shell: Mercantile—Department & Drug Store	1,000	\$4,646	\$118.1738	\$3,872	\$98.4782	\$3,098	\$78.7825
-	-	5,000	\$9,373	\$136.5621	\$7,811	\$113.8018	\$6,249	\$91.0414
-	-	10,000	\$16,201	\$141.8040	\$13,501	\$118.1700	\$10,801	\$94.5360
-	-	20,000	\$30,382	\$91.5868	\$25,318	\$76.3223	\$20,255	\$61.0579
-	-	50,000	\$57,858	\$107.8680	\$48,215	\$89.8900	\$38,572	\$71.9120
-	-	100,000	\$111,792	\$111.7919	\$93,160	\$93.1599	\$74,528	\$74.5279
-	Other Shell Building	1,000	\$4,646	\$118.1738	\$3,872	\$98.4782	\$3,098	\$78.7825
-	-	5,000	\$9,373	\$136.5621	\$7,811	\$113.8018	\$6,249	\$91.0414
-	-	10,000	\$16,201	\$141.8040	\$13,501	\$118.1700	\$10,801	\$94.5360
-	-	20,000	\$30,382	\$91.5868	\$25,318	\$76.3223	\$20,255	\$61.0579
-	-	50,000	\$57,858	\$107.8680	\$48,215	\$89.8900	\$38,572	\$71.9120
-	-	100,000	\$111,792	\$111.7919	\$93,160	\$93.1599	\$74,528	\$74.5279

* Each additional 100 square feet, or portion thereof, up to the next highest project size threshold.



MASTER FEE SCHEDULE

Section 5: Building

Mechanical, Plumbing & Electrical

FEE TYPES	Adopted June 2022	Adopted June 2023	\$ Change	% Change
ADMINISTRATIVE AND MISC. FEES				
Travel and Documentation Fees:				
Simple Project (1 trip)	\$ -	\$ -	\$ -	0%
Moderate Project (2 trips)	\$ -	\$ -	\$ -	0%
Complex Project (3 trips)	\$ -	\$ -	\$ -	0%
Permit Issuance	\$ 98	\$ 98	\$ -	0%
Supplemental Permit Issuance	\$ 98	\$ 98	\$ -	0%
MECHANICAL PERMIT FEES				
UNIT FEES:				
A/C, Residential (each)	\$ 196	\$ 196	\$ -	0%
Furnace (F.A.U., Floor)	\$ 196	\$ 196	\$ -	0%
Heater (Wall)	\$ 196	\$ 196	\$ -	0%
Appliance Vent/Chimney (only)				
Air Handler	\$ 196	\$ 196	\$ -	0%
Duct Work (only)	\$ 196	\$ 196	\$ -	0%
Evaporative Cooler	\$ 196	\$ 196	\$ -	0%
Moisture Exhaust Duct (Clothes Dryer)	\$ 196	\$ 196	\$ -	0%
Vent Fan, Single Duct (each)	\$ 196	\$ 196	\$ -	0%
Vent System	\$ 196	\$ 196	\$ -	0%
Exhaust Hood and Duct (Residential)	\$ 196	\$ 196	\$ -	0%
Non-Residential Incinerator	\$ 387	\$ 387	\$ -	0%
Appliance or piece of equipment not classed in other appliance categories, or for which no other fee is listed (each)	\$ 196	\$ 196	\$ -	0%
OTHER FEES:				
Other Mechanical Inspections (per hour)	\$ 130	\$ 130	\$ -	0%
PLUMBING/GAS PERMIT FEES				
UNIT FEES:				
Fixtures (each)	\$ 196	\$ 196	\$ -	0%
Gas Line	\$ 196	\$ 196	\$ -	0%
Building Sewer	\$ 325	\$ 325	\$ -	0%
Grease Trap	\$ 196	\$ 196	\$ -	0%
Backflow Preventer				
First 5	\$ 196	\$ 196	\$ -	0%
Each after the First 5	\$ 196	\$ 196	\$ -	0%
Roof Drain—Rainwater System	\$ 196	\$ 196	\$ -	0%
Water Heater				
First Heater	\$ 196	\$ 196	\$ -	0%
Each Additional Heater	\$ 130	\$ 130	\$ -	0%
Water Pipe Repair/Replacement (ea. Outlet)	\$ 175	\$ 175	\$ -	0%
Drain-Vent Repair/Alterations	\$ 175	\$ 175	\$ -	0%
Drinking Fountain	\$ 175	\$ 175	\$ -	0%
Solar Water System Fixtures (solar panels, tanks, water treatment equipment)	\$ 309	\$ 309	\$ -	0%
Medical Gas System (Each Outlet)	\$ 619	\$ 619	\$ -	0%
OTHER FEES:				
Other Plumbing and Gas Inspections (per hour)	\$ 130	\$ 130	\$ -	0%



MASTER FEE SCHEDULE

Section 5: Building

Mechanical, Plumbing & Electrical

FEE TYPES	Adopted June 2022	Adopted June 2023	\$ Change	% Change
ELECTRICAL PERMIT FEES				
SYSTEM FEES:				
Private, Residential, In-ground Swimming Pools	\$ 130	\$ 130	\$ -	0%
Temporary Service (each)	\$ 196	\$ 196	\$ -	0%
Temporary Pole (each)	\$ 196	\$ 196	\$ -	0%
Generator Installation	\$ 196	\$ 196	\$ -	0%
Lighting Fixtures				
Lighting Fixtures, sockets, or other lamp-holding devices (first 10)	\$ 130	\$ 130	\$ -	0%
Each additional 10	\$ 130	\$ 130	\$ -	0%
Pole or platform-mounted lighting fixtures (each)	\$ 258	\$ 258	\$ -	0%
Theatrical-type lighting fixtures or assemblies (each)	\$ 433	\$ 433	\$ -	0%
Residential Appliances				
Fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter mounted cooking tops; electric ranges; self-contained room console or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances (each) not exceeding one horsepower (HP) in rating (each)	\$ 196	\$ 196	\$ -	0%
(For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus)				
Nonresidential Appliances				
Residential appliances and self-contained factory-wired, nonresidential appliances not exceeding one horsepower (HP), kilowatt (kW), or kilovolt-ampere (kVA) in rating, including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment (each)	\$ 227	\$ 227	\$ -	0%
(For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus)				
Services				
Services of 600 volts or less, up to 200 amperes in rating (each)	\$ 258	\$ 258	\$ -	0%
Services of 600 volts or less, 201 to 1000 amperes in rating (each)	\$ 258	\$ 258	\$ -	0%
Services over 600 volts or over 1000 amperes in rating (each)	\$ 454	\$ 454	\$ -	0%
Miscellaneous Apparatus, Conduits, and Conductors				
Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set forth	\$ 196	\$ 196	\$ -	0%
(This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs, or other equipment)				
Photovoltaic Systems Residential (each)	\$ 196	\$ 196	\$ -	0%
OTHER FEES:				
Other Electrical Inspections (per hour)	\$ 130	\$ 130	\$ -	0%



MASTER FEE SCHEDULE

Section 5: Building

Mechanical, Plumbing & Electrical

FEE TYPES	Adopted June 2022	Adopted June 2023	\$ Change	% Change
OTHER INSPECTIONS AND FEES				
Inspections outside of normal business hours, 0-2 hours (minimum charge)	\$ 258	\$ 258	\$ -	0%
Each additional hour or portion thereof	\$ 130	\$ 130	\$ -	0%
Reinspection Fee (per hour)	\$ 130	\$ 130	\$ -	0%
Inspections for which no fee is specifically indicated, per hour (minimum charge = 1 hour)	\$ 130	\$ 130	\$ -	0%
Additional Plan Review required by changes, additions, or revisions to approved plans, per hour (minimum charge = 1 hour)	\$ 130	\$ 130	\$ -	0%

:: This table would be used if, for example, someone wants a permit for just a water heater or electrical panel.



MASTER FEE SCHEDULE

Section 5: Building

Miscellaneous Building

Work Item	Unit	Adopted July 2022	Adopted July 2023	\$ Change	% Change
Administrative & Miscellaneous					
Duplicate/Replacement Job Card	each	\$ 77	\$ 81	\$ 4	5%
General Plan Fee	per permit	\$ 10	\$ 10	\$ -	0%
Standard Hourly Rate		\$ 130	\$ 130	\$ -	0%
Antenna—Telecom Facility					
Radio	each	\$ 695	\$ 729	\$ 34	5%
Cellular/Mobile Phone, free-standing	each	\$ 695	\$ 729	\$ 34	5%
Cellular/Mobile Phone, attached to building	each	\$ 695	\$ 729	\$ 34	5%
Demolition (up to 3,000 sf)					
Commercial	each	\$ 460	\$ 483	\$ 23	5%
Residential	each	\$ 460	\$ 483	\$ 23	5%
Fireplace					
Masonry	each	\$ 695	\$ 729	\$ 34	5%
Pre-Fabricated/Metal	each	\$ 604	\$ 634	\$ 30	5%
Chimney Repair	each	\$ 280	\$ 294	\$ 14	5%
Patios, Porches and Sheds					
Covered or Enclosed Patio or Porch	each	\$ 304	\$ 319	\$ 15	5%
Deck (wood)	each	\$ 189	\$ 198	\$ 9	5%
Deck w/ Railing (wood)	each	\$ 219	\$ 230	\$ 11	5%
Shed	each	\$ 304	\$ 319	\$ 15	5%
Photovoltaic Commercial System					
Commercial, up to 4 kilowatts	up to 4 kW	\$ 268	\$ 281	\$ 13	5%
Commercial, each additional 1 kilowatt	each 1 kW	\$ 98	\$ 103	\$ 5	5%
Remodel—Residential					
Less than 300 sf	up to 300 sf	\$ 611	\$ 641	\$ 30	5%
Kitchen	up to 300 sf	\$ 733	\$ 769	\$ 36	5%
Bath	up to 300 sf	\$ 733	\$ 769	\$ 36	5%
Additional remodel	each 300 sf	\$ 287	\$ 301	\$ 14	5%
Re-roof					
Residential		\$ 250	\$ 262	\$ 12	5%
Multi-Family Dwelling	up to 500 sf	\$ 384	\$ 403	\$ 19	5%
Commercial	up to 500 sf	\$ 384	\$ 403	\$ 19	5%
Siding & Stucco					
Siding & Stucco Applications	up to 400 sf	\$ 277	\$ 291	\$ 14	5%
Additional siding or stucco	over 400 sf	\$ 152	\$ 159	\$ 7	5%
Signs					
Directional	each	\$ 349	\$ 366	\$ 17	5%
Ground/Roof/Projecting Signs	each	\$ 299	\$ 314	\$ 15	5%
Other Non-Electric Sign	each	\$ 206	\$ 216	\$ 10	5%
Wall/Awning, Electric	each	\$ 329	\$ 345	\$ 16	5%



MASTER FEE SCHEDULE

Section 5: Building

Miscellaneous Building

Work Item	Unit	Adopted July 2022	Adopted July 2023	\$ Change	% Change
Storage Racks					
0-8' high (up to 100 lf)	first 100 lf	\$ 226	\$ 237	\$ 11	5%
each additional 100 lf	each 100 lf	\$ 184	\$ 193	\$ 9	5%
over 8' high (up to 100 lf)	first 100 lf	\$ 272	\$ 285	\$ 13	5%
each additional 100 lf	each 100 lf	\$ 180	\$ 189	\$ 9	5%
Supplemental Inspection Fee					
First hour	each	\$ 152	\$ 159	\$ 7	5%
Each Additional Half Hour	per hour	\$ 76	\$ 80	\$ 4	5%
Swimming Pool/Spa					
Vinyl-lined (up to 800 sf)	each	\$ 790	\$ 829	\$ 39	5%
Fiberglass	each	\$ 790	\$ 829	\$ 39	5%
Gunitite (up to 800 sf)	each	\$ 790	\$ 829	\$ 39	5%
Additional pool (over 800 sf)	each 100 sf	\$ 405	\$ 425	\$ 20	5%
Commercial pool (up to 800 sf)	each	\$ 867	\$ 909	\$ 42	5%
Commercial pool (over 800 sf)	each	\$ 867	\$ 909	\$ 42	5%
Spa or Hot Tub (Pre-fabricated)	each	\$ 377	\$ 395	\$ 18	5%
Window or Sliding Glass Door					
Replacement		\$ 250	\$ 262	\$ 12	5%
New Window (non structural) (up to 5)	each	\$ 280	\$ 294	\$ 14	5%
New window (structural shear wall/masonry) (up to 5)	each	\$ 482	\$ 506	\$ 24	5%
FIRE PLAN CHECK & INSPECTION					
Hood and Duct System (Commercial)	each	\$ 615	\$ 645	\$ 30	5%
1 & 2 Family Res. Fire Extinguish Systems (includes 13D and 13R systems)		\$ 768	\$ 806	\$ 38	5%
Spray Booth	each	\$ 768	\$ 806	\$ 38	5%



MASTER FEE SCHEDULE

Section 6: Planning

Fee Description		Adopted August 2022	Adopted August 2023	\$ Change	% Change
Variance		\$ 1,318	\$ 1,318	\$ -	0%
Use Permits					
Conditional Use Permit		\$ 1,501	\$ 1,501	\$ -	0%
Temporary Use Permit		\$ 385	\$ 385	\$ -	0%
Exceptions (Historic Residential District)		\$ 439	\$ 461	\$ 35	9%
Home Day Care		\$ 439	\$ 461	\$ 35	9%
Site Plan / Architectural Review					
0-1 Acre		\$ 3,303	\$ 3,303	\$ -	0%
1-10 Acres		\$ 5,007	\$ 5,007	\$ -	0%
10+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
Site Plan / Architectural Review (Non-Residential)					
0-1 Acre	Up to	\$ 3,303	\$ 3,303	\$ -	0%
1-10 Acres		\$ 5,007	\$ 5,007	\$ -	0%
10+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
Tentative Parcel Map (0-4 Lots)		\$ 1,098	\$ 1,098	\$ -	0%
Lot Line Adjustments / Merger Processing		\$ 411	\$ 411	\$ -	0%
Tentative Subdivision Map					
5-100 Units	Up to	\$ 6,108	\$ 6,108	\$ -	0%
100+ Units (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
Condo Map		\$ 4,404	\$ 4,404	\$ -	0%
Tentative Map Extension		\$ 666	\$ 666	\$ -	0%
Planned Unit Development					
0-5 Acres		\$ 6,678	\$ 6,678	\$ -	0%
5+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
Annexations		\$ 4,597	\$ 4,597	\$ -	0%
Final Parcel Map		\$ 495	\$ 495	\$ -	0%
Final Subdivision Map		\$ 495	\$ 495	\$ -	0%
Appeals Planning Comm/City Council		\$ 416	\$ 416	\$ -	0%
Rezoning/Prezoning					
0-10 Acres		\$ 4,339	\$ 4,339	\$ -	0%
10+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
General Plan Amendment					
0-10 Acres		\$ 4,339	\$ 4,339	\$ -	0%
10+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%



MASTER FEE SCHEDULE

Section 6: Planning

Fee Description		Adopted August 2022	Adopted August 2023	\$ Change	% Change
Specific Plan Amendment					
0-10 Acres		\$ 4,339	\$ 4,339	\$ -	0%
10+ Acres (Minimum Deposit Required)		\$ 10,000	\$ 10,000	\$ -	0%
Custom Homes		\$ 853	\$ 853	\$ -	0%
Demolition Permit (Historic District Resource Assessment)		\$ 346	\$ 346	\$ -	0%
Ordinance Amendment-Text or other		\$ 3,357	\$ 3,357	\$ -	0%
Design Review		\$ 267	\$ 267	\$ -	0%
Planning & Zoning Insp. -Letter of Compliance		\$ 134	\$ 134	\$ -	0%
Work of - Professional Staff - Director, per hour		\$ 177	\$ 177	\$ -	0%
Work of - Professional Staff - Senior Planner, per hour		\$ 138	\$ 138	\$ -	0%
Work of - Professional Staff - Assistant Planner Staff, per hour		\$ 109	\$ 109	\$ -	0%
Public Hearing Notice		\$ 212	\$ 212	\$ -	0%
Water Efficient Landscaping Ordinance Compliance		\$ 63	\$ 63	\$ -	0%
Deposits applied toward Actual Costs of Staff, Attorneys, Consultants					
Development Agreement - Minimum Deposit Required		\$ 20,000	\$ 20,000	\$ -	0%
Environmental Impact Report (EIR), Minimum Deposit Required		\$ 20,000	\$ 20,000	\$ -	0%
Categorical Exemption		\$ 250	\$ 250	\$ -	0%
Initial Study / Environmental Determination at Actual Cost, Min. Deposit Required		\$ 12,000	\$ 12,000	\$ -	0%
Mitigation Monitoring Program, at Actual Cost - Minimum Deposit		\$ 5,000	\$ 5,000	\$ -	0%
Cannabis Application Preliminary Review and Processing		\$ 4,800	\$ 4,800	\$ -	0%
Cannabis Application Final Review and Approval of Operator		\$ 7,800	\$ 7,800	\$ -	0%
Commercial Cannabis Business Permit Annual Fee		\$ 4,320	\$ 4,320	\$ -	0%
Annexation into Community Facilities District #2, Min. Deposit		\$ 10,000	\$ 10,000	\$ -	0%



MASTER FEE SCHEDULE

Attachment 1

Section 7: Business Tax License

Fee Description	#	Current Tax
BUSINESS LICENSE, GROSS RECEIPTS SCHEDULE:		
Class A ⁽¹⁾ - retail sales, contractors, subcontractors, restaurants, property management or leasing, rentals, personal or repair services, etc.		
Class B ⁽¹⁾ -professionals such as attorneys, architects, accountants, real estate agents and brokers, appraisers, doctors, consultants, engineers, bookkeepers, investigators, developers, advertising agents, interior designers, etc.		
	Class	
	A ⁽¹⁾	B ⁽¹⁾
Gross Receipts : 0 - 40,000	50.00	76.00
Gross Receipts : 40,000 - 60,000	60.00	90.00
Gross Receipts : 60,000 - 80,000	70.00	96.00
Gross Receipts : 80,000 - 100,000	80.00	120.00
Gross Receipts : 100,000 - 120,000	90.00	136.00
Gross Receipts : 120,000 - 140,000	100.00	150.00
Gross Receipts : 140,000 - 160,000	110.00	166.00
Gross Receipts : 160,000 - 180,000	120.00	180.00
Gross Receipts : 180,000 - 200,000	130.00	196.00
Gross Receipts : 200,000 - 240,000	146.00	220.00
Gross Receipts : 240,000 - 280,000	170.00	256.00
Gross Receipts : 280,000 - 320,000	190.00	286.00
Gross Receipts : 320,000 - 360,000	210.00	316.00
Gross Receipts : 360,000 - 400,000	230.00	346.00
Gross Receipts : 400,000 - 450,000	250.00	376.00
Gross Receipts : 450,000 - 500,000	270.00	406.00
Gross Receipts : 500,000 - 550,000	290.00	436.00
Gross Receipts : 550,000 - 600,000	310.00	466.00
Gross Receipts : 600,000 - 700,000	330.00	646.00
Gross Receipts : 700,000 - 800,000	350.00	766.00
Gross Receipts : 800,000 - 900,000	370.00	826.00
Gross Receipts : 900,000 - 1,000,000	390.00	886.00
For each add'l \$100,000 or fraction thereof :	15.00	15.00
BUSINESS LICENSE, MISCELLANEOUS FEE SCHEDULE		
Apartments, Hotels, Motels & Mobile Home Parks - per unit for fourplexes & up ⁽¹⁾		\$5.30
Amusement/Vending Machines, per Gross Receipts schedule, except for:		
Billiard and Pool Rooms - for first table ⁽¹⁾		\$31.90
Each additional table		\$15.90
Circus, per Day		\$213.00
Carnivals, per Day		\$213.00
Night Clubs, per year ⁽¹⁾		\$532.50
Dance Halls, per year ⁽¹⁾		\$532.50
Mechanical Amusement, per year per machine (music mechanical or video devices)		\$21.30
Ambulance Service - per ambulance, per year		\$53.20
Auctioneer		\$53.20
Administrative Offices with No Gross Receipts ⁽¹⁾ , the greater of:		\$50.00 or .1% of gross operating expenses
Itinerant Merchant, Peddlers (Temporary sales up to 190 days) and must post a bond		\$266.20
Principal Solicitor without a regular place of business in the City (and must post bond)		\$266.20
Additional Solicitors		\$21.30
Solicitor who is a bona fide resident of the city, applying as an individual		\$47.90
Bingo - for profit		\$53.20
Contractors and trades based outside City		\$133.10
Plus for each associate or employee working within the City		\$26.60
Service firms based outside the City		\$50.00
Plus for each associate or employee working within the City		\$25.00
Transportation & Trucking - for the first truck, per year		\$42.60
Additional truck, per year		\$21.30
(1) SAFETY INSPECTION FEE		
⁽¹⁾ In addition to the above, businesses within the city are charged a Safety inspection fee, per year		\$24.90 plus \$0.027 per square foot

**MASTER FEE SCHEDULE****Resolution 8: SSWA WATER RATES**

ADOPTED OCTOBER 12, 2021 - WATER RATE STUDY
(As Established by SSWA-JPA Resolution)

Fee Description	Effective 7/1/2022	Effective 7/1/2023
WATER DEPARTMENT		
Late Charge (Late Penalty-Water Bills)	10% of balance	10% of balance
Same Day Reconnection Fee	\$35.00	\$35.00
Collection Fee	\$21.30	\$21.30
Unauthorized Turn-on Fee	\$42.60	\$42.60
Curb Stop Damage Fee	\$235.30	\$235.30
Meter Lock Damage Fee	\$42.60	\$42.60
Emergency Connection Fee (Outside of Reg Business Hours)	\$35.00	\$35.00
Water Deposit	\$30.00	\$30.00
Maximum Deposit	\$180.00	\$180.00
Hydrant Meter Deposit	\$750.00	\$750.00
WATER CONNECTION FEES	Effective 7/1/2022	Effective 7/1/2023
Single-Family Homes - 3/4" meter	\$6,923.00	\$7,131.00
Other Customer Classes - 3/4" meter	\$6,923.00	\$7,131.00
- 1" meter	\$11,638.00	\$11,987.00
- 1 1/2" meter	\$23,207.00	\$23,903.00
- 2" meter	\$37,147.00	\$38,261.00
- 3" meter	\$69,691.00	\$71,782.00
- 4" meter	\$116,180.00	\$119,665.00
- 6" meter	\$232,287.00	\$239,256.00
WATER METER - SET FEES	Effective 7/1/2022	Effective 7/1/2023
3/4 " Single-Family Residence	\$411.00	\$426.00
3/4 "	\$411.00	\$426.00
1 "	\$455.00	\$471.00
1 1/2 "	\$1,000.00	\$1,036.00
2 "	\$1,207.00	\$1,250.00
3"	\$2,300.00	\$2,383.00
4"	\$3,960.00	\$4,103.00
6"	\$6,291.00	\$6,517.00
Water Construction Sites	\$20.45	\$20.45



MASTER FEE SCHEDULE

Section 8: SSWA WATER RATES

ADOPTED OCTOBER 12, 2021 - WATER RATE STUDY

(As Established by SSWA-JPA Resolution)

Fee Description	Effective 7/1/2022	Effective 7/1/2023
WATER BI-MONTHLY SERVICE CHARGES	Effective 7/1/2022	Effective 7/1/2023
Single-Family Customers	\$60.45	\$63.47
3/4" Meter	\$60.45	\$63.47
1" Meter.	\$96.00	\$100.80
1 1/2" Meter	\$119.70	\$125.69
2" Meter	\$238.22	\$250.13
3" Meter	\$380.43	\$399.46
4" Meter	\$593.76	\$623.45
6" Meter	\$1,186.33	\$1,245.64
RESIDENTIAL COMMODITY RATES	Effective 7/1/2022	Effective 7/1/2023
0 to 13 CCF	\$2.95	\$3.10
14 to 32 CCF	\$2.95	\$3.10
33 to 48 CCF	\$2.95	\$3.10
49+ CCF	\$2.95	\$3.10
NON-RESIDENTIAL COMMODITY RATE		
All water usage above minimum	\$2.95	\$3.10



MASTER FEE SCHEDULE

Section 9: FSSD SEWER CONNECTION FEES

Effective 7/1/20
(As Established by Fairfield-Suisun Sewer District Resolution)

Fee Description	Effective 7/1/2022	Effective 7/1/2023
SEWER CONNECTION FEES		
Single-Family Dwelling	\$6,281.00	\$6,979.00
Multi-Family Dwelling-First Unit	\$6,281.00	\$6,979.00
Multi-Family Dwelling: Each Additional Unit in Same Building	\$3,768.60	\$3,768.60
Trailer Court, Mobile Home Park, Hotel, Auto Court, Motel,		
Rooming House: First Unit	\$6,281.00	\$6,281.00
Each Additional Unit	\$3,140.50	\$3,140.50
SEWER CHARGES FEES		
Residential -Single-Family Dwelling, multiple family dwelling, trailer courts, mobile homes	\$45.02 per month per dwelling unit	\$47.27 per month per dwelling unit
Commercial Industrial - Regular Strength - Offices retail stores, hotels, motels, schools, churches, hospitals, nursing homes, laundromats, dry cleaning, bars without dining facilities, car washes without auto steam cleaning facilities and other commercial or industrial customers not included in Special Strength.	\$11.97 monthly charge PLUS \$3.60 per hundred cubic feet of water used during each billing period	\$12.57 monthly charge PLUS \$3.78 per hundred cubic feet of water used during each billing period
Commercial Industrial - Special Strength - Commercial laundries, restaurants and bars with dining facilities, service stations with holding tank dumping facilities, car washes with auto steam facilities, bakeries and food processing, other commercial with concentrations greater than 200 milligrams per liter BOD or 265 milligrams per liter SS, but less than the concentrations of BOD and SS specified in Case-by Case category	\$11.97 monthly charge PLUS \$6.23 per hundred cubic feet of water used during each billing period	\$12.57 monthly charge PLUS \$6.54 per hundred cubic feet of water used during each billing period
Case-by Case - All commercial or industrial customers other than those specified above with flows greater than 0.005 MGD, or with concentrations greater than 650 milligrams per liter BOD or 1,000 milligrams per liter SS; all intermittent customers; and any commercial or industrial customer requesting and paying the full cost of metering and testing.	\$11.97 monthly charge; \$2,994.65 per MG volumetric (direct connect; \$4,398.40 per MG volumetric)local collection); \$503.54 per 1000 lbs. BOD; \$255.55 per 1000 lbs. TSS.	\$12.57 monthly charge; \$3,144.39 per MG volumetric (direct connect; \$4,618.32 per MG volumetric)local collection); \$528.72 per 1000 lbs. BOD; \$268.33 per 1000 lbs. TSS.



MASTER FEE SCHEDULE

Section 10: MISCELLANEOUS

Fee Description	Adopted July 2022	Adopted July 2023		
			\$ Change	% Change
MISCELLANEOUS FEES				
Copies of City Records				
Copies/pdf's Limited by Statute (per page)	\$ 0.10	\$ 0.10	\$ -	0%
Document Search (per hour)	\$ 78	\$ 82	\$ 4	5%
City Council Agenda Subscription (Annual)	\$ 155	\$ 163	\$ 8	5%
Large-Scale Prints or Copies (36-inch plans)				
Full Color first page	\$ 13	\$ 13	\$ -	0%
Full Color per additional page	\$ 6	\$ 6	\$ -	0%
Black & White or Single Spot Color first page	\$ 12	\$ 12	\$ -	0%
Black & White or Single Spot Color per additional page	\$ 5	\$ 5	\$ -	0%
Document Archiving / Technology				
Up to 8.5" x 14" per sheet	\$ 0.25	\$ 0.25	\$ -	0%
Larger than 8.5" x 14" per sheet	\$ 1.50	\$ 1.50	\$ -	0%
Returned Checks	\$ 35	\$ 35	\$ -	0%
Returned Online Payments -various payment portal	\$ 35	\$ 35	\$ -	0%
Check Reissue (requires stop payment request)	\$ 66	\$ 69	\$ 3	5%
Express Check Request	\$ 35	\$ 37	\$ 2	6%
Paypal Processing Fees (subject to update based on vendor cost)	3.75% of amount	3.75% of amount		
Credit Card Convenience Fees for over \$500 charge	1.69%	1.69%		
Suisun-Solano Water Authority Right-of-Way Lease	\$ 350,628	\$ 350,628	\$ -	0%



MASTER FEE SCHEDULE

Section 11: DEVELOPMENT IMPACT FEES

**Current
2022**

CPI 8.6%

Fee Description	Fire Facilities & Equipment	Municipal Facilities & Equipment	OSSIP	Park Improvement	Police Facilities & Equipment
Single Family (per unit)	\$ 922	\$ 99	\$ 3,089	\$ 8,528	\$ 789
Multi-Family (per unit)	\$ 764	\$ 82	\$ 2,361	\$ 7,064	\$ 653
	\$ -	\$ -	\$ -	\$ -	\$ -
Industrial (per 1,000 square feet or portion thereof)	\$ 1,428	\$ 126	\$ 943	\$ -	\$ 444
Retail/Restaurant (per 1,000 square feet or portion thereof)	\$ 1,237	\$ 109	\$ 3,551	\$ -	\$ 1,849
Office/Industrial (per 1,000 square feet or portion thereof)	\$ 2,055	\$ 181	\$ 1,493	\$ -	\$ 702
Hotel/Motel (per room)	\$ 272	\$ 24	\$ 762	\$ -	\$ 358

Note: It is prohibited to charge impact fees for Accessory Dwelling Units under 750 square feet

2023

CCCI 9.3%

Fee Description	Fire Facilities & Equipment	Municipal Facilities & Equipment	OSSIP	Park Improvement	Police Facilities & Equipment
Single Family (per unit)	\$ 1,008	\$ 108	\$ 3,377	\$ 9,321	\$ 862
Multi-Family (per unit)	\$ 835	\$ 90	\$ 2,580	\$ 7,721	\$ 714
	\$ -	\$ -	\$ -	\$ -	\$ -
Industrial (per 1,000 square feet or portion thereof)	\$ 1,560	\$ 138	\$ 1,030	\$ -	\$ 485
Retail/Restaurant (per 1,000 square feet or portion thereof)	\$ 1,352	\$ 119	\$ 3,881	\$ -	\$ 2,021
Office/Industrial (per 1,000 square feet or portion thereof)	\$ 2,246	\$ 198	\$ 1,631	\$ -	\$ 767
Hotel/Motel (per room)	\$ 297	\$ 27	\$ 832	\$ -	\$ 391

Note: It is prohibited to charge impact fees for Accessory Dwelling Units under 750 square feet

Arts Fee

A 1% fee to any new or redeveloped non-residential over \$250,000 to be paid when the building permit is issued with a maximum payment of \$100,000.

Row Labels	FY 2020-21 Audited	FY 2021-22 Audited	FY 2022-23 Amended Budget	FY 2023-2024 Proposed Budget
010 - GENERAL FUND	(2,282,159)	(2,418,705)	(1,582,738)	1,804,242
Revenues / Funding Source	(17,952,747)	(21,371,111)	(27,015,955)	(22,622,252)
Charges for Services	(2,138,266)	(3,082,835)	(4,196,517)	(4,145,870)
Developer Impact Fees	-	(10)	(100)	(100)
Fines & Forfeitures	(159,667)	(237,669)	(386,600)	(251,700)
Franchise Fees	(951,620)	(1,055,427)	(953,600)	(1,233,800)
Intergovernmental	(3,167,027)	(3,069,779)	(3,328,400)	(3,323,250)
Investment Earnings	(53,383)	29,644	(58,010)	(58,010)
Licenses & Permits	(633,789)	(1,064,523)	(1,199,302)	(958,800)
Other	(165,666)	(762,934)	(5,723,203)	(2,542,838)
Property Taxes	(2,466,063)	(2,903,119)	(2,510,997)	(2,902,154)
Sales of Assets	(8,663)	(161,711)	(11,000)	-
Sales Tax	(2,053,046)	(2,487,249)	(2,520,063)	(2,569,700)
SSWA Water Sales	-	-	(91,000)	-
Transfer In	(5,881,836)	(5,944,092)	(5,304,986)	(3,896,030)
Transient Occupancy Tax	(273,720)	(631,407)	(732,177)	(740,000)
Expenses / Expenditure	15,670,588	18,952,407	25,433,217	24,426,494
Capital Outlay	30,688	-	-	-
Contingency	-	-	-	-
Debt Principal Payment	169,339	169,339	160,340	160,340
Interdepartmental Charges	1,390,841	1,802,801	1,962,168	1,851,697
Non-cash expenditures	-	360,906	-	-
Non-recurring	356,144	441,752	1,105,600	1,347,500
Payroll Benefits & Taxes	3,864,604	4,489,677	5,173,137	5,450,364
Personnel Services	-	642,158	802,603	752,865
Prof Services	671,356	771,409	1,088,146	1,123,646
Salaries & Wages	5,779,050	6,367,796	8,291,732	9,143,375
Services & Supplies	2,799,984	3,339,982	4,465,548	3,951,407
Transfer Out	608,583	566,586	2,383,944	645,300
012 - MEASURE S	1,870,832	997,043	(1)	-
Revenues / Funding Source	(3,165,774)	(3,719,758)	(4,461,277)	(3,754,500)
Investment Earnings	12,912	5,430	(5,000)	(5,000)

Other	-	-	(682,844)	-
Sales Tax	(3,178,686)	(3,725,188)	(3,773,433)	(3,749,500)
Transfer In	-	-	-	-
Expenses / Expenditure	5,036,606	4,716,801	4,461,276	3,754,500
Capital Outlay	-	421,192	123,000	-
Non-cash expenditures	-	5,738	-	-
Non-recurring	-	-	165,000	-
Services & Supplies	-	80,000	210,451	-
Transfer Out	5,036,606	4,209,871	3,962,825	3,754,500
015 - STABILIZATION FUND	(272,300)	-	(5,157,644)	(5,157,644)
Revenues / Funding Source	(272,300)	-	(5,157,644)	(5,157,644)
Other	-	-	(3,419,000)	(3,419,000)
Transfer In	(272,300)	-	(1,738,644)	(1,738,644)
Expenses / Expenditure	-	-	-	-
Contingency	-	-	-	-
Transfer Out	-	-	-	-
025 - ASSET FORFEITURE FUND	0	9	-	(389)
Revenues / Funding Source	0	1	-	(389)
Investment Earnings	0	1	-	-
Other	-	-	-	(389)
Expenses / Expenditure	-	8	-	-
Non-cash expenditures	-	8	-	-
026 - DONATIONS, D.A.R.E. FUND	11,775	(19,087)	(6,821)	(25,708)
Revenues / Funding Source	(5,104)	(27,672)	(17,821)	(36,708)
Investment Earnings	46	36	(200)	(200)
Other	(5,151)	(27,708)	(17,621)	(36,508)
Expenses / Expenditure	16,879	8,585	11,000	11,000
Non-cash expenditures	-	511	-	-
Non-recurring	16,879	8,074	6,000	6,000
Services & Supplies	-	-	5,000	5,000
037 - PG&E MITIGATION FUND-TREES	2,425	919	-	-
Revenues / Funding Source	39	107	(41,300)	(40,529)
Investment Earnings	39	107	-	-
Other	-	-	(41,300)	(40,529)
Expenses / Expenditure	2,386	812	41,300	40,529
Capital Outlay	-	-	20,000	20,000

Non-cash expenditures	-	812	-	-
Salaries & Wages	-	-	16,300	16,300
Services & Supplies	2,386	-	5,000	4,229
050 - Special Events Fund-July 4th	(58,979)	(66,984)	(159,784)	(136,226)
Revenues / Funding Source	(90,971)	(90,977)	(240,304)	(242,304)
Charges for Services	(90,971)	(90,977)	(82,500)	(84,500)
Other	-	-	(157,804)	(157,804)
Expenses / Expenditure	31,992	23,993	80,520	106,078
Contingency	-	-	-	-
Interdepartmental Charges	-	23,365	14,000	25,920
Non-recurring	-	-	17,700	17,700
Payroll Benefits & Taxes	-	6	-	4,192
Prof Services	150	-	25,500	25,500
Salaries & Wages	-	92	12,020	20,466
Services & Supplies	-	530	11,300	12,300
Transfer Out	31,842	-	-	-
051 - CHRISTMAS EVENT	5,125	7,866	(12,333)	(17,333)
Revenues / Funding Source	(11,000)	(17,425)	(49,533)	(49,533)
Charges for Services	-	(6,425)	(3,000)	(3,000)
Other	-	-	(2,533)	(2,533)
Transfer In	(11,000)	(11,000)	(44,000)	(44,000)
Expenses / Expenditure	16,125	25,290	37,200	32,200
Non-recurring	-	-	-	-
Payroll Benefits & Taxes	-	56	-	-
Prof Services	500	6,300	6,700	8,000
Salaries & Wages	-	754	6,500	6,500
Services & Supplies	102	18,181	24,000	17,700
Transfer Out	15,523	-	-	-
052 - EVENTS-OTHERS	-	(17,408)	(26,151)	(7,351)
Revenues / Funding Source	(13,405)	(47,265)	(86,651)	(86,651)
Charges for Services	-	(4,265)	(19,250)	(19,250)
Other	-	-	(24,401)	(24,401)
Transfer In	(13,405)	(43,000)	(43,000)	(43,000)
Expenses / Expenditure	13,405	29,857	60,500	79,300
Non-recurring	-	-	-	1,000
Payroll Benefits & Taxes	-	85	-	-

Prof Services	435	9,900	17,500	24,000
Salaries & Wages	-	1,636	2,000	7,300
Services & Supplies	1,970	7,236	12,000	18,000
Transfer Out	11,000	11,000	29,000	29,000
053 - FIREWORKS SALES ENFORCEMENT FUND	(238)	(34,779)	(37,883)	(72,662)
Revenues / Funding Source	(57,435)	(55,488)	(74,583)	(104,662)
Charges for Services	(21,643)	(21,943)	(21,400)	(21,400)
Fines & Forfeitures	(35,792)	(33,545)	(26,000)	(26,000)
Other	-	-	(27,183)	(57,262)
Expenses / Expenditure	57,197	20,709	36,700	32,000
Capital Outlay	14,278	-	-	-
Non-recurring	2,700	2,862	5,000	7,000
Payroll Benefits & Taxes	3,810	774	3,200	2,000
Salaries & Wages	7,808	13,385	10,900	11,900
Services & Supplies	28,602	3,688	17,600	11,100
055 - COMMUNITY GARDEN-OTHER GOVT PAYMENTS	-	2,952	-	-
Revenues / Funding Source	-	-	-	-
Other	-	-	-	-
Expenses / Expenditure	-	2,952	-	-
Non-recurring	-	2,952	-	-
069 - Revenue Loss due to COVID-19 (Recovery to GF Revenue)	-	(1,259,950)	(271,140)	-
Revenues / Funding Source	-	(1,441,254)	(1,232,654)	(1,121,436)
Other	-	-	(1,232,654)	(1,121,436)
Transfer In	-	(1,441,254)	-	-
Expenses / Expenditure	-	181,304	961,514	1,121,436
Capital Outlay	-	-	45,000	345,000
Non-recurring	-	-	-	-
Personnel Services	-	-	1,000	185,000
Services & Supplies	-	80,285	42,300	-
Transfer Out	-	101,019	873,214	591,436
105 - ALL GAS TAX FUNDS	28,879	26,823	355,916	352,317
Revenues / Funding Source	(681,201)	(730,859)	(675,774)	(675,774)
Intergovernmental	(651,201)	(698,036)	(717,000)	(717,000)
Investment Earnings	-	-	(500)	(500)
Other	-	-	74,426	74,426
Transfer In	(30,000)	(32,823)	(32,700)	(32,700)

Expenses / Expenditure	710,080	757,682	1,031,690	1,028,091
Interdepartmental Charges	441,105	625,097	726,396	721,820
Non-recurring	28,365	19,028	21,500	21,500
Payroll Benefits & Taxes	31,912	35,958	33,244	33,337
Personnel Services	-	4,117	5,116	5,116
Prof Services	2,306	2,034	5,000	5,000
Salaries & Wages	63,520	71,183	75,834	76,718
Services & Supplies	136,694	(5,734)	148,300	142,300
Transfer Out	6,178	6,000	16,300	22,300
110 - RMRA-SB1 ROAD MAINT REHAB ACT	(167,331)	(301,795)	-	(551,590)
Revenues / Funding Source	(543,033)	(583,958)	(744,753)	(1,296,343)
Intergovernmental	(539,824)	(584,777)	(559,385)	(559,385)
Investment Earnings	(3,209)	819	(900)	(900)
Other	-	-	(184,468)	(736,058)
Expenses / Expenditure	375,702	282,163	744,753	744,753
Non-cash expenditures	-	2,074	-	-
Transfer Out	375,702	280,089	744,753	744,753
115 - TRANSPORTATION PW CAPITAL PROJECTS FUND	18,243	(0)	(20,473)	755,827
Revenues / Funding Source	(1,130,273)	(1,190,567)	(11,609,773)	(11,181,365)
Intergovernmental	(681,676)	(846,818)	(8,931,130)	(9,048,812)
Other	-	-	(35,620)	(35,620)
Transfer In	(448,597)	(343,749)	(2,643,023)	(2,096,933)
Expenses / Expenditure	1,148,515	1,190,567	11,589,300	11,937,192
Capital Outlay	1,130,064	1,190,567	11,589,300	11,937,192
Non-recurring	323	-	-	-
Salaries & Wages	-	-	-	-
Transfer Out	18,128	-	-	-
116 - SSWA-STREET REPAIR	(8,887)	(13,286)	77,341	(1,275)
Revenues / Funding Source	(98,870)	(102,056)	(117,425)	(190,314)
Charges for Services	(99,228)	(102,403)	(98,500)	(98,500)
Investment Earnings	358	347	(100)	(100)
Other	-	-	(18,825)	(91,714)
Expenses / Expenditure	89,983	88,770	194,766	189,039
Capital Outlay	3,738	-	4,000	4,000
Interdepartmental Charges	86,245	86,932	190,766	185,039
Non-cash expenditures	-	1,838	-	-

117 - TRAIN DEPOT O&M	(0)	(196)	(143,000)	(0)
Revenues / Funding Source	(19,999)	(10,830)	(1,399,148)	(2,203,549)
Intergovernmental	(19,999)	(10,634)	(1,399,148)	(2,203,549)
Other	-	-	-	-
Transfer In	-	(196)	-	-
Expenses / Expenditure	19,999	10,634	1,256,148	2,203,549
Payroll Benefits & Taxes	-	-	-	8,510
Personnel Services	-	-	-	832
Prof Services	-	-	1,128,000	2,016,711
Salaries & Wages	-	-	-	32,496
Services & Supplies	19,999	10,634	48,148	65,000
Transfer Out	-	-	80,000	80,000
120 - OFF-SITE STREET IMPROVEMENT PROGRAM	70,874	(323,837)	(4,164,940)	(4,735,984)
Revenues / Funding Source	(31,463)	(525,456)	(4,576,668)	(5,175,422)
Developer Impact Fees	(15,269)	(536,442)	(317,443)	(317,443)
Investment Earnings	1,934	10,986	(72,400)	(72,400)
Other	-	-	(4,186,825)	(4,785,579)
Transfer In	(18,128)	-	-	-
Expenses / Expenditure	102,337	201,619	411,728	439,438
Capital Outlay	-	-	-	-
Interdepartmental Charges	11,800	13,548	13,558	13,558
Non-cash expenditures	-	96,126	-	-
Non-recurring	-	24,972	25,000	25,000
Prof Services	28,121	19,414	100,000	100,000
Transfer Out	62,417	47,560	273,170	300,880
125 - TRAFFIC SAFETY FUND	(3,668)	(10,497)	(700)	(14,960)
Revenues / Funding Source	(33,668)	(40,497)	(30,700)	(44,960)
Fines & Forfeitures	(33,668)	(40,497)	(30,700)	(30,700)
Other	-	-	-	(14,260)
Expenses / Expenditure	30,000	30,000	30,000	30,000
Non-recurring	-	-	-	-
Transfer Out	30,000	30,000	30,000	30,000
126 - CDBG - CV1 Grant	-	-	-	-
Revenues / Funding Source	-	(68,400)	(69,900)	(69,900)
Intergovernmental	-	(39,900)	(39,900)	(39,900)
Transfer In	-	(28,500)	(30,000)	(30,000)

Expenses / Expenditure	-	68,400	69,900	69,900
Services & Supplies	-	68,400	69,900	69,900
129 - SB 1383 ORGANIC WASTE	-	-	(1,911)	(28,700)
Revenues / Funding Source	-	-	(43,711)	(41,200)
Intergovernmental	-	-	(43,711)	(41,200)
Investment Earnings	-	-	-	-
Expenses / Expenditure	-	-	41,800	12,500
Non-cash expenditures	-	-	-	-
Prof Services	-	-	4,200	-
Salaries & Wages	-	-	12,800	2,000
Services & Supplies	-	-	20,600	10,500
Transfer Out	-	-	4,200	-
130 - REFUSE COLLECTION/AB939	29,390	52,972	69,764	229,668
Revenues / Funding Source	(27,990)	(29,100)	15,890	20,790
Intergovernmental	(28,281)	(28,541)	(28,300)	(28,300)
Investment Earnings	292	81	(100)	(100)
Other	-	-	49,190	49,190
Transfer In	-	(640)	(4,900)	-
Expenses / Expenditure	57,380	82,072	53,874	208,878
Interdepartmental Charges	2,700	2,471	3,391	3,457
Non-cash expenditures	-	958	-	-
Non-recurring	-	-	-	-
Payroll Benefits & Taxes	6,071	8,107	5,937	5,937
Personnel Services	-	900	1,584	1,584
Prof Services	9,345	32,722	10,062	15,000
Salaries & Wages	12,616	13,440	14,399	14,399
Services & Supplies	23,647	20,474	15,500	165,500
Transfer Out	3,000	3,000	3,000	3,000
132 - RECYCLING CONTAINERS GRANT	2,515	(6,593)	(8,013)	(13)
Revenues / Funding Source	(7,435)	(7,452)	(25,759)	(25,759)
Charges for Services	(7,485)	(7,483)	(7,500)	(7,500)
Investment Earnings	50	31	(300)	(300)
Other	-	-	(17,959)	(17,959)
Expenses / Expenditure	9,950	860	17,746	25,746
Interdepartmental Charges	-	-	346	346
Non-cash expenditures	-	360	-	-

Non-recurring	-	-	4,000	4,000
Payroll Benefits & Taxes	-	-	5,000	5,000
Prof Services	-	-	-	-
Salaries & Wages	-	-	200	200
Services & Supplies	9,950	500	8,200	16,200
134 - USED OIL RECYCLING GRANT	5,496	(13)	(226)	-
Revenues / Funding Source	(1,073)	(4,949)	(7,860)	(7,860)
Charges for Services	(1,144)	(5,000)	(4,872)	(4,872)
Intergovernmental	-	-	-	-
Investment Earnings	71	51	-	-
Other	-	-	(2,988)	(2,988)
Expenses / Expenditure	6,569	4,937	7,634	7,860
Interdepartmental Charges	-	-	234	234
Non-cash expenditures	-	39	-	-
Non-recurring	-	-	1,300	1,126
Payroll Benefits & Taxes	-	-	1,200	1,600
Salaries & Wages	-	883	-	-
Services & Supplies	6,569	4,015	4,900	4,900
139 - HOUSEHOLD HAZARDOUS WASTE PROGRAM	-	-	-	-
Revenues / Funding Source	(5,000)	(5,000)	(5,000)	(5,000)
Intergovernmental	(5,000)	(5,000)	(5,000)	(5,000)
Expenses / Expenditure	5,000	5,000	5,000	5,000
Services & Supplies	5,000	5,000	5,000	5,000
142 - BOATING SAFETY BLOCK GRANT	2,632	998	(86)	-
Revenues / Funding Source	(47,778)	(51,696)	(47,623)	(46,900)
Intergovernmental	(43,753)	(45,683)	(43,000)	(43,000)
Other	-	-	(723)	-
Property Taxes	(4,025)	(4,421)	(3,900)	(3,900)
Transfer In	-	(1,592)	-	-
Expenses / Expenditure	50,410	52,694	47,537	46,900
Non-recurring	-	-	4,800	4,163
Payroll Benefits & Taxes	946	1,082	1,537	1,537
Salaries & Wages	38,160	38,597	29,800	29,800
Services & Supplies	11,305	13,015	11,400	11,400
150 - BUREAU OF JUSTICE-BULLETPROOF VEST GRANT	-	-	-	(120)
Revenues / Funding Source	-	-	(4,600)	(4,720)

Intergovernmental	-	-	(4,600)	(4,600)
Other	-	-	-	(120)
Expenses / Expenditure	-	-	4,600	4,600
Non-recurring	-	-	-	-
Services & Supplies	-	-	4,600	4,600
152 - SCHOOL RESOURCE OFFICER	-	-	-	-
Revenues / Funding Source	-	-	-	-
Intergovernmental	-	-	-	-
Other	-	-	-	-
Expenses / Expenditure	-	-	-	-
Interdepartmental Charges	-	-	-	-
Non-recurring	-	-	-	-
Payroll Benefits & Taxes	-	-	-	-
Salaries & Wages	-	-	-	-
Transfer Out	-	-	-	-
153 - SLESF GRANT(MOVED OUT OF GENERAL FUND)	51,900	4,827	-	-
Revenues / Funding Source	(100,000)	(161,285)	(145,000)	(145,000)
Charges for Services	(100,000)	(161,285)	(145,000)	(145,000)
Other	-	-	-	-
Expenses / Expenditure	151,900	166,112	145,000	145,000
Salaries & Wages	151,900	166,112	145,000	145,000
156 - OFFICE OF TRAFFIC SAFETY	-	-	-	-
Revenues / Funding Source	(36,999)	-	-	-
Intergovernmental	(36,999)	-	-	-
Other	-	-	-	-
Expenses / Expenditure	36,999	-	-	-
Capital Outlay	36,999	-	-	-
158 - ALCOHOL,TOBACCO AND OTHER DRUGS RELIEF	-	-	-	(5,215)
Revenues / Funding Source	-	-	-	(5,215)
Charges for Services	-	-	-	-
Other	-	-	-	(5,215)
Expenses / Expenditure	-	-	-	-
Non-recurring	-	-	-	-
Payroll Benefits & Taxes	-	-	-	-
Salaries & Wages	-	-	-	-
Services & Supplies	-	-	-	-

159 - OTS-AL0462-OFFICE OF TRAFFIC & SAFETY	-	-	-	-
Revenues / Funding Source	-	-	(10,000)	(10,000)
Intergovernmental	-	-	(10,000)	(10,000)
Expenses / Expenditure	-	-	10,000	10,000
Services & Supplies	-	-	10,000	10,000
161 - FIRE -ASSISTANT TO FIRE GRANT	-	-	-	-
Revenues / Funding Source	(8,772)	-	(36,000)	(36,000)
Intergovernmental	-	-	(36,000)	(36,000)
Other	(8,772)	-	-	-
Expenses / Expenditure	8,772	-	36,000	36,000
Non-recurring	8,772	-	36,000	36,000
167 - American Rescue Plan	-	(1,090,402)	(1,100,813)	(642,862)
Revenues / Funding Source	-	(3,560,563)	(4,638,412)	(3,095,391)
Intergovernmental	-	(3,548,010)	(3,548,010)	-
Investment Earnings	-	(12,553)	-	-
Other	-	-	(1,090,402)	(3,095,391)
Transfer In	-	-	-	-
Expenses / Expenditure	-	2,470,160	3,537,599	2,452,529
Capital Outlay	-	241,598	1,502,003	1,172,554
Non-cash expenditures	-	25,264	-	-
Non-recurring	-	89,712	134,000	150,482
Personnel Services	-	-	-	140,000
Prof Services	-	9,477	269,220	197,381
Salaries & Wages	-	-	-	-
Services & Supplies	-	125,540	172,000	98,902
Transfer Out	-	1,978,570	1,460,376	693,210
168 - CARES ACT	-	-	-	-
Revenues / Funding Source	(359,536)	-	-	-
Intergovernmental	(359,536)	-	-	-
Investment Earnings	-	-	-	-
Expenses / Expenditure	359,536	-	-	-
Salaries & Wages	359,536	-	-	-
169 - CDBG-SENIOR HOUSINGFEASIBILITY STUDY	-	-	-	-
Revenues / Funding Source	-	-	-	-
Other	-	-	-	-
Expenses / Expenditure	-	-	-	-

Transfer Out	-	-	-	-
171 - PROP 49 GRANT-AFTER SCHOOL PROG	7,891	3,740	(73,007)	(44,484)
Revenues / Funding Source	(133,271)	(153,175)	(233,426)	(229,626)
Charges for Services	(5,428)	(10,230)	(15,000)	(4,000)
Intergovernmental	(127,843)	(142,677)	(127,800)	(135,000)
Investment Earnings	-	401	(1,700)	(1,700)
Other	-	-	(88,226)	(88,226)
Transfer In	-	(669)	(700)	(700)
Expenses / Expenditure	141,162	156,915	160,419	185,142
Non-cash expenditures	-	1,074	-	-
Non-recurring	979	-	800	800
Payroll Benefits & Taxes	8,192	11,626	13,517	16,026
Personnel Services	-	669	700	1,241
Prof Services	-	-	1,500	1,500
Salaries & Wages	101,528	99,656	117,502	138,976
Services & Supplies	30,463	43,891	26,400	26,600
173 - LEAP Grant	-	-	-	-
Revenues / Funding Source	-	(27,763)	(150,000)	(150,000)
Intergovernmental	-	(27,763)	(150,000)	(150,000)
Expenses / Expenditure	-	27,763	150,000	150,000
Non-recurring	-	27,763	150,000	150,000
174 - Parks & Water Bond Grant (Prop. 68)	-	0	-	-
Revenues / Funding Source	-	(140,325)	(200,302)	(200,302)
Intergovernmental	-	(117,975)	(177,952)	(177,952)
Transfer In	-	(22,350)	(22,350)	(22,350)
Expenses / Expenditure	-	140,325	200,302	200,302
Capital Outlay	-	129,450	200,302	200,302
Services & Supplies	-	10,875	-	-
175 - POLICE GRANTS (ONE-TIME)	-	-	-	-
Revenues / Funding Source	-	-	(20,000)	(1,520,000)
Intergovernmental	-	-	(20,000)	(1,520,000)
Expenses / Expenditure	-	-	20,000	1,520,000
Capital Outlay	-	-	-	1,500,000
Prof Services	-	-	20,000	20,000
176 - Safe Route to School	(4,367)	-	(5,300)	(5,300)
Revenues / Funding Source	(11,223)	(6,212)	(28,300)	(28,300)

Intergovernmental	(11,223)	(6,212)	(28,300)	(28,300)
Other	-	-	-	-
Expenses / Expenditure	6,857	6,212	23,000	23,000
Non-recurring	-	-	-	-
Payroll Benefits & Taxes	(4,116)	288	1,100	1,100
Salaries & Wages	5,083	5,924	15,500	15,500
Services & Supplies	-	-	400	400
Transfer Out	5,889	-	6,000	6,000
180 - NUISANCE ABATEMENT(WEEDES/FORECLOSURE)	(1,238)	209	(2,500)	(19,033)
Revenues / Funding Source	(3,261)	(1,679)	(6,200)	(22,733)
Fines & Forfeitures	(3,065)	(1,415)	(5,000)	(5,000)
Intergovernmental	-	-	(300)	(300)
Investment Earnings	(96)	(64)	-	-
Other	(100)	(200)	(900)	(17,433)
Expenses / Expenditure	2,023	1,888	3,700	3,700
Non-recurring	-	-	-	-
Services & Supplies	2,023	1,888	3,700	3,700
183 - VESSEL GRANT	-	-	-	-
Revenues / Funding Source	(23,125)	(21,700)	(50,000)	(50,000)
Intergovernmental	(19,518)	(21,700)	(50,000)	(50,000)
Transfer In	(3,608)	-	-	-
Expenses / Expenditure	23,125	21,700	50,000	50,000
Non-recurring	-	-	50,000	50,000
Salaries & Wages	-	-	-	-
Services & Supplies	23,125	21,700	-	-
184 - Planning Grant	-	-	-	-
Revenues / Funding Source	(21,572)	(29,940)	(160,000)	(160,000)
Intergovernmental	(21,572)	(29,940)	(160,000)	(160,000)
Expenses / Expenditure	21,572	29,940	160,000	160,000
Non-recurring	-	29,940	155,000	155,000
Prof Services	16,572	-	-	-
Services & Supplies	5,000	-	5,000	5,000
185 - SEWER MAINTENANCE	(148,522)	(109,659)	(754,371)	1,325,053
Revenues / Funding Source	(390,293)	(432,933)	(2,873,262)	(3,103,262)
Intergovernmental	(389,587)	(436,267)	(394,500)	(394,500)
Investment Earnings	(706)	6,409	(9,000)	(9,000)

Other	-	-	(2,466,862)	(2,696,862)
Transfer In	-	(3,075)	(2,900)	(2,900)
Expenses / Expenditure	241,771	323,274	2,118,891	4,428,315
Capital Outlay	-	-	407,000	1,495,000
Contingency	-	-	353,107	1,070,000
Interdepartmental Charges	100,290	142,986	187,003	178,646
Non-cash expenditures	-	54,188	-	-
Non-recurring	3,611	-	903,100	1,405,500
Payroll Benefits & Taxes	32,483	35,037	35,184	45,230
Personnel Services	-	4,231	5,929	5,929
Prof Services	-	-	-	-
Salaries & Wages	66,143	86,833	99,169	99,611
Services & Supplies	39,245	-	128,400	128,400
186 - First 5 Solano Grant	-	-	-	-
Revenues / Funding Source	-	(20,000)	(20,000)	(20,000)
Intergovernmental	-	(20,000)	(20,000)	(20,000)
Expenses / Expenditure	-	20,000	20,000	20,000
Services & Supplies	-	20,000	20,000	20,000
187 - Recreation Grants	-	(4,493)	-	(4,493)
Revenues / Funding Source	-	(40,000)	(40,000)	(63,493)
Intergovernmental	-	(40,000)	(40,000)	(59,000)
Other	-	-	-	(4,493)
Expenses / Expenditure	-	35,507	40,000	59,000
Payroll Benefits & Taxes	-	-	-	-
Services & Supplies	-	35,507	40,000	59,000
188 - Sewer R & R	-	-	-	0
Revenues / Funding Source	-	-	(685,000)	(688,327)
Intergovernmental	-	-	-	(3,327)
Investment Earnings	-	-	(685,000)	(685,000)
Expenses / Expenditure	-	-	685,000	688,327
Capital Outlay	-	-	685,000	523,542
Payroll Benefits & Taxes	-	-	-	51,425
Personnel Services	-	-	-	4,160
Salaries & Wages	-	-	-	109,200
189 - PROP. 64 POLICE ACTIVITIES LEAGUE	-	-	-	(186,310)
Revenues / Funding Source	-	-	-	(596,899)

Charges for Services	-	-	-	(10,000)
Intergovernmental	-	-	-	(586,899)
Expenses / Expenditure	-	-	-	410,589
Interdepartmental Charges	-	-	-	1,000
Non-recurring	-	-	-	4,000
Payroll Benefits & Taxes	-	-	-	77,878
Personnel Services	-	-	-	10,816
Prof Services	-	-	-	55,000
Salaries & Wages	-	-	-	171,445
Services & Supplies	-	-	-	90,450
190 - DRAINAGE MAINTENANCE FUND	(46,276)	(6,838)	(96,592)	(4,493)
Revenues / Funding Source	(204,142)	(204,971)	(747,318)	(371,418)
Intergovernmental	-	-	(182,500)	(182,500)
Investment Earnings	149	596	(200)	(200)
Other	-	-	(167,618)	(167,618)
Special Assessments	(182,500)	(182,500)	-	-
Transfer In	(21,790)	(23,067)	(397,000)	(21,100)
Expenses / Expenditure	157,866	198,133	650,726	366,925
Capital Outlay	1,810	539	375,900	-
Interdepartmental Charges	76,471	120,730	176,831	172,485
Non-cash expenditures	-	3,386	-	-
Non-recurring	5,292	-	-	87,000
Payroll Benefits & Taxes	8,331	9,410	9,189	14,213
Personnel Services	-	1,086	1,478	1,478
Prof Services	-	-	1,800	2,000
Salaries & Wages	14,446	15,422	16,328	16,549
Services & Supplies	51,516	47,559	69,200	73,200
202 - ENERGY SAVINGS-BANK OF NEW YORK	-	0	-	-
Revenues / Funding Source	(301,934)	(315,382)	(339,400)	(339,400)
Transfer In	(301,934)	(315,382)	(339,400)	(339,400)
Expenses / Expenditure	301,934	315,382	339,400	339,400
Debt Interest Payment	229,970	227,146	223,700	223,700
Debt Principal Payment	71,964	88,236	115,700	115,700
203 - RIMS POLICE	-	-	-	-
Revenues / Funding Source	(60,342)	(60,342)	(60,342)	(60,342)
Intergovernmental	-	(60,342)	(60,342)	(60,342)

Transfer In	(60,342)	-	-	-
Expenses / Expenditure	60,342	60,342	60,342	60,342
Debt Interest Payment	6,448	6,448	6,448	6,448
Debt Principal Payment	53,894	53,894	53,894	53,894
Interdepartmental Charges	-	-	-	-
210 - NORTH BAY AQUEDUCT	5,026	(991)	(10,794)	(10,531)
Revenues / Funding Source	(75,421)	(81,290)	(91,163)	(90,900)
Investment Earnings	103	39	(200)	(200)
Other	-	-	(10,663)	(10,400)
Property Taxes	(75,524)	(81,329)	(80,300)	(80,300)
Expenses / Expenditure	80,448	80,300	80,369	80,369
Debt Principal Payment	77,740	77,740	77,800	77,800
Interdepartmental Charges	2,700	2,346	2,569	2,569
Non-cash expenditures	-	208	-	-
Non-recurring	-	-	-	-
Services & Supplies	8	5	-	-
211 - VEHICLE DEBT SERVICE FUND	(96)	(61)	(38,200)	(32,956)
Revenues / Funding Source	(83,829)	(22,576)	(49,500)	(44,256)
Investment Earnings	(96)	(61)	-	-
Other	-	-	(20,900)	(15,656)
Transfer In	(83,732)	(22,516)	(28,600)	(28,600)
Expenses / Expenditure	83,732	22,516	11,300	11,300
Debt Interest Payment	3,403	1,328	200	200
Debt Principal Payment	80,329	21,188	11,100	11,100
Prof Services	-	-	-	-
222 - VIC.HARBOR 1994 REFUNDING BOND	1,718	21	-	(916)
Revenues / Funding Source	18	2	-	(916)
Investment Earnings	18	2	-	-
Other	-	-	-	(916)
Special Assessments	-	-	-	-
Expenses / Expenditure	1,700	18	-	-
Debt Interest Payment	-	-	-	-
Debt Principal Payment	-	-	-	-
Interdepartmental Charges	1,700	-	-	-
Non-cash expenditures	-	18	-	-
Prof Services	-	-	-	-

231 - HIGHWAY 12 DEBT SERVICE FUND	(6)	198	-	(4,245)
Revenues / Funding Source	(29)	97	-	(4,245)
Investment Earnings	0	11	-	-
Other	-	-	-	(4,245)
Property Taxes	(30)	86	-	-
Expenses / Expenditure	24	101	-	-
Debt Interest Payment	-	-	-	-
Debt Principal Payment	-	-	-	-
Interdepartmental Charges	-	-	-	-
Non-cash expenditures	-	85	-	-
Services & Supplies	24	16	-	-
Transfer Out	-	-	-	-
234 - FIRE LADDER TRUCK ACQUISITION FUND	-	-	-	-
Revenues / Funding Source	-	(50,417)	(50,500)	(50,500)
Charges for Services	-	(50,417)	(50,500)	(50,500)
Expenses / Expenditure	-	50,417	50,500	50,500
Debt Interest Payment	-	11,919	10,900	10,900
Debt Principal Payment	-	38,498	39,600	39,600
300 - PARK DEVELOPMENT FUND	(12,813)	(1,467,160)	(843,310)	(1,993,680)
Revenues / Funding Source	(17,963)	(1,523,957)	(1,091,339)	(2,527,709)
Developer Impact Fees	(17,867)	(1,522,688)	(863,251)	(863,251)
Investment Earnings	(96)	(1,269)	(3,500)	(3,500)
Other	-	-	(224,588)	(1,660,958)
Transfer In	-	-	-	-
Expenses / Expenditure	5,150	56,797	248,029	534,029
Interdepartmental Charges	5,000	730	679	679
Non-cash expenditures	-	33,717	-	-
Non-recurring	-	-	225,000	225,000
Services & Supplies	150	-	-	-
Transfer Out	-	22,350	22,350	308,350
302 - PARK IMPROVEMENTS	-	-	-	-
Revenues / Funding Source	-	-	-	(1,211,000)
Intergovernmental	-	-	-	(780,000)
Transfer In	-	-	-	(431,000)
Expenses / Expenditure	-	-	-	1,211,000
Capital Outlay	-	-	-	1,211,000

310 - FIRE FACILITY & EQUIPMENT IMPACT FEES	(45,044)	(115,114)	(1,117)	(1,671)
Revenues / Funding Source	(45,044)	(179,293)	(229,403)	(225,374)
Developer Impact Fees	(44,475)	(179,347)	(99,403)	(99,403)
Investment Earnings	(569)	53	-	-
Other	-	-	(130,000)	(125,971)
Transfer In	-	-	-	-
Expenses / Expenditure	-	64,179	228,286	223,703
Capital Outlay	-	-	-	-
Interdepartmental Charges	-	1,147	50,447	50,447
Non-cash expenditures	-	2,523	-	-
Non-recurring	-	60,509	177,839	173,256
312 - POLICE FACILITY & EQUIPMENT IMPACT FEES	11,268	(145,857)	(44,612)	(203,184)
Revenues / Funding Source	(309,708)	(460,534)	(315,678)	(474,250)
Developer Impact Fees	(20,850)	(161,991)	(90,678)	(90,678)
Investment Earnings	118	448	-	-
Other	-	-	-	(158,572)
Transfer In	(288,976)	(298,991)	(225,000)	(225,000)
Expenses / Expenditure	320,976	314,677	271,066	271,066
Capital Outlay	-	-	20,800	20,800
Interdepartmental Charges	-	20,979	10,266	10,266
Non-cash expenditures	-	2,686	-	-
Non-recurring	296,076	291,012	240,000	240,000
Services & Supplies	24,900	-	-	-
Transfer Out	-	-	-	-
314 - MUNICIPAL VEHICLE/EQUIPMENT IMPACT FEES	(2,210)	(18,781)	(13,964)	(53,241)
Revenues / Funding Source	(38,398)	(63,487)	(105,064)	(144,341)
Charges for Services	-	-	-	-
Developer Impact Fees	(2,289)	(19,060)	(10,564)	(10,564)
Investment Earnings	78	177	(4,600)	(4,600)
Other	-	-	-	(39,277)
Transfer In	(36,188)	(44,603)	(89,900)	(89,900)
Expenses / Expenditure	36,188	44,706	91,100	91,100
Capital Outlay	-	-	49,900	49,900
Interdepartmental Charges	-	1,453	1,200	1,200
Non-cash expenditures	-	103	-	-
Non-recurring	35,371	43,150	40,000	40,000

Payroll Benefits & Taxes	817	-	-	-
Prof Services	-	-	-	-
Services & Supplies	-	-	-	-
Transfer Out	-	-	-	-
320 - CAPITAL IMPROVEMENT FEES	133,252	495,702	327,028	-
Revenues / Funding Source	(500,415)	(496,728)	(609,371)	(609,371)
Intergovernmental	(500,000)	(500,000)	(500,000)	(500,000)
Investment Earnings	(415)	3,272	(9,800)	(9,800)
Other	-	-	(99,571)	(99,571)
Transfer In	-	-	-	-
Expenses / Expenditure	633,667	992,430	936,399	609,371
Capital Outlay	717	480,653	196,347	-
Interdepartmental Charges	15,900	2,283	6,152	6,152
Non-cash expenditures	-	1,994	-	-
Non-recurring	121,750	7,500	233,900	103,219
Prof Services	-	-	-	-
Salaries & Wages	-	-	-	-
Services & Supplies	-	-	-	-
Transfer Out	495,300	500,000	500,000	500,000
322 - ENERGY SAVINGS	309,523	(567)	-	(567)
Revenues / Funding Source	-	(567)	(375,379)	(375,946)
Investment Earnings	-	(567)	-	-
Other	-	-	(375,379)	(375,946)
proceeds from Loan/Bonds	-	-	-	-
Expenses / Expenditure	309,523	-	375,379	375,379
Capital Outlay	309,523	-	375,379	375,379
Debt Issuance Cost	-	-	-	-
337 - WALMART MITIGATION FUND	162	14,477	(4,200)	(642,713)
Revenues / Funding Source	162	1,687	(4,200)	(642,713)
Investment Earnings	162	1,687	(4,200)	(4,200)
Other	-	-	-	(638,513)
Expenses / Expenditure	-	12,790	-	-
Capital Outlay	-	-	-	-
Non-cash expenditures	-	12,790	-	-
340 - DREDGING FUND - CAPITAL PROJECT	48,730	2,073	(10,000)	(101,432)
Revenues / Funding Source	(67)	242	(10,000)	(101,432)

Charges for Services	-	-	-	-
Intergovernmental	-	-	-	-
Investment Earnings	(67)	242	(10,000)	(10,000)
Other	-	-	-	(91,432)
Transfer In	-	-	-	-
Expenses / Expenditure	48,797	1,831	-	-
Capital Outlay	48,797	-	-	-
Non-cash expenditures	-	1,831	-	-
Salaries & Wages	-	-	-	-
Transfer Out	-	-	-	-
420 - LAWLER RANCH MAINT DIST (PR 7513)	494,771	30,399	(8,504)	(25,909)
Revenues / Funding Source	(345,872)	(361,349)	(652,916)	(665,283)
Investment Earnings	7,163	1,024	(15,700)	(15,700)
Other	-	-	(222,281)	(222,281)
Special Assessments	(350,335)	(359,672)	(412,235)	(424,602)
Transfer In	(2,700)	(2,700)	(2,700)	(2,700)
Expenses / Expenditure	840,642	391,748	644,412	639,374
Capital Outlay	371	-	-	-
Interdepartmental Charges	53,108	142,662	216,946	210,327
Non-cash expenditures	-	4,469	-	-
Non-recurring	463,676	30,275	227,600	227,600
Payroll Benefits & Taxes	3,074	3,494	3,047	3,047
Prof Services	2,698	2,609	1,719	3,000
Salaries & Wages	-	40	-	-
Services & Supplies	288,115	173,901	160,800	161,100
Transfer Out	29,600	34,300	34,300	34,300
422 - MARINA VILLAGE ASSESSMENT DISTRICT	(48,763)	(46,374)	(149,665)	(145,204)
Revenues / Funding Source	(52,328)	(51,977)	(151,337)	(147,304)
Investment Earnings	(249)	102	-	-
Other	-	-	(99,258)	(95,225)
Special Assessments	(52,079)	(52,079)	(52,079)	(52,079)
Expenses / Expenditure	3,565	5,603	1,672	2,100
Non-cash expenditures	-	1,910	-	-
Prof Services	620	509	172	500
Services & Supplies	1,945	2,184	500	600
Transfer Out	1,000	1,000	1,000	1,000

425 - BLOSSOM MAINT ASSESSMENT DIST-PROJ 7510	2,833	(5,135)	(41)	(3,064)
Revenues / Funding Source	(19,471)	(19,999)	(41,749)	(44,545)
Investment Earnings	60	52	(300)	(300)
Other	-	-	(18,469)	(20,576)
Special Asessments	(19,531)	(20,051)	(22,980)	(23,669)
Expenses / Expenditure	22,305	14,863	41,708	41,481
Interdepartmental Charges	7,327	4,753	7,228	7,007
Non-cash expenditures	-	416	-	-
Non-recurring	-	-	22,900	22,300
Payroll Benefits & Taxes	237	269	174	174
Prof Services	742	633	206	800
Salaries & Wages	-	40	-	-
Services & Supplies	12,399	7,154	9,600	9,600
Transfer Out	1,600	1,600	1,600	1,600
430 - HERITAGE MAIN ASSESSMENT DIST -PROJ 7511	15,665	(20,920)	148,134	91,729
Revenues / Funding Source	(173,580)	(194,220)	(61,293)	(116,659)
Investment Earnings	534	(106)	(200)	(200)
Other	-	-	133,021	77,655
Special Asessments	(146,214)	(146,214)	(146,214)	(146,214)
Transfer In	(27,900)	(47,900)	(47,900)	(47,900)
Expenses / Expenditure	189,244	173,300	209,427	208,388
Interdepartmental Charges	39,273	62,653	83,668	81,116
Non-cash expenditures	-	1,483	-	-
Non-recurring	-	-	12,900	12,900
Payroll Benefits & Taxes	1,182	1,344	1,172	1,172
Prof Services	1,857	1,759	687	2,000
Salaries & Wages	-	40	-	-
Services & Supplies	132,032	91,122	96,100	96,300
Transfer Out	14,900	14,900	14,900	14,900
435 - MONTEBELLO VISTA MAIN ASSESS DISTRICT	13,771	13,670	126,646	108,419
Revenues / Funding Source	(42,106)	(42,467)	56,913	41,632
Charges for Services	-	-	-	-
Investment Earnings	244	(117)	(600)	(600)
Other	-	-	99,863	84,582
Special Asessments	(36,450)	(36,450)	(36,450)	(36,450)
Transfer In	(5,900)	(5,900)	(5,900)	(5,900)

Expenses / Expenditure	55,877	56,137	69,733	66,787
Interdepartmental Charges	10,803	11,522	17,522	16,988
Non-cash expenditures	-	1,620	-	-
Payroll Benefits & Taxes	237	269	174	174
Prof Services	1,386	1,283	412	1,400
Services & Supplies	39,651	37,644	47,825	44,425
Transfer Out	3,800	3,800	3,800	3,800
445 - PETERSON-MAINTENANCE ASSESSMENT DISTRICT	34,559	(64,268)	(6,705)	(14,516)
Revenues / Funding Source	(222,398)	(228,997)	(271,993)	(279,870)
Investment Earnings	738	68	-	-
Other	-	-	(9,438)	(9,438)
Special Asessments	(223,136)	(229,065)	(262,555)	(270,432)
Expenses / Expenditure	256,958	164,729	265,288	265,354
Interdepartmental Charges	9,012	14,403	33,511	32,489
Non-cash expenditures	-	582	-	-
Non-recurring	-	-	44,344	44,344
Payroll Benefits & Taxes	1,182	1,747	1,521	1,521
Prof Services	1,424	1,345	412	1,500
Salaries & Wages	-	40	-	-
Services & Supplies	228,939	130,213	169,100	169,100
Transfer Out	16,400	16,400	16,400	16,400
446 - PETERSON RANCH-COMMUNITY FACILITIES DST	19,185	3,015	(16,973)	(4,743)
Revenues / Funding Source	(135,467)	(138,852)	(159,095)	(163,838)
Investment Earnings	391	128	(200)	(200)
Other	-	-	(794)	(794)
Special Asessments	(135,858)	(138,980)	(158,101)	(162,844)
Expenses / Expenditure	154,652	141,868	142,122	159,095
Non-cash expenditures	-	24	-	-
Prof Services	855	1,285	1,500	1,500
Services & Supplies	2,198	2,236	2,300	2,300
Transfer Out	151,600	138,322	138,322	155,295
448 - RAILROAD AVE MAINTENANCE ASSESSMENT DIST	6,018	325	(6,396)	(5,237)
Revenues / Funding Source	(7,673)	(7,868)	(39,278)	(39,675)
Investment Earnings	77	88	(200)	(200)
Other	-	-	(30,878)	(31,029)
Special Asessments	(7,750)	(7,956)	(8,200)	(8,446)

Expenses / Expenditure	13,691	8,193	32,882	34,438
Interdepartmental Charges	3,702	4,753	10,075	9,768
Non-cash expenditures	-	624	-	-
Non-recurring	6,658	-	20,000	20,000
Prof Services	551	440	137	500
Salaries & Wages	-	40	-	-
Services & Supplies	2,080	1,637	1,970	3,470
Transfer Out	700	700	700	700
449 - VIC HAR-DREDGING MAD	(105,871)	(103,756)	(321,517)	(324,925)
Revenues / Funding Source	(110,915)	(113,068)	(327,717)	(331,125)
Investment Earnings	(548)	228	(100)	(100)
Other	-	-	(214,017)	(214,017)
Transfer In	(110,367)	(113,296)	(113,600)	(117,008)
Expenses / Expenditure	5,043	9,313	6,200	6,200
Non-cash expenditures	-	4,288	-	-
Prof Services	629	429	600	600
Services & Supplies	2,614	2,796	3,800	3,800
Transfer Out	1,800	1,800	1,800	1,800
453 - VICTORIAN HARBOR - ZONE A	(13,584)	(17,373)	(9,467)	(10,752)
Revenues / Funding Source	(101,892)	(104,165)	(281,072)	(284,545)
Investment Earnings	6	440	(700)	(700)
Other	-	-	(164,571)	(164,571)
Special Assessments	(101,898)	(104,605)	(115,801)	(119,274)
Expenses / Expenditure	88,308	86,792	271,604	273,793
Interdepartmental Charges	6,515	18,724	28,473	27,605
Non-cash expenditures	-	3,301	-	-
Non-recurring	-	-	167,700	167,700
Payroll Benefits & Taxes	709	806	703	703
Prof Services	237	132	34	300
Salaries & Wages	-	40	-	-
Services & Supplies	47,736	29,963	42,194	43,700
Transfer Out	33,110	33,826	32,500	33,785
454 - VICTORIAN HARBOR - ZONE B	(2,604)	(5,589)	(15,091)	(17,048)
Revenues / Funding Source	(30,235)	(30,750)	(58,012)	(66,293)
Investment Earnings	(25)	64	(200)	(200)
Other	(7,500)	(7,500)	(31,773)	(39,273)

Special Assessments	(22,710)	(23,314)	(26,039)	(26,820)
Expenses / Expenditure	27,632	25,161	42,921	49,245
Interdepartmental Charges	4,846	6,914	10,513	10,193
Non-cash expenditures	-	640	-	-
Non-recurring	-	-	6,600	6,600
Payroll Benefits & Taxes	355	403	352	352
Prof Services	153	68	34	200
Salaries & Wages	-	40	-	-
Services & Supplies	14,158	8,818	16,922	23,400
Transfer Out	8,120	8,280	8,500	8,500
455 - VICTORIAN HARBOR - ZONE C	(52,992)	(17,704)	32,692	(72,117)
Revenues / Funding Source	(269,231)	(273,295)	(348,126)	(449,051)
Investment Earnings	(236)	470	-	-
Other	-	-	(52,854)	(147,609)
Special Assessments	(179,395)	(184,164)	(205,672)	(211,842)
Transfer In	(89,600)	(89,600)	(89,600)	(89,600)
Expenses / Expenditure	216,239	255,591	380,818	376,934
Interdepartmental Charges	96,547	172,836	240,929	233,579
Non-cash expenditures	-	2,988	-	-
Non-recurring	-	-	2,400	2,400
Payroll Benefits & Taxes	1,064	1,209	1,055	1,055
Prof Services	233	549	34	300
Salaries & Wages	-	40	-	-
Services & Supplies	75,134	33,753	92,200	95,400
Transfer Out	43,260	44,216	44,200	44,200
458 - VICTORIAN HARBOR - ZONE E	31,239	(14,412)	(5,141)	(7,433)
Revenues / Funding Source	(59,233)	(61,097)	(110,627)	(112,678)
Investment Earnings	388	109	(300)	(300)
Other	-	-	(41,970)	(41,970)
Special Assessments	(59,621)	(61,205)	(68,357)	(70,408)
Transfer In	-	-	-	-
Expenses / Expenditure	90,472	46,685	105,486	105,245
Interdepartmental Charges	12,706	6,193	19,055	18,474
Non-cash expenditures	-	844	-	-
Non-recurring	24,700	-	34,800	34,800
Payroll Benefits & Taxes	473	537	471	471

Prof Services	199	103	34	200
Salaries & Wages	-	40	-	-
Services & Supplies	32,690	18,844	30,426	30,600
Transfer Out	19,704	20,123	20,700	20,700
459 - VICTORIAN HARBOR - ZONE F	(28,061)	(38,375)	(4,691)	(6,347)
Revenues / Funding Source	(96,620)	(97,915)	(575,605)	(579,498)
Investment Earnings	(143)	1,126	(2,300)	(2,300)
Other	-	-	(462,776)	(463,353)
Special Assessments	(96,478)	(99,041)	(110,529)	(113,845)
Expenses / Expenditure	68,559	59,540	570,914	573,151
Interdepartmental Charges	4,176	6,193	19,165	18,580
Non-cash expenditures	-	9,285	-	-
Non-recurring	-	-	493,700	493,700
Payroll Benefits & Taxes	473	537	471	471
Prof Services	202	105	34	300
Salaries & Wages	-	40	-	-
Services & Supplies	32,735	11,729	25,044	27,600
Transfer Out	30,973	31,651	32,500	32,500
460 - HWY12 LANDSCAPE M.A.D.	(10,562)	8,066	85,443	66,112
Revenues / Funding Source	(48,000)	(49,196)	(9,635)	(31,480)
Intergovernmental	(28,000)	(28,000)	(28,000)	(28,000)
Other	-	(1,196)	38,365	16,520
Transfer In	(20,000)	(20,000)	(20,000)	(20,000)
Expenses / Expenditure	37,438	57,262	95,078	97,592
Interdepartmental Charges	33,678	53,579	81,478	78,992
Non-recurring	-	-	-	-
Services & Supplies	3,760	3,683	13,600	18,600
461 - SUISUN CITY CFD #2	(63)	6,413	3,158	(21,430)
Revenues / Funding Source	(619,506)	(628,065)	(710,042)	(731,530)
Investment Earnings	(10)	45	-	-
Other	-	-	6,231	6,231
Special Assessments	(619,496)	(628,110)	(716,273)	(737,761)
Expenses / Expenditure	619,443	634,478	713,200	710,100
Non-cash expenditures	-	187	-	-
Prof Services	3,797	-	4,000	4,000
Services & Supplies	10,086	12,462	8,500	10,300

Transfer Out	605,561	621,829	700,700	695,800
462 - MCCOY CREEK TAX ZONE 2	(1,120)	(3,672)	(25,267)	(25,737)
Revenues / Funding Source	(9,065)	(9,132)	(34,081)	(34,370)
Investment Earnings	1	58	(100)	(100)
Other	-	-	(24,361)	(24,361)
Special Assessments	(9,065)	(9,190)	(9,620)	(9,909)
Expenses / Expenditure	7,945	5,460	8,814	8,633
Interdepartmental Charges	5,500	3,889	5,914	5,733
Non-cash expenditures	-	490	-	-
Non-recurring	-	-	-	-
Prof Services	1,755	-	1,800	1,800
Services & Supplies	389	781	800	800
Transfer Out	300	300	300	300
464 - MCCOY CREEK PARK ASSMT DISTRICT	(929)	2,066	(486)	(17,749)
Revenues / Funding Source	(7,602)	(7,445)	(27,166)	(44,075)
Investment Earnings	12	101	(200)	(200)
Other	-	-	(18,008)	(34,648)
Special Assessments	(7,614)	(7,545)	(8,958)	(9,227)
Expenses / Expenditure	6,673	9,511	26,680	26,326
Interdepartmental Charges	5,003	7,634	11,608	11,254
Non-cash expenditures	-	698	-	-
Non-recurring	-	-	12,800	12,800
Prof Services	920	427	172	172
Services & Supplies	251	252	1,600	1,600
Transfer Out	500	500	500	500
465 - AMBERWOOD TZ1	(704)	(440)	(409)	(3,227)
Revenues / Funding Source	(15,320)	(15,424)	(67,850)	(70,700)
Investment Earnings	39	146	(1,000)	(1,000)
Other	-	-	(50,750)	(53,117)
Special Assessments	(15,359)	(15,570)	(16,100)	(16,583)
Expenses / Expenditure	14,616	14,983	67,441	67,473
Interdepartmental Charges	6,686	10,082	15,332	14,864
Non-cash expenditures	-	1,064	-	-
Non-recurring	-	-	46,000	46,000
Payroll Benefits & Taxes	355	403	353	353
Prof Services	1,755	-	172	172

Salaries & Wages	-	40	-	-
Services & Supplies	4,620	2,194	4,384	4,884
Transfer Out	1,200	1,200	1,200	1,200
466 - PETERSON TAX ZONE 3 CFD	1,474	7,465	1,983	(879)
Revenues / Funding Source	(9,245)	(9,294)	(53,234)	(53,528)
Investment Earnings	60	140	(900)	(900)
Other	-	-	(42,534)	(42,534)
Special Assessments	(9,305)	(9,434)	(9,800)	(10,094)
Expenses / Expenditure	10,719	16,759	55,217	52,649
Interdepartmental Charges	6,248	9,074	18,617	18,049
Non-cash expenditures	-	892	-	-
Non-recurring	-	-	27,000	25,000
Prof Services	1,755	-	1,800	1,800
Services & Supplies	2,216	6,293	7,300	7,300
Transfer Out	500	500	500	500
467 - SUMMERWOOD TAX ZONE 5	(2,936)	14,294	64	(2,498)
Revenues / Funding Source	(12,058)	(12,093)	(41,044)	(43,312)
Investment Earnings	11	143	(500)	(500)
Other	-	-	(27,844)	(29,731)
Special Assessments	(12,069)	(12,235)	(12,700)	(13,081)
Expenses / Expenditure	9,122	26,387	41,108	40,814
Interdepartmental Charges	3,136	4,177	6,352	6,158
Non-cash expenditures	-	596	-	-
Non-recurring	-	-	11,000	10,900
Payroll Benefits & Taxes	355	403	353	353
Prof Services	1,755	-	103	103
Services & Supplies	3,476	811	2,900	2,900
Transfer Out	400	20,400	20,400	20,400
468 - CFD#2 TAX ZONE#6 -WALMART	300	1,681	903	(5,324)
Revenues / Funding Source	(26,541)	(26,864)	(49,827)	(54,155)
Investment Earnings	51	92	(300)	(300)
Other	-	-	(21,627)	(25,118)
Special Assessments	(26,592)	(26,957)	(27,900)	(28,737)
Expenses / Expenditure	26,841	28,545	50,730	48,831
Interdepartmental Charges	13,049	20,596	26,174	25,375
Non-cash expenditures	-	514	-	-

Non-recurring	-	-	20,000	18,900
Payroll Benefits & Taxes	355	403	353	353
Prof Services	1,755	-	103	103
Salaries & Wages	-	40	-	-
Services & Supplies	11,682	6,992	4,100	4,100
469 - SUISUN CFD NO.3	(1,495)	3,766	200	(2,090)
Revenues / Funding Source	(68,634)	(69,582)	(71,103)	(73,193)
Investment Earnings	81	76	(100)	(100)
Other	-	-	(1,345)	(1,345)
Special Assessments	(68,715)	(69,658)	(69,658)	(71,748)
Expenses / Expenditure	67,139	73,348	71,303	71,103
Non-cash expenditures	-	27	-	-
Prof Services	2,076	-	2,100	2,100
Services & Supplies	1,263	2,998	3,000	3,000
Transfer Out	63,800	70,323	66,203	66,003
705 - VEH/EQUIP MAINTENANCE ISF	(63,444)	(27,480)	(443)	(226,520)
Revenues / Funding Source	(143,183)	(143,506)	(143,500)	(378,341)
Charges for Services	(142,600)	(142,600)	(142,600)	(148,300)
Intergovernmental	-	(853)	(900)	(900)
Investment Earnings	(583)	457	-	-
Other	-	(510)	-	(229,141)
Expenses / Expenditure	79,739	116,027	143,057	151,821
Interdepartmental Charges	24,784	26,058	30,555	28,693
Non-cash expenditures	-	4,629	-	-
Non-recurring	4,693	-	4,700	5,000
Payroll Benefits & Taxes	11,562	14,751	11,117	11,117
Personnel Services	-	1,200	2,079	2,079
Prof Services	-	-	-	-
Salaries & Wages	16,821	17,920	18,932	18,932
Services & Supplies	21,878	51,469	75,674	86,000
706 - VEH/EQUIP REPLACEMENT ISF	(108,488)	(18,001)	(727,328)	(578,355)
Revenues / Funding Source	(538,432)	(612,973)	(2,532,245)	(2,544,674)
Charges for Services	(522,500)	(616,610)	(787,571)	(800,000)
Investment Earnings	(2,987)	3,980	(28,600)	(28,600)
Other	-	(343)	(1,716,074)	(1,716,074)
Sales of Assets	(12,946)	-	-	-

Expenses / Expenditure	429,944	594,972	1,804,917	1,966,319
Capital Outlay	-	17,889	200,000	200,000
Contingency	-	-	1,229,300	1,229,300
Interdepartmental Charges	7,200	72,275	80,651	82,019
Non-cash expenditures	182,390	213,947	-	-
Services & Supplies	240,354	290,861	294,966	455,000
710 - NETWORK MAINTENANCE I.S. FUND	(26,468)	(75,162)	(72,332)	0
Revenues / Funding Source	(398,625)	(479,899)	(688,874)	(669,329)
Charges for Services	(392,900)	(468,934)	(377,429)	(216,338)
Franchise Fees	-	-	-	-
Intergovernmental	(5,642)	(11,750)	(10,000)	(10,000)
Investment Earnings	(83)	785	(3,000)	(3,000)
Other	-	-	(172,872)	(314,418)
Transfer In	-	-	(125,573)	(125,573)
Expenses / Expenditure	372,157	404,736	616,542	669,329
Contingency	-	-	-	-
Interdepartmental Charges	18,200	46,056	33,690	34,937
Non-cash expenditures	15,354	6,556	25,000	25,000
Non-recurring	6,093	19,842	49,000	99,000
Payroll Benefits & Taxes	61,103	63,997	101,421	84,820
Personnel Services	-	12,016	15,807	15,807
Prof Services	13,000	24,000	45,000	45,000
Salaries & Wages	154,067	132,639	222,124	240,265
Services & Supplies	104,339	99,630	124,500	124,500
712 - Dispatch - P/S	(45,362)	(30,070)	(233,041)	(0)
Revenues / Funding Source	(1,163,678)	(1,694,235)	(2,204,970)	(1,901,737)
Charges for Services	(1,125,656)	(1,494,138)	(1,738,644)	(1,435,411)
Intergovernmental	-	(158,984)	(405,043)	(405,043)
Investment Earnings	55	216	-	-
Licenses & Permits	(38,078)	(41,329)	(30,900)	(30,900)
Other	-	-	(30,383)	(30,383)
Transfer In	-	-	-	-
Expenses / Expenditure	1,118,317	1,664,165	1,971,929	1,901,737
Interdepartmental Charges	17,300	262,613	240,292	230,612
Non-cash expenditures	-	2,181	-	-
Non-recurring	8,761	21,270	67,000	67,000

Payroll Benefits & Taxes	263,148	412,492	475,401	434,565
Personnel Services	-	85,090	93,981	96,061
Prof Services	-	-	-	17,500
Salaries & Wages	661,861	708,543	845,555	806,299
Services & Supplies	167,247	171,976	249,700	249,700
713 - PW MAINTENANCE-INTERNAL SERVICE	(11)	(21,239)	42,003	(0)
Revenues / Funding Source	(1,044,524)	(1,527,288)	(2,372,768)	(2,309,797)
Charges for Services	(979,152)	(1,400,542)	(2,207,668)	(2,123,448)
Intergovernmental	(57,886)	(126,657)	(84,300)	(84,300)
Investment Earnings	(59)	(89)	-	-
Other	(7,427)	-	(800)	(22,049)
Transfer In	-	-	(80,000)	(80,000)
Expenses / Expenditure	1,044,514	1,506,050	2,414,770	2,309,797
Interdepartmental Charges	152,200	228,507	365,947	365,700
Non-cash expenditures	-	958	-	-
Non-recurring	108	3,947	232	232
Payroll Benefits & Taxes	369,456	501,419	763,119	689,012
Personnel Services	-	50,429	107,356	107,356
Prof Services	811	73	800	800
Salaries & Wages	454,484	619,177	1,049,430	1,009,643
Services & Supplies	67,454	101,539	127,886	137,054
715 - LIABILITY INSURANCE RESERVE FUND	212,511	(213,374)	(130,369)	-
Revenues / Funding Source	(338,641)	(874,914)	(1,340,454)	(1,434,184)
Charges for Services	(321,200)	(834,478)	(831,979)	(925,709)
Intergovernmental	-	(40,283)	(16,200)	(16,200)
Investment Earnings	-	(153)	-	-
Other	(17,441)	-	(492,275)	(492,275)
Expenses / Expenditure	551,152	661,539	1,210,085	1,434,184
Capital Outlay	-	-	-	50,000
Interdepartmental Charges	21,400	16,205	19,582	19,582
Non-cash expenditures	84,325	31,785	-	-
Non-recurring	50	-	216,600	175,000
Payroll Benefits & Taxes	12,136	16,011	22,348	17,452
Personnel Services	-	1,228	2,573	2,573
Prof Services	-	-	1,500	1,500
Salaries & Wages	33,342	35,828	43,777	43,777

Services & Supplies	399,899	560,482	903,705	1,124,300
Transfer Out	-	-	-	-
721 - RECREATION/COMMUNITY EVENTS	-	-	24,564	(36)
Revenues / Funding Source	-	-	(36)	(24,636)
Other	-	-	(36)	(24,636)
Expenses / Expenditure	-	-	24,600	24,600
Non-recurring	-	-	24,600	24,600
750 - WORKERS COMP SELF INSURANCE FUND	(11,927)	(222,190)	(510,009)	(411,726)
Revenues / Funding Source	(680,579)	(875,950)	(1,628,959)	(1,628,959)
Charges for Services	(686,415)	(870,559)	(817,357)	(817,357)
Intergovernmental	-	(1,191)	(1,200)	(1,200)
Investment Earnings	6,103	(2,200)	(8,600)	(8,600)
Other	(268)	(2,000)	(801,802)	(801,802)
Expenses / Expenditure	668,652	653,760	1,118,950	1,217,233
Contingency	-	-	250,000	250,000
Interdepartmental Charges	24,300	20,844	29,434	29,949
Non-cash expenditures	260,915	(28,202)	-	-
Non-recurring	427	2,116	600	10,000
Payroll Benefits & Taxes	34,281	22,726	42,813	37,581
Personnel Services	-	1,191	2,531	2,531
Prof Services	35,786	30,171	34,200	35,000
Salaries & Wages	33,115	97,097	312,772	312,772
Services & Supplies	279,828	507,818	446,600	539,400
765 - UNEMPLOYMENT SELF INSURANCE FUND	4,237	(5,701)	(2,413)	(1,888)
Revenues / Funding Source	(72,380)	(14,609)	(13,000)	(14,475)
Charges for Services	(12,380)	(14,609)	(13,000)	(15,000)
Other	-	-	-	525
Transfer In	(60,000)	-	-	-
Expenses / Expenditure	76,616	8,908	10,587	12,587
Interdepartmental Charges	300	484	2,587	2,587
Prof Services	-	-	-	-
Services & Supplies	76,316	8,424	8,000	10,000
901 - Successor Agency/Administration Fund	(10,084)	(2,174)	(9,324)	(30,187)
Revenues / Funding Source	(243,062)	(250,000)	(250,000)	(280,187)
Intergovernmental	(243,062)	(250,000)	(250,000)	(250,000)
Other	-	-	-	(30,187)

Expenses / Expenditure	232,978	247,826	240,676	250,000
Interdepartmental Charges	58,100	56,829	41,919	41,417
Non-recurring	8	-	3,000	3,000
Payroll Benefits & Taxes	60,068	54,204	49,770	49,015
Personnel Services	-	8,024	7,553	7,553
Prof Services	23,849	35,927	14,699	24,706
Salaries & Wages	87,790	89,576	120,335	120,909
Services & Supplies	3,162	3,266	3,400	3,400
902 - RDA Obligation Retirement Fund	(3,678,824)	50,661	(74,393)	(406,985)
Revenues / Funding Source	(5,574,783)	(6,966,613)	(6,213,894)	(6,598,065)
Intergovernmental	(5,555,221)	(6,742,155)	(6,208,894)	(6,208,894)
Investment Earnings	(19,562)	(10,204)	(5,000)	(5,000)
Other	-	(214,254)	-	(384,171)
Sales of Assets	-	-	-	-
Expenses / Expenditure	1,895,958	7,017,274	6,139,501	6,191,080
Debt Interest Payment	1,705,877	1,585,787	1,702,325	1,702,325
Debt Principal Payment	-	-	3,663,550	3,663,550
Interdepartmental Charges	6,401	9,074	13,799	13,378
Non-cash expenditures	-	2,757,373	-	-
Non-recurring	-	2,140,155	-	-
Prof Services	54,348	36,270	28,927	80,927
Salaries & Wages	22,104	27,404	55,700	55,700
Services & Supplies	107,229	461,210	675,200	675,200
903 - SA-HOUSING	65,026	(1,103,037)	(998,896)	(3,932,232)
Revenues / Funding Source	(265,965)	(1,543,399)	(1,688,127)	(4,622,775)
Charges for Services	(1,000)	(10,750)	(2,000)	(2,000)
Investment Earnings	(31,012)	(29,294)	(8,000)	(8,000)
Other	(233,953)	(572,742)	(1,671,827)	(4,606,475)
Sales of Assets	-	(922,838)	-	-
Transfer In	-	(7,775)	(6,300)	(6,300)
Expenses / Expenditure	330,991	440,361	689,231	690,543
Interdepartmental Charges	31,335	55,893	55,950	55,987
Non-recurring	-	500	25,200	25,200
Payroll Benefits & Taxes	91,969	105,037	126,282	126,407
Personnel Services	-	13,600	20,445	20,445
Prof Services	33,479	64,513	137,400	137,400

Salaries & Wages	166,525	193,851	315,104	316,253
Services & Supplies	7,683	6,969	8,850	8,850
907 - ALMOND GARDENS-PROPERTY MANAGEMENT	(68,964)	(8,560)	14,076	0
Revenues / Funding Source	(443,793)	(476,141)	(519,025)	(512,568)
Charges for Services	(440,857)	(469,095)	(363,600)	(363,600)
Fines & Forfeitures	-	(840)	-	-
Investment Earnings	(437)	(87)	-	-
Other	(2,499)	(6,119)	(155,425)	(148,968)
Expenses / Expenditure	374,829	467,582	533,101	512,568
Contingency	-	-	250,000	229,102
Interdepartmental Charges	8,000	14,575	13,501	13,866
Non-cash expenditures	-	8,729	-	-
Non-recurring	1,532	995	-	-
Prof Services	60,626	54,134	88,400	88,400
Salaries & Wages	-	13,722	-	-
Services & Supplies	239,671	310,428	116,200	116,200
Transfer Out	65,000	65,000	65,000	65,000
908 - RDA ASSET MANAGEMENT	(95)	45,087	(10,759)	(47,901)
Revenues / Funding Source	(58,882)	(11,342)	(85,000)	(116,302)
Charges for Services	(49,582)	(2,352)	(74,000)	(74,000)
Fines & Forfeitures	-	-	(700)	(700)
Investment Earnings	0	310	(1,000)	(1,000)
Other	-	-	-	(26,802)
Transfer In	(9,300)	(9,300)	(9,300)	(13,800)
Expenses / Expenditure	58,787	56,429	74,241	68,401
Debt Principal Payment	3,207	3,207	3,200	3,200
Interdepartmental Charges	3,487	2,904	3,491	3,451
Non-recurring	-	-	-	-
Services & Supplies	52,094	50,319	67,550	61,750
Transfer Out	-	-	-	-
909 - MARINA	681,560	689,070	381,962	656,852
Revenues / Funding Source	(304,228)	(48,151)	(383,579)	103,801
Charges for Services	(259,881)	(253,000)	(251,000)	(251,000)
Fines & Forfeitures	(411)	(758)	(1,240)	(1,240)
Intergovernmental	(55,000)	210,115	(330,000)	(330,000)
Investment Earnings	11,073	278	(3,000)	(3,000)

Other	(10)	(30)	751,161	693,541
Transfer In	-	(4,756)	(549,500)	(4,500)
Expenses / Expenditure	985,789	737,221	765,541	553,051
Capital Outlay	604,940	318,557	330,000	130,194
Contingency	-	-	-	-
Debt Principal Payment	17,505	17,505	17,500	17,500
Interdepartmental Charges	30,200	54,454	54,030	54,053
Non-cash expenditures	-	6,220	-	-
Non-recurring	29,641	5,301	7,500	7,500
Payroll Benefits & Taxes	65,627	73,587	67,140	63,898
Personnel Services	-	8,363	8,524	8,524
Prof Services	-	-	500	500
Salaries & Wages	133,355	144,402	153,648	144,182
Services & Supplies	100,913	108,832	126,700	126,700
Transfer Out	3,608	-	-	-
919 - MARINA FUEL	(66,627)	(41,326)	417,743	(123,833)
Revenues / Funding Source	(116,734)	(87,580)	(195,365)	(185,365)
Charges for Services	(115,691)	(87,362)	(91,000)	(81,000)
Investment Earnings	(699)	93	200	200
Other	(345)	341	(103,865)	(103,865)
Transfer In	-	(651)	(700)	(700)
Expenses / Expenditure	50,107	46,254	613,108	61,532
Interdepartmental Charges	1,500	1,085	1,082	4,505
Non-cash expenditures	-	1,681	-	-
Non-recurring	-	-	2,500	2,500
Payroll Benefits & Taxes	6,086	6,451	6,320	6,320
Personnel Services	-	1,180	1,438	1,438
Salaries & Wages	13,459	13,774	13,869	13,869
Services & Supplies	29,062	22,082	42,900	32,900
Transfer Out	-	-	545,000	-
932 - SECTION 8 - HOUSING CHOICE	87,548	80,223	(3,800)	(3,800)
Revenues / Funding Source	(2,283,003)	(2,197,379)	(2,505,800)	(2,505,800)
Intergovernmental	(2,283,003)	(2,197,379)	(2,505,100)	(2,505,100)
Investment Earnings	-	-	(700)	(700)
Other	-	-	-	-
Expenses / Expenditure	2,370,551	2,277,602	2,502,000	2,502,000

Services & Supplies	2,370,551	2,277,602	2,502,000	2,502,000
935 - CDBG (FEDERAL)	-	-	-	(27,685)
Revenues / Funding Source	-	-	-	(27,685)
Other	-	-	-	(27,685)
937 - 2002 HOME REHABILITATION	(1,745)	3,552	(29,700)	(319,092)
Revenues / Funding Source	(1,745)	(2,245)	(29,700)	(319,092)
Charges for Services	(1,800)	(3,000)	(25,800)	(25,800)
Investment Earnings	55	755	(3,900)	(3,900)
Other	-	-	-	(289,392)
Expenses / Expenditure	-	5,797	-	-
Non-cash expenditures	-	5,797	-	-
Services & Supplies	-	-	-	-
945 - HOUSING AUTHORITY - ADMINISTRATION FUND	19,752	72,412	(9,633)	(11,833)
Revenues / Funding Source	(295,949)	(276,725)	(252,975)	(252,975)
Intergovernmental	(295,380)	(269,087)	(262,700)	(262,700)
Investment Earnings	-	-	(700)	(700)
Other	(569)	-	18,425	18,425
Transfer In	-	(7,638)	(8,000)	(8,000)
Expenses / Expenditure	315,701	349,137	243,342	241,142
Interdepartmental Charges	34,866	41,676	43,248	41,048
Non-recurring	14,703	15,778	3,000	3,000
Payroll Benefits & Taxes	83,640	98,839	66,473	66,473
Personnel Services	-	10,712	11,100	11,100
Prof Services	6,746	13,757	7,300	7,300
Salaries & Wages	135,510	133,284	73,420	73,420
Services & Supplies	40,236	35,091	38,800	38,800
946 - HUD CARES Admin	(0)	-	7,450	(550)
Revenues / Funding Source	(13,768)	(31,767)	-	(8,000)
Intergovernmental	(13,768)	(31,767)	-	(8,000)
Investment Earnings	-	-	-	-
Other	-	-	-	-
Expenses / Expenditure	13,768	31,767	7,450	7,450
Non-recurring	1,786	830	-	-
Payroll Benefits & Taxes	-	10,008	-	-
Personnel Services	-	924	-	-
Prof Services	106	249	200	200

Salaries & Wages	10,053	15,200	7,000	7,000
Services & Supplies	1,823	4,556	250	250
974 - THEATER	4,196	5,429	39,861	-
Revenues / Funding Source	51	100	(2,639)	(35,610)
Charges for Services	-	-	(3,600)	(3,600)
Investment Earnings	51	100	(500)	(500)
Other	-	-	1,461	(31,510)
Transfer In	-	-	-	-
Expenses / Expenditure	4,145	5,329	42,500	35,610
Capital Outlay	684	-	38,400	31,510
Debt Principal Payment	3,461	3,461	3,500	3,500
Non-cash expenditures	-	631	-	-
Non-recurring	-	-	-	-
Services & Supplies	-	1,237	600	600
(blank)				
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Grand Total	(3,093,554)	(6,890,960)	(15,818,486)	(16,155,914)

American Rescue Plan Act (ARPA) Funding Appropriations									
Fund	Account	Description	FY 2021-22 Budget	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	Remaining	
American Rescue Plan Act Fund (Fund 167)									
Resources:									
		ARPA Funds	3,548,010	3,548,010	3,548,010	3,548,010	-	-	
		Fund Balance	-	-	1,090,402	1,090,402	3,095,391	642,862	
		Interest earnings	-	12,553	-	27,719	-	-	
Total Resources			3,548,010	3,560,563	4,638,412	4,666,131	3,095,391	642,862	
Expenditures:									
	City Hall (CH)								
	167-93140-1917	Emergency Eye Wash Station (Janitorial needs)	500	-	-	-	-	-	
	City Manager Department (CM)								
	167-85010-1727	Admin Assistant 2 - CM office (two years)	47,500	47,500	83,100	83,100	59,400	-	
	Citywide (CW)								
	167-90113-3467	Temporary Premium Pay (2 years)	482,400	78,642	669,814	669,814	-	-	
	167-91230-3467	Premium Pay - ARPA for ISF			77,600	77,600	-		
	167-90210-1917	Pay Off Accrual Leave Accrual (New)					140,000		
	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	4,800	-	
	167-93105-1917	Granicus Software for Agenda Packets	30,000	-	30,000	30,000	-	-	
	167-93105-1917	Public Record Request Software	15,000	-	20,000	15,000	-	-	
	167-93111-1917	Phone System upgrade	50,000	2,135	20,000	20,000	27,865	-	
	167-93130-1917	IT Infrastructure (Servers)	107,000	79,383	30,000	30,000	27,617	-	
	167-93111-1917	Council Chamber/Community Center Communication System	60,000	-	60,000	10,000	50,000	-	
	167-91140-1917	City website upgrade	60,000	9,477	60,000	43,000	46,477	-	
	167-96440-1917	ERP System	335,800	128,560	455,800	264,886	422,554	-	
	167-91140-1917	Project Manager for ERP Project (two years contract)	43,500	-	209,220	23,096	150,904	-	
	167-91310-1917	Public Space Broadband	-		-	-		-	
	167-93105-1917	Tablets for the Council Members	-		-	-		-	
	Development Services Department (DS)								
	167-90110-3507	Development Services Director (two years)	123,286	123,286	191,600	176,714	112,910	-	
	167-93330-3507	Economic Development Marketing (EPIC)	45,000	-	-	-	45,000	-	
	167-93340-3507	Matching Grant Program to update outdoor dining experience (EPIC)	150,000	-	-	-		-	
	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	-	7,000	7,000	3,000	-	
	Fire Department (FD)								
	167-96415-2627	Lucas Devices (2 sets)	25,000	25,000	-	-	-	-	
	167-96415-2627	ALS Equipment	75,000	64,240	-	-	-	-	
	167-96310-2627	Fire Station Bathroom Remodeling/upgrade					350,000		
	167-90110-2627	Staffing (3 Engineers) (two years)	163,828	-	-	-	-	-	
	Police Department (PD)								
	167-90110-2357	Police Officer position (1) for gun violence enforcement (two years)	120,000	-	139,962	-	-	-	
	167-90110-2357	Community Services Officer (1 CSO's) (two years)	37,500	-	-	-	-	-	
	167-93120-2357	Additional (5) Portable Radios	30,000	8,195	24,000	21,805	-	-	
	167-91305-2357	ALPR (Car License Plate Reader) Software/Equipment	38,500	46,898	35,000	38,500	23,102	-	
	167-93111-2357	Evidence Air Scrubber for Narcotics room	-	-	-	-		-	
	Public Works Department (PW)								
	167-85190-6017	Hwy 12 Storm Drain Pipe Line (account 96310 Capital Outlay)	250,000	23,797	602,103	-	375,900	-	

		167-91305-6017	Work Order/Asset Management System (CMMS) (Combined with ERP)		55,000	-	-	-	-	-
		167-91435-6017	Homelessness Project		-		-	-	68,000	-
		167-96310-6017	Kellogg Pump Station Channel Enhancement		-		200,000	-	200,000	-
	Recreation Parks and Marina Department (RPM)									
		167-96310-8627	Harbor Theater Improvements & Repairs		245,000		245,000	-	200,000	-
		167-85302-8627	Community Garden Project/Prosperity Park		-		375,000	54,825	145,000	-
	Transfer Out to Fund 069				1,441,254	1,441,254				
	Transfer Out to Fund 010					366,530				
	Investment Loss					25,264				
Total Expenditures					4,161,268	2,470,161	3,537,599	1,570,740	2,452,529	-

Ending Balance				(613,258)	1,090,402	1,100,813	3,095,391	642,862	642,862
Description				FY 2021-22 Budget	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	Remaining
ARPA Revenue Loss Reimbursement Fund (Fund 069)									
Resources:									
		Revenue		1,441,254	1,441,254	-	-		
		Fund Balance				1,232,654	1,259,950	1,121,436	-
Total Resources:				1,441,254	1,441,254	1,232,654	1,259,950	1,121,436	-
Expenditures:									
	Citywide (CW)								
		069-90113-3469	Temporary Premium Pay (2 years)	133,600	154,686	138,514	138,514	-	-
		069-90210-3469	Pay Off Accrual Leave Accrual (New)					185,000	
	Public Works (PD)								
		069-85115-3469	Roads and Streets Improvement Project			778,000	-	591,436	
	Fire Department (FD)								
		069-91455-3469	Rescue Coats and PPE Equipment	30,000	26,618	-			-
		069-93140-3469	Bathroom Remodel (moved to Measure S)	-		-			-
		069-96415-3469	Type - 5 Vehicle (moved to Measure S)	-		-			-
		069-96310-3469	Fire Station Bathroom Remodeling/upgrade					300,000	
		069-96415-3469	Fire Vehicle - Light Rescue			-			-
	Police Department (PD)								
		069-96420-3469	Bullet proof windows for the front PD	45,000	-	45,000	-	45,000	-
Total Expenditures:				208,600	181,304	961,514	138,514	1,121,436	-
Ending Balance				1,232,654	1,259,950	271,140	1,121,436	-	-

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AGENDA TRANSMITTAL

MEETING DATE: June 27, 2023

CITY AGENDA ITEM: Council Adoption of Resolution No. 2023-__: Amending the City of Suisun City Special Event Permit Application.

FISCAL IMPACT: Adoption of above listed policies will not have any fiscal impact.

STRATEGIC PLAN: Provide Good Governance.

BACKGROUND: The City of Suisun City (City) has worked with a variety of organizations to provide programs, services, facilities, and park enhancements to Suisun City residents. The City is continuously seeking those organizations or individuals that want to give back to the community through volunteerism, financial support, programmatic enhancements, and other community benefits. The City felt it necessary to create formal policies and procedures in order to ensure that the partnerships are consistent with the City's Strategic Plan and are treated with equity. Business associations, community-based organizations, civic groups, and school districts have all been partners with Suisun City in the past. Some partners, although beneficial to the community, have never had a formal agreement that delineates the process, financial considerations, liability concerns, and staff resources used to manage these partnerships.

The City also recognized the need to update the special event permit application and policies to protect the City and the community. A comprehensive application and policy has been designed to help City staff acquire the necessary information from perspective event coordinators. At the December 15, 2020, City Council meeting, the Special Event Permit Application was adopted.

During the May 2, 2023 City Council meeting, the Council requested that the application be sent to the Recreation, Parks, Marina, and Arts Commission (RPMA) for review and be brought back with suggested changes. The council also requested that staff look at possibilities to curtail inappropriate music being played at special events coordinated by groups outside of the City of Suisun City events. In researching this request with the City Attorney, it was determined that we cannot regulate the content/viewpoint of the music being played (e.g., "profanity" as a viewpoint). We can regulate the amount and quality of the sound, and the hours, but that is not likely to make a difference, and any regulation we apply would apply to all sound, including music from the stage. We also explored:

1. No amplified sound from vehicles – this prohibition can be avoided by simply using a stand-alone speaker or the stage. Also, this may result in the car show decamping and moving to a friendlier city, so all the revenue from visitors will be lost, and this will not help the city's reputation as a place to have shows and events.
2. No amplified sound from any source except the stage – This will not eliminate perceived inappropriate music.
3. Shorten the distance from which noise/music can be heard, say, not beyond the property line, or 50 feet from the property line, or any other distance. This is doable but will affect all performances at the location.
4. Limit how far amplified sound from vehicles can be heard to 50 feet – again this could have a

negative effect on the City's ability to attract events.

5. As part of the Special Event Application, request that "radio edited" versions of music be played. This is a request and is not enforceable.

Staff also requested each City department involved with the Special Event Application approval process to review and add suggested changes. At the June 7, 2023, RPMA meeting, the changes in the redline version of Attachment 2 were approved.

STAFF REPORT: It is recommended that the Special Event Application be updated with the redline updates, as seen in Attachment 2, including the new sections for department final application approvals and the section outlining the intent of the three (3) billboard signs. The city and the Suisun City Historic Waterfront Business Improvement District (BID) have had a working relationship for several years. The BID is a recognized partner for their community events. There are three (3) marketing signs that the City of Suisun City maintains:

- Corner of Pennsylvania Avenue and Highway 12
- Highway 12 (behind the Post Office)
- Corner of Sunset Avenue and Railroad Avenue

These signs have been designated as locations to promote both BID and City events and attachment 4, outlines the annual sign schedule that has been created in partnership between the two organizations.

STAFF RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2023-__: Amending the City of Suisun City Special Event Permit Application.

DOCUMENTS ATTACHED:

1. Resolution No. 2023-__: Amending the City of Suisun City Special Event Permit Application
2. City of Suisun City Special Event Permit Application - Redline
3. City of Suisun City Special Event Permit Application Clean Version
4. Marketing Signs Annual Calendar
5. PowerPoint Presentation

PREPARED BY:

Kris Lofthus, Deputy City Manager

REVIEWED BY:

Greg Folsom, City Manager

APPROVED BY:

Greg Folsom, City Manager

ATTACHMENTS:

- 1 [Resolution Amending the City of Suisun City Special Event Permit Application.pdf](#)
- 2 [City of Suisun City Special Event Permit Application -REDLINE.pdf](#)
- 3 [City of Suisun City Special Event Permit Application - CLEAN VERSION.pdf](#)
- 4 [Marketing Signs Annual Calendar.pdf](#)
- 5 [PowerPoint Presentation.pdf](#)

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RESOLUTION NO. 2023-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AMENDING THE CITY OF SUISUN CITY SPECIAL EVENT PERMIT
APPLICATION**

WHEREAS, it is the desire of the City Council to policy to protect city infrastructure, and

WHEREAS, creating positive partnerships will allow expansion of services to the community as a whole; and

WHEREAS, Suisun City values the current and past partners, but must establish polices, guidelines, and procedures to govern said partnerships; and

WHEREAS, the Special Events Permit Application was in need of an update; and

WHEREAS, the Suisun City Special Event Permit Application coordinates the services delivered by the various departments within the City of Suisun City; and

WHEREAS, Special Events positively affect the quality of recreational, cultural and outdoor experiences by providing activities, community building, programming activation, and assists in the development or community relationships; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council adopting the City of Suisun City Partnership Policy public.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 27th day of June 2023, by the following vote:

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

WITNESS my hand and the seal of said City this 27th day of June 2023.

Anita Skinner
City Clerk

SPECIAL EVENT PERMIT APPLICATION



WELCOME

The City of Suisun City offers a variety of outdoor facilities that are ideal for special events including community-based festivals, parades, seasonal celebrations, philanthropic events, or even large family gatherings.

Large special events often require City issued permits and have other requirements that ensure the safety of participants and minimize impacts to the surrounding neighborhoods. This application has been developed to help facilitate the planning of your special event. This application is also intended to help you understand the City's special event permitting process and the deadlines for submitting required documents.

The submission of a Special Event Permit Application does not constitute approval of your special event. The application must be submitted a minimum of 60 days prior to your event in order for the City to have adequate time to distribute the application to City Departments for their review and/or approval and to allow you to answer any questions posed by the Special Events Committee.

Uses that require equipment set-up in a park, beyond a typical picnic reservation, bounce house use, or uses that meet the following criteria require a Special Event Permit:

Area Type	Criteria
Community Parks	50 or more people participating in an organized gathering that is not a typical activity contained within a reservable area such as a picnic or athletic field use*.
Special Use Parks (i.e. Old Town Plaza, Sheldon Plaza, Courtyard at Harbor Square)	50 or more people depending on the park. <i>Requires staff consultation prior to submitting permit.</i>
<i>*Note: Multiple fields and/or venues for the same event that use passive areas of the site location require a Special Event Permit. Special Event Permits will not be approved for events occurring on the same day as Celebrate Suisun, the Fourth of July festivities, or Christmas on the Waterfront, and other traditional City-wide events.</i>	

Payment of the special event deposit and application fee is due when the application is initially submitted. The City will review your application and either approve, conditionally approve, or deny the application within 21 days of receipt.

Special Event Permit Applications that are conditionally approved will provide the applicant with specific information of any applicable fees for required services and/or any additional conditions of use. Payment of fees for any additional services required by the City must be made before the City will issue a Special Event Permit. The applicant shall ensure the Permit is available on-site throughout the duration of the entire event.

If a Special Event Permit is denied, the applicant will receive a full refund of their deposit. The application fee is **non-refundable**. If a Special Event Permit is not issued, based upon an applicant's failure to comply with required measures within specified deadlines, the applicant forfeits the full application fee, including the deposit.

Organizations that violate any requirements included in their approved Special Event Permit will be subject to the following:

- 1st infraction - \$250.00 fine
- 2nd infraction - \$500.00 fine and denial of future events
- Unauthorized use of City water - \$250.00 fine per event day

The cost of any damages caused by the event to City property and/or equipment will be charged to the Special Event Permit applicant/organization at a fee equal to the total cost of repair and/or replacement. Damage costs will be deducted from the deposit on file and any damage costs above the deposit amount will be billed to the applicant/organization with a payment due to the City within 14 days of date of invoice.

Notable requirements:

The City does not permit or allow the use of stakes or any in-ground securement for securing fences, structures, bounce houses, etc.

In the interest of safety and to prevent confusion related to utility markings on City streets, paths, or paved surfaces, only white chalk may be used when marking routes.

All route markings are to be removed at the end of your special event including the removal of all chalk markings on City streets and property. Failure to remove route markings may result in forfeiture of part or all of the event deposit. If damages exceed the deposit amount, applicant will be billed for outstanding amount with a payment due within 30 days of invoice.

EVENT PLANNING CHECKLIST

The City of Suisun City is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Recreation, Parks, & Marina Department (RPM) at (707) 421-7200.

Below are the required forms and information that must be submitted to the City to obtain a Special Event Permit. In the Completed column, check all applicable completed items or write N/A for any items that do not apply to your event. Only complete applications can be accepted.

Requirement/Form	Required to Complete/Acknowledge	Completed
Applicant & Event Information	All Applicants	
Applicant Certification & Agreement	All Applicants	
Insurance Certification	All Applicants	
ADA Awareness & Compliance	All Applicants	
Alcoholic Management Plan	Events serving or selling alcoholic beverages. Potential need for Open Container or ABC permit. Contact Suisun PD (707) 421-7373 Contact Alcoholic Beverage Control at www.abc.ca.gov	
Entertainment Related Activities	Events including musicians, performers, and/or amplified sound. Contact Suisun PD (707) 421-7373	
Fencing	For questions about fencing or to make arrangements for an inspection, please contact <i>Suisun Public Works Department (707) 421-7340</i>	
Food & Product Concessions	Events involving the preparation and/or sale of food and beverage items. Potential need for Solano County Health Permit. (707) 784-8600	
Marketing/Advertising	All Applicants	
Parking Plan	May require Street Closure Application and Permit. Encroachment Permit	
Portable Restrooms	Events requiring a Site Plan and Route Map and/or all events expected to exceed 100 people in attendance.	
Safety & Security Plan	All Applicants – Provide detailed map	
Site Plan & Route Map	Events that will request street closures or will include use of streets, sidewalks, public parking lots, or vehicles in parks.	
Street Closure Approval	Events that will cause closure or block any street, delay or alter traffic movement (including pedestrian) on any street, highway, sidewalk, public parking lot or structure on an alley. These closures require a plan to be approved by the Suisun City Police Department and must be approved a minimum of 30 days prior to the event. Contact Suisun PD (707) 421-7373	
Stages/Platforms/Tents/Canopies/ Temporary Structures	Requirements will vary on event location and temporary structure size.	
Vehicles in Park	Events requiring special equipment OR that will require driving a vehicle into the park. <i>Contact RPM Department (707) 421-7200</i>	
Waste Management	All Applicants	

APPLICANT & EVENT INFORMATION

Event Name: _____ **Estimated Attendance:** _____
Event Location: _____
Event Date: _____ (include days of week and dates)
Event Time: _____
Set-up time: _____ am/pm
Clean-up time: _____ am/pm

Applicant Information (has primary responsibility for the event):

Applicant's Name: _____ **Title (if applicable):** _____
Name of Group/Organization (if applicable): _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Daytime Phone: _____ **Cell Phone:** _____
Fax: _____ **Email:** _____
Name of Alternate Event Contact: _____
Daytime Phone: _____ **Email:** _____

Event Information

Event Type: (please check all that apply)

- ☐ Fair/Festival ☐ Parade/Rally ☐ Race/Walk ☐ Concert/Entertainment Performance
☐ Sports/Recreation ☐ Fundraising ☐ Wedding/Reunion ☐ Corporate Event/Training
☐ Other: (please explain) _____

Is this an annual event for you and/or your organization? ☐ Yes ☐ No

If yes, how many years has the event been held? _____

If yes, where have the previous events been held? _____

Does the City of Suisun have a copy of your liability insurance covering the date(s) of your event? ☐ Yes ☐ No

Emergency Contact

In case of an emergency during the event, a contact person must be available throughout all hours of the event. If this person is different from the primary applicant information, please list below:

Name: _____

Daytime Telephone: _____ **Cell:** _____

Permit Application Fee – For Office Use Only

- ☐ Approved Partner Organization (\$25) ☐ Resident (\$100) ☐ Non-Resident (\$200)
☐ Approved Non-Profit (\$50) must provide non-profit ID number

Event Deposits

- ☐ \$200 less than 100 people // ☐ \$500- 101 – 250 people // ☐ \$750- 251 – 500 people // ☐ \$1,000- 501 + people

APPLICANT CERTIFICATION & AGREEMENT

I, _____, on behalf of the group or organization I represent, certify all forms and requirements of the Special Event Permit Application packet have been completed. I attest the information contained herein is accurate, to the best of my knowledge and belief. I further attest I have read all the rules, regulations and guidelines specified herein and which is included in this Special Event Permit Application packet.

I, _____, on behalf of the group or organization I represent, am authorized to commit said organization to abide by the rules, regulations and guidelines specified herein, and that I and/or my organization accepts all responsibility for any damage to City property and/or facilities, any payments for municipal services and/or resources as have been outlined or as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event. I further agree to provide the City with updated contact information as needed should the information change prior to or during the Special Event date.

In consideration of the requested Special Event Permit use, and upon my signature below, I and/or my organization do hereby agree to and represent the following:

1. I, and/or my organization, do hereby agree to, and shall, defend, indemnify, and hold harmless the City of Suisun City, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.
2. I, and/or my organization, take full responsibility for seeing the use of said City facilities is in full adherence and compliance with all applicable City rules and conditions, and the requirements of State Law.
3. On the date(s) of _____, commencing at 12:01 a.m. and expiring at 12:00 midnight, I, and/or my organization, will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California, that insure I, and/or my organization, and the City of Suisun as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of Suisun City as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 combined single limit.

I, _____, on behalf of the group or organization I represent, understand various City Departments will review and/or comment, that department staff is aware of the request for a Special Event Use Permit, and the requirements for their respective departments have been met. If a department has any questions and/or the requirements have not been met pursuant to the Special Event Use Permit process, the processing of the permit application may be delayed. The City of Suisun City reserves the right to suggest and/or require additional conditions or corrective actions concerning, but not limited to, traffic and parking enforcement, litter control, insurance requirements, and facility scheduling to avoid conflicts with other scheduled activities. Only after each department has signed-off will the Special Event permit process be considered complete.

Applicant's Signature: _____ **Date:** _____

INSURANCE CERTIFICATION REQUIREMENT

As a condition of use, your organization must provide, at your sole expense, proof of insurance coverage including the required Additional Endorsement within 30 days prior to the start of your event/program. Insurance coverage and the Additional Endorsement shall be subject to approval by the City of Suisun City as to form and as to insurance company.

Proof of insurance comprised of certificates of insurance and original endorsements of **comprehensive general liability insurance** written by one or more responsible insurance companies licensed to do business in California must include:

1. Name the **City of Suisun City, its officials, officers, directors, employees, agents and volunteers** as **additional insured** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Include liability coverage for claims made by participants of your event/program. You are advised that any and all **exclusions** pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be **PRIMARY** insurance with respect to the additional insured named above. Any other insurance available to the **City of Suisun City, its officials, officers, directors, employees, agents and volunteers** shall be excess and noncontributing.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$1,000,000 per occurrence for bodily injury, personal injury and property damage**. Any deductible or self-insured retentions must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
5. You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement must specifically list the following:

"The City of Suisun City, its officials, officers, directors, employees, agents, and volunteers are additional insured against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees. **This insurance is primary with respect to the additional insured.** Any other insurance available to the City of Suisun City, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing."

You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker to assist you, your agent, and the City process the proper documents in a timelier manner.

If you are not able to obtain this insurance on your own, you may be able to purchase insurance with the assistance of the City of Suisun City RPM Department

Your signature below indicates your receipt and understanding of each of the conditions listed above:

Printed Name of Authorized Representative: _____ Title (if applicable): _____

Signature of Authorized Representative: _____ Date: _____

Name of Group/Organization (if applicable): _____

ACCESSIBILITY / ADA COMPLIANCE

Event organizers are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act (ADA). All event venues, structures, and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in an accessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider access to the following as you plan your event:

- First Aid
- Information Center
- Parking
- Paths of Travel (to and from and inside event)
- Restrooms (see “Restrooms” for requirements on page 14)
- Hand Washing Stations
- Seating
- Signage
- Drinking Fountains
- Telephones
- Transportation
- Access to vendors (food/beverage/merchandise and information)

If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the Act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant’s non-compliance.

For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

ALCOHOL MANAGEMENT PLAN

If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate licenses from ~~the Suisun City Police Department and~~ the California Department of Alcoholic Beverage Control (ABC) which is pre-approved by the Suisun City Police Department. ~~and abide by t~~The following rules apply:

- All alcohol must be sold and consumed within a controlled area per Suisun City Municipal Code 21.06.010 General Rules and Regulations and 21.10.020 Special Event Beverage Control Area Diagram.
- All parks unless specifically designated are alcohol free.
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, be of 21 years of age or older, must stay within the alcohol beverage containment area, and be wearing a wristband provided by the event host.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.

- Shots are not permitted.
- Alcohol cups must be served in marked paper or plastic cups and be distinguishable from soda cups.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water, and food must be available at the event.

Are you requesting permission to serve alcohol at your event? ☐ Yes ☐ No

Does your event involve the sale of alcoholic beverages?* ☐ Yes ☐ No

****If yes, an additional permit is required.*** You must apply for an Alcohol Beverage Control (ABC) license. To qualify for a Special Daily License, you must be an existing non-profit organization. Commercial enterprises and caterers are subject to different requirements.

Type of alcohol (check all that apply): ☐ Beer ☐ Wine ☐ Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

Explain your method of serving:

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

How many alcohol service locations will you have and where will they be located (please include on site map):

Is the event open to all ages? ☐ Yes ☐ No

Explain how ID's will be checked, wristbands applied and how you will monitor any underage drinking:

Do you have an alcohol sponsor? ☐ Yes ☐ No *If yes, explain:*

ENTERTAINMENT RELATED ACTIVITIES / AMPLIFIED SOUND

Amplified sound includes speeches, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, megaphones, similar devices or combination of devices which are powered by electricity or battery and which are intended to increase volume, range, distance or intensity of speech, music or other sound may require. [The City of Suisun City requests that all music played during events is family friendly and radio edited versions of songs preferred.](#)

Will your event include amplified sound? ☐ Yes ☐ No

Please note applicants are responsible for providing written notice to all affected addresses. Written notice shall be made to ~~all residents within 200 feet of the event. on the form provided with the permit application (or other form approved by the Suisun City Police Department.)~~ The complete list of addresses notified and a copy of the delivered notice shall be returned to the ~~Suisun City Police Department Recreation, Parks, and Marina Department~~ no later than 14 days prior to the start of the event.

Will sound checks be conducted prior to the start time? ☐ Yes ☐ No *If yes, what time:* _____

Describe the sound equipment that will be used at your event:

Are there any musical entertainment features related to your event? ☐ Yes ☐ No

**If yes, please attach a performance schedule including performers/ bands/ DJ's, types of music and performance schedule.*

Does the entertainment include inflatables? ☐ Yes ☐ No *If yes, explain:*

Does the entertainment include carnival rides or live animals? ☐ Yes ☐ No **If yes, explain:*

Does the entertainment include vehicles? ☐ Yes ☐ No **If yes, explain:*

Drive on Permit and Fee may be required.

FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Suisun City Fire Department will review your site map and set an occupancy load for the fenced area. When developing your fence plan, please keep in mind the following rules:

- The City does not permit the use of stakes of any type or other in-ground securement for fencing.
- In addition to the main entrance, 2 exits shall be provided when the venue accommodates fewer than 1,000 attendees; 3 exits for 1,000-3,000 attendees; and 4 exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit widths shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18x24 inches, sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required to set the occupancy load and check access and exits. For questions about fencing or to make arrangements for an inspection, please Suisun Fire Department at (707) 425-9133.

Will your event include the installation of fencing? ☐ Yes ☐ No **If yes, indicate on the site map and explain:*

FOOD & PRODUCT CONCESSIONS (VENDORS)

A "vendor" is defined as an organization or business that sells or advertises products/or services to event attendees. Generally, there are three (3) categories of vendors: 1) food/ beverage, 2) merchandise, and 3) information. A City of Suisun City Business License is required for vendors who wish to sell, expose for sale, or offer

for sale any food/beverage or merchandise in the City of Suisun City. You should require each vendor to provide you, the event organizer, with a copy of their City of Suisun City Business License and general liability insurance.

Does your event include food vendors? ☐ Yes ☐ No How many? _____

*A Solano County Health Permit may be required from the Solano County Health Department. A copy of the Health Department approval must be submitted to the Special Events Coordinator at least 14 days prior to your event. Please contact the Solano County Health Department at (707) 784-8600 for more information.

What method(s) will be used? (check all that apply) ☐ Gas ☐ Electric ☐ Charcoal ☐ Other

*A ground covering must be used in all cooking areas when ground covering is required by Health Department. Ground covering must be approved by Solano County Health.

What is your plan for disposing of grease, charcoal and/ or waste water?

Does your event include merchandise vendors? ☐ Yes* ☐ No How many? _____

*Contact the State Board of Equalization at (916) 445-2918 to determine the requirements necessary as the Event sponsor. Vendors who plan on selling products and/or services may be required to have a valid California seller's permit, and as the event sponsor, you may be required to maintain a record of each vendor's permit number. More detailed information on Special Event seller's permit requirements may be found online at the State of California Board of Equalization's web site: www.boe.ca.gov Sample forms, including Seller's Permit Applications, may be downloaded.

Does your event include information vendors? ☐ Yes ☐ No How many? _____

Will any items or services sold at your event present any unique liability issues? (massage, pony rides, tattooing/piercing, etc.) ☐ Yes ☐ No **If yes, explain:*

A complete listing of all vendors may be required prior to the event date. The listing must include the vendor(s) business name, address, city, state, zip code, telephone number, business license number California seller's permit number.

MARKETING / ADVERTISING / PROMOTION

Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date, location, or automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled you may not hold the City of Suisun City responsible or liable for any costs incurred from your marketing, advertising or promotions.

Describe how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

Do you plan to advertise and promote your event beyond Solano County? ☐ Yes ☐ No **If yes, explain:*

Do you plan to include radio or television promotions? ☐ Yes ☐ No **If yes, explain:*

Do you expect a live broadcast or feed from the event? ☐ Yes ☐ No **If yes, explain:*

Do you expect media coverage? ☐ Yes ☐ No **If yes, explain*

SIGNAGE

No signage may be attached to trees, existing signage, buildings, light poles, fencing or facilities in any manner. All ground level signs prior to and during an event must meet ADA requirements for access.

The three marketing signs located at

- Pennsylvania Ave. and Highway 12
- Highway 12 behind the Post Office
- Corner of Sunset Ave. and Railroad Ave.

Are for exclusive use by the City of Suisun City for their annual events and the Suisun City Historic Waterfront Business Improvement District events.

Do you plan on using signs, banners, and/or searchlights as a source of advertisement? (See Municipal Code Section 18.44 for specific information on searchlights) ☐Yes ☐No ****If yes, explain:***

Note: Temporary off-site signs such as banners, A-frames, or other signage within the public right-of-way are not permitted.

PARKING PLAN

When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests. For example, if your event expects to draw a large number of bicycle riders, the City of Suisun City recommends event organizers reserve space for bicycle parking.

PORTABLE RESTROOMS

To ensure there are adequate restroom facilities for your event participants/attendees, 2 portable toilets are required for every 200 people attending your event. This requirement may be modified at the sole discretion of the RPM Department in alignment with Solano County Health guidelines. Please contact the RPM Department at (707) 421-7200 to help determine the number of additional restrooms needed and the placement of the restrooms.

Number of expected participants/attendees: _____ Note: If only 2 portable toilets are required, 1 must be fully ADA accessible. Otherwise, a minimum of 10% of the total number of portable restrooms provided must be fully ADA accessible.

Setup Date: _____ Time: _____ Pickup Date: _____ Time: _____

Portable Toilet Company Name: _____ Contact Information: _____

SAFETY & SECURITY

You may be required to hire City of Suisun City Police Department officers, a professional security company, or a combination of both in order to obtain your Special Event Permit. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures and the amount and type of advertising used to promote your event.

Do you anticipate having the need for event security to assist you with crowd control and/or traffic control?

☐ Yes ☐ No ****If no, explain why you do not feel the need for security?***

If yes, what form of security will you be using? *(check all that apply)*

- ☐ City of Suisun City Police Officers (only if mandated by Suisun City Police Department)
- ☐ Licensed professional security company
- ☐ Other: _____

Consult with the Suisun City Police Department at (707) 421-7373 about hiring extra-duty City of Suisun City officers no less than 21 days prior to your event. [Subject to Police Department staffing availability.](#)

If using a licensed professional security company, please complete the following:

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Evening: _____

Fax: _____ Cell: _____

Private Patrol Operators License Number: _____

City of Suisun Business License Number: _____

License to carry firearms: ☐ Yes ☐ No

Have you made provisions for on-site medical services? ☐ Yes ☐ No

If yes, please describe your medical plan:

SITE PLAN, ROUTE PLAN, ROUTE MARKINGS

A scaled and complete site plan and/or route map is required to be submitted with your application. On your site plan/route map, please indicate:

1. An outline of the entire event venue including the names of all streets or areas that are part of the venue.
2. All existing structures, restrooms, and parking areas, including disabled parking with the event site.

3. Location of proposed street closures, temporary parking areas, and any temporary fencing, barriers, or barricades.
4. Location of all temporary structures (stages, bleachers, grandstands, other seating areas, tents, portable restrooms, booths, trash containers, dumpsters, etc.).
5. Location of cooking and/or food service areas; alcohol service areas; vendor areas; and any other booth areas.
6. Location of vendors/information booth(s)/entertainment.
7. Location of generators and/or source of electricity.
8. Placement of vehicles and trailers.
9. Entrance/exit locations for outdoor events that are fenced, and entrance/exit locations within tents or temporary structures.
10. Identification of all event components that meet Americans with Disabilities Act accessibility requirements (including, but not limited to accessible parking, passenger loading/unloading areas, restrooms, seating, and path of travel) if your event is open to the public.
11. A route map for parades or other moving components to the event.
12. Any staff/Information booths, first aid stations, etc.

Route Marking Policies:

1. No permanent route markings may be used.
2. When using chalk, only white chalk may be used.
3. All route markings must be removed on the day of the event.
4. White chalk markings on any surfaces must be washed/brushed off on the day of the event.
5. Route markings should be placed in a manner not to block the view of traffic.
6. A cleaning fee will be assessed after the event for non-removal of chalk markings the day of event or markings not authorized for use.

STREET CLOSURE

You must contact the Suisun City Police Department **at least 30 days prior to the event**. Applicants will be expected to provide Suisun PD a Traffic Management Plan.

Applicants are responsible for providing and properly placing the necessary traffic control equipment such as barriers/barricades, cones, delineators, and advisory/detour signage. Street closure points must be manned at all times. In some cases, Suisun City Police Officers will be required to facilitate the closure at an additional cost to the applicant.

Applicants are responsible for providing written notice to all affected addresses. Written notice shall be made to all residents on the form provided with the permit application (or other form approved by the Suisun Police Department.) The complete list of addresses notified and a copy of the delivered notice shall be returned to the Suisun Police Department no later than 14 days prior to the start of the event.

Contact the Suisun City Police Department (707) 421-7373 for questions or more information.

STAGES / PLATFORMS

Mobile stages are not permitted on the grass area of any Suisun City Park.

Will your event include the installation of stages or platforms? ☐ Yes ☐ No **If yes, indicate on the site map.*

How many stages? _____ What are the dimensions? _____

TENTS / CANOPIES / TEMPORARY STRUCTURES

Tents larger than 200 square feet and canopies that are larger than 400 square feet must be inspected by the Suisun City Fire Department (707) 425-9133. The City does not permit the use of any type of stakes or in-ground securement for tents, canopies, or temporary structures. The following California State Fire Code regulations apply to tents/canopies of this size:

Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure.
- A fire access roadway, at least 20 feet wide must be posted on the premises.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure.

Tent/Canopy Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manor.
- Fire Extinguishers may be required by the Suisun City Fire Department.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 feet area surrounding the tent/canopy/temporary structure.

Seating:

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies? ☐ Yes ☐ No **If yes, indicate on the site map and explain:*

Number of tents/canopies: _____

Tent/canopy size(s): (If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size):

VEHICLES IN PARKS & PROMENADE

Vehicles are not authorized to drive in any grass/turf area or the Promenade without written approval from the RPM Department.

Are you requesting to drive on the Promenade? ☐ Yes ☐ No How many vehicles? _____

Are you requesting to drive on Park (turf)? ☐ Yes ☐ No How many vehicles? _____

Will you need to park vehicles in the park during your event? ☐ Yes ☐ No How many vehicles? _____

WASTE MANAGEMENT & RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event. Immediately upon conclusion of the event, the area must be returned to a clean condition. All events are encouraged to use sustainable waste practices and recycling.

You, as the event organizer, are responsible for providing a sufficient number of garbage and recycling receptacles at your event. Republic Services can provide you with trash and organic waste dumpsters for your event. Republic Services can also provide recycling carts. Applicants must contact Republic Services at (707) 437-8900 at least 2 weeks in advance to request needed collection devices. All solid waste produced from your event must be removed.

Will you be providing additional dumpsters? ☐ Yes ☐ No **If yes, please identify the following:*

Total number of dumpsters: _____ Size of dumpsters: _____

Delivery Date: _____ Time: _____

Pickup Date: _____ Time: _____

Please explain your plan for clean-up, recycling, and waste removal during and after the event:

APPROVALS

<u>DEPARTMENT</u>	<u>NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
<u>FIRE DEPARTMENT</u>			
<u>HUMAN RESOURCES</u>			
<u>POLICE DEPARTMENT</u>			
<u>PUBLIC WORKS</u>			
<u>RPM DEPARTMENT</u>			

SPECIAL EVENT PERMIT APPLICATION



WELCOME

The City of Suisun City offers a variety of outdoor facilities that are ideal for special events including community-based festivals, parades, seasonal celebrations, philanthropic events, or even large family gatherings.

Large special events often require City issued permits and have other requirements that ensure the safety of participants and minimize impacts to the surrounding neighborhoods. This application has been developed to help facilitate the planning of your special event. This application is also intended to help you understand the City's special event permitting process and the deadlines for submitting required documents.

The submission of a Special Event Permit Application does not constitute approval of your special event. The application must be submitted a minimum of 60 days prior to your event in order for the City to have adequate time to distribute the application to City Departments for their review and/or approval and to allow you to answer any questions posed by the Special Events Committee.

Uses that require equipment set-up in a park, beyond a typical picnic reservation, bounce house use, or uses that meet the following criteria require a Special Event Permit:

Area Type	Criteria
Community Parks	50 or more people participating in an organized gathering that is not a typical activity contained within a reservable area such as a picnic or athletic field use*.
Special Use Parks (i.e. Old Town Plaza, Sheldon Plaza, Courtyard at Harbor Square)	50 or more people depending on the park. <i>Requires staff consultation prior to submitting permit.</i>
<i>*Note: Multiple fields and/or venues for the same event that use passive areas of the site location require a Special Event Permit. Special Event Permits will not be approved for events occurring on the same day as Celebrate Suisun, the Fourth of July festivities, or Christmas on the Waterfront, and other traditional City-wide events.</i>	

Payment of the special event deposit and application fee is due when the application is initially submitted. The City will review your application and either approve, conditionally approve, or deny the application within 21 days of receipt.

Special Event Permit Applications that are conditionally approved will provide the applicant with specific information of any applicable fees for required services and/or any additional conditions of use. Payment of fees for any additional services required by the City must be made before the City will issue a Special Event Permit. The applicant shall ensure the Permit is available on-site throughout the duration of the entire event.

If a Special Event Permit is denied, the applicant will receive a full refund of their deposit. The application fee is **non-refundable**. If a Special Event Permit is not issued, based upon an applicant's failure to comply with required measures within specified deadlines, the applicant forfeits the full application fee, including the deposit.

Organizations that violate any requirements included in their approved Special Event Permit will be subject to the following:

- 1st infraction - \$250.00 fine
- 2nd infraction - \$500.00 fine and denial of future events
- Unauthorized use of City water - \$250.00 fine per event day

The cost of any damages caused by the event to City property and/or equipment will be charged to the Special Event Permit applicant/organization at a fee equal to the total cost of repair and/or replacement. Damage costs will be deducted from the deposit on file and any damage costs above the deposit amount will be billed to the applicant/organization with a payment due to the City within 14 days of date of invoice.

Notable requirements:

The City does not permit or allow the use of stakes or any in-ground securement for securing fences, structures, bounce houses, etc.

In the interest of safety and to prevent confusion related to utility markings on City streets, paths, or paved surfaces, only white chalk may be used when marking routes.

All route markings are to be removed at the end of your special event including the removal of all chalk markings on City streets and property. Failure to remove route markings may result in forfeiture of part or all of the event deposit. If damages exceed the deposit amount, applicant will be billed for outstanding amount with a payment due within 30 days of invoice.

EVENT PLANNING CHECKLIST

The City of Suisun City is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Recreation, Parks, & Marina Department (RPM) at (707) 421-7200.

Below are the required forms and information that must be submitted to the City to obtain a Special Event Permit. In the Completed column, check all applicable completed items or write N/A for any items that do not apply to your event. Only complete applications can be accepted.

Requirement/Form	Required to Complete/Acknowledge	Completed
Applicant & Event Information	All Applicants	
Applicant Certification & Agreement	All Applicants	
Insurance Certification	All Applicants	
ADA Awareness & Compliance	All Applicants	
Alcoholic Management Plan	Events serving or selling alcoholic beverages. Potential need for Open Container Contact Alcoholic Beverage Control at www.abc.ca.gov	
Entertainment Related Activities	Events including musicians, performers, and/or amplified sound.	
Fencing	For questions about fencing or to make arrangements for an inspection, please contact <i>Suisun Public Works Department (707) 421-7340</i>	
Food & Product Concessions	Events involving the preparation and/or sale of food and beverage items. Potential need for Solano County Health Permit. (707) 784-8600	
Marketing/Advertising	All Applicants	
Parking Plan	May require Encroachment Permit	
Portable Restrooms	Events requiring a Site Plan and Route Map and/or all events expected to exceed 100 people in attendance.	
Safety & Security Plan	All Applicants – Provide detailed map	
Site Plan & Route Map	Events that will request street closures or will include use of streets, sidewalks, public parking lots, or vehicles in parks.	
Street Closure Approval	Events that will cause closure or block any street, delay or alter traffic movement (including pedestrian) on any street, highway, sidewalk, public parking lot or structure on an alley. These closures require a plan to be approved by the Suisun City Police Department and must be approved a minimum of 30 days prior to the event. Contact Suisun PD (707) 421-7373	
Stages/Platforms/Tents/Canopies/ Temporary Structures	Requirements will vary on event location and temporary structure size.	
Vehicles in Park	Events requiring special equipment OR that will require driving a vehicle into the park. <i>Contact RPM Department (707) 421-7200</i>	
Waste Management	All Applicants	

APPLICANT & EVENT INFORMATION

Event Name: _____ **Estimated Attendance:** _____
Event Location: _____
Event Date: _____ (include days of week and dates)
Event Time: _____
Set-up time: _____ am/pm
Clean-up time: _____ am/pm

Applicant Information *(has primary responsibility for the event):*

Applicant's Name: _____ **Title (if applicable):** _____
Name of Group/Organization (if applicable): _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Daytime Phone: _____ **Cell Phone:** _____
Fax: _____ **Email:** _____
Name of Alternate Event Contact: _____
Daytime Phone: _____ **Email:** _____

Event Information

Event Type: *(please check all that apply)*

- ☐ Fair/Festival ☐ Parade/Rally ☐ Race/Walk ☐ Concert/Entertainment Performance
☐ Sports/Recreation ☐ Fundraising ☐ Wedding/Reunion ☐ Corporate Event/Training
☐ Other: *(please explain)* _____

Is this an annual event for you and/or your organization? ☐ Yes ☐ No

If yes, how many years has the event been held? _____

If yes, where have the previous events been held? _____

Does the City of Suisun have a copy of your liability insurance covering the date(s) of your event? ☐ Yes ☐ No

Emergency Contact

In case of an emergency during the event, a contact person must be available throughout all hours of the event. If this person is different from the primary applicant information, please list below:

Name: _____

Daytime Telephone: _____ **Cell:** _____

Permit Application Fee – For Office Use Only

- ☐ Approved Partner Organization (\$25) ☐ Resident (\$100) ☐ Non-Resident (\$200)
☐ Approved Non-Profit (\$50) must provide non-profit ID number

Event Deposits

- ☐ \$200 less than 100 people // ☐ \$500- 101 – 250 people // ☐ \$750- 251 – 500 people // ☐ \$1,000- 501 + people

APPLICANT CERTIFICATION & AGREEMENT

I, _____, on behalf of the group or organization I represent, certify all forms and requirements of the Special Event Permit Application packet have been completed. I attest the information contained herein is accurate, to the best of my knowledge and belief. I further attest I have read all the rules, regulations and guidelines specified herein and which is included in this Special Event Permit Application packet.

I, _____, on behalf of the group or organization I represent, am authorized to commit said organization to abide by the rules, regulations and guidelines specified herein, and that I and/or my organization accepts all responsibility for any damage to City property and/or facilities, any payments for municipal services and/or resources as have been outlined or as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event. I further agree to provide the City with updated contact information as needed should the information change prior to or during the Special Event date.

In consideration of the requested Special Event Permit use, and upon my signature below, I and/or my organization do hereby agree to and represent the following:

1. I, and/or my organization, do hereby agree to, and shall, defend, indemnify, and hold harmless the City of Suisun City, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.
2. I, and/or my organization, take full responsibility for seeing the use of said City facilities is in full adherence and compliance with all applicable City rules and conditions, and the requirements of State Law.
3. On the date(s) of _____, commencing at 12:01 a.m. and expiring at 12:00 midnight, I, and/or my organization, will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California, that insure I, and/or my organization, and the City of Suisun as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of Suisun City as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 combined single limit.

I, _____, on behalf of the group or organization I represent, understand various City Departments will review and/or comment, that department staff is aware of the request for a Special Event Use Permit, and the requirements for their respective departments have been met. If a department has any questions and/or the requirements have not been met pursuant to the Special Event Use Permit process, the processing of the permit application may be delayed. The City of Suisun City reserves the right to suggest and/or require additional conditions or corrective actions concerning, but not limited to, traffic and parking enforcement, litter control, insurance requirements, and facility scheduling to avoid conflicts with other scheduled activities. Only after each department has signed-off will the Special Event permit process be considered complete.

Applicant's Signature: _____ **Date:** _____

INSURANCE CERTIFICATION REQUIREMENT

As a condition of use, your organization must provide, at your sole expense, proof of insurance coverage including the required Additional Endorsement within 30 days prior to the start of your event/program. Insurance coverage and the Additional Endorsement shall be subject to approval by the City of Suisun City as to form and as to insurance company.

Proof of insurance comprised of certificates of insurance and original endorsements of **comprehensive general liability insurance** written by one or more responsible insurance companies licensed to do business in California must include:

1. Name the **City of Suisun City, its officials, officers, directors, employees, agents and volunteers** as **additional insured** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Include liability coverage for claims made by participants of your event/program. You are advised that any and all **exclusions** pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be **PRIMARY** insurance with respect to the additional insured named above. Any other insurance available to the **City of Suisun City, its officials, officers, directors, employees, agents and volunteers** shall be excess and noncontributing.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$1,000,000 per occurrence for bodily injury, personal injury and property damage**. Any deductible or self-insured retentions must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
5. You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement must specifically list the following:

"The City of Suisun City, its officials, officers, directors, employees, agents, and volunteers are additional insured against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees. **This insurance is primary with respect to the additional insured.** Any other insurance available to the City of Suisun City, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing."

You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker to assist you, your agent, and the City process the proper documents in a timelier manner.

If you are not able to obtain this insurance on your own, you may be able to purchase insurance with the assistance of the City of Suisun City RPM Department

Your signature below indicates your receipt and understanding of each of the conditions listed above:

Printed Name of Authorized Representative: _____ Title (if applicable): _____

Signature of Authorized Representative: _____ Date: _____

Name of Group/Organization (if applicable): _____

ACCESSIBILITY / ADA COMPLIANCE

Event organizers are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act (ADA). All event venues, structures, and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in an accessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider access to the following as you plan your event:

- First Aid
- Information Center
- Parking
- Paths of Travel (to and from and inside event)
- Restrooms (see “Restrooms” for requirements on page 14)
- Hand Washing Stations
- Seating
- Signage
- Drinking Fountains
- Telephones
- Transportation
- Access to vendors (food/beverage/merchandise and information)

If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the Act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant’s non-compliance.

For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

ALCOHOL MANAGEMENT PLAN

If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate licenses from the California Department of Alcoholic Beverage Control (ABC) which is pre-approved by the Suisun City Police Department. The following rules apply:

- All alcohol must be sold and consumed within a controlled area per Suisun City Municipal Code 21.06.010 General Rules and Regulations and 21.10.020 Special Event Beverage Control Area Diagram.
- All parks unless specifically designated are alcohol free.
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, be of 21 years of age or older, must stay within the alcohol beverage containment area, and be wearing a wristband provided by the event host.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.

- Shots are not permitted.
- Alcohol cups must be served in marked paper or plastic cups and be distinguishable from soda cups.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water, and food must be available at the event.

Are you requesting permission to serve alcohol at your event? ☐ Yes ☐ No

Does your event involve the sale of alcoholic beverages?* ☐ Yes ☐ No

****If yes, an additional permit is required.*** You must apply for an Alcohol Beverage Control (ABC) license. To qualify for a Special Daily License, you must be an existing non-profit organization. Commercial enterprises and caterers are subject to different requirements.

Type of alcohol (check all that apply): ☐ Beer ☐ Wine ☐ Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

Explain your method of serving:

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

How many alcohol service locations will you have and where will they be located (please include on site map):

Is the event open to all ages? ☐ Yes ☐ No

Explain how ID's will be checked, wristbands applied and how you will monitor any underage drinking:

Do you have an alcohol sponsor? ☐ Yes ☐ No *If yes, explain:*

ENTERTAINMENT RELATED ACTIVITIES / AMPLIFIED SOUND

Amplified sound includes speeches, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, megaphones, similar devices or combination of devices which are powered by electricity or battery and which are intended to increase volume, range, distance or intensity of speech, music or other sound may require. The City of Suisun City requests that all music played during events is family friendly and radio edited versions of songs preferred.

Will your event include amplified sound? ☐ Yes ☐ No

Please note applicants are responsible for providing written notice to all affected addresses. Written notice shall be made to residents within 200 feet of the event. The complete list of addresses notified and a copy of the delivered notice shall be returned to the Recreation, Parks, and Marina Department no later than 14 days prior to the start of the event.

Will sound checks be conducted prior to the start time? ☐ Yes ☐ No *If yes, what time:* _____

Describe the sound equipment that will be used at your event:

Are there any musical entertainment features related to your event? ☐ Yes ☐ No

*If yes, please attach a performance schedule including performers/ bands/ DJ's, types of music and performance schedule.

Does the entertainment include inflatables? ☐ Yes ☐ No *If yes, explain:*

Does the entertainment include carnival rides or live animals? ☐ Yes ☐ No **If yes, explain:*

Does the entertainment include vehicles? ☐ Yes ☐ No **If yes, explain:*

Drive on Permit and Fee may be required.

FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Suisun City Fire Department will review your site map and set an occupancy load for the fenced area. When developing your fence plan, please keep in mind the following rules:

- The City does not permit the use of stakes of any type or other in-ground securement for fencing.
- In addition to the main entrance, 2 exits shall be provided when the venue accommodates fewer than 1,000 attendees; 3 exits for 1,000-3,000 attendees; and 4 exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit widths shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18x24 inches, sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required to set the occupancy load and check access and exits. For questions about fencing or to make arrangements for an inspection, please Suisun Fire Department at (707) 425-9133.

Will your event include the installation of fencing? ☐ Yes ☐ No **If yes, indicate on the site map and explain:*

FOOD & PRODUCT CONCESSIONS (VENDORS)

A "vendor" is defined as an organization or business that sells or advertises products/or services to event attendees. Generally, there are three (3) categories of vendors: 1) food/ beverage, 2) merchandise, and 3) information. A City of Suisun City Business License is required for vendors who wish to sell, expose for sale, or offer

for sale any food/beverage or merchandise in the City of Suisun City. You should require each vendor to provide you, the event organizer, with a copy of their City of Suisun City Business License and general liability insurance.

Does your event include food vendors? ☐ Yes ☐ No How many? _____

*A Solano County Health Permit may be required from the Solano County Health Department. A copy of the Health Department approval must be submitted to the Special Events Coordinator at least 14 days prior to your event. Please contact the Solano County Health Department at (707) 784-8600 for more information.

What method(s) will be used? (check all that apply) ☐ Gas ☐ Electric ☐ Charcoal ☐ Other

*A ground covering must be used in all cooking areas when ground covering is required by Health Department. Ground covering must be approved by Solano County Health.

What is your plan for disposing of grease, charcoal and/ or waste water?

Does your event include merchandise vendors? ☐ Yes* ☐ No How many? _____

*Contact the State Board of Equalization at (916) 445-2918 to determine the requirements necessary as the Event sponsor. Vendors who plan on selling products and/or services may be required to have a valid California seller's permit, and as the event sponsor, you may be required to maintain a record of each vendor's permit number. More detailed information on Special Event seller's permit requirements may be found online at the State of California Board of Equalization's web site: www.boe.ca.gov Sample forms, including Seller's Permit Applications, may be downloaded.

Does your event include information vendors? ☐ Yes ☐ No How many? _____

Will any items or services sold at your event present any unique liability issues? (massage, pony rides, tattooing/piercing, etc.) ☐ Yes ☐ No **If yes, explain:*

A complete listing of all vendors may be required prior to the event date. The listing must include the vendor(s) business name, address, city, state, zip code, telephone number, business license number California seller's permit number.

MARKETING / ADVERTISING / PROMOTION

Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date, location, or automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled you may not hold the City of Suisun City responsible or liable for any costs incurred from your marketing, advertising or promotions.

Describe how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

Do you plan to advertise and promote your event beyond Solano County? ☐ Yes ☐ No **If yes, explain:*

Do you plan to include radio or television promotions? ☐ Yes ☐ No **If yes, explain:*

Do you expect a live broadcast or feed from the event? ☐ Yes ☐ No **If yes, explain:*

Do you expect media coverage? ☐ Yes ☐ No **If yes, explain*

SIGNAGE

No signage may be attached to trees, existing signage, buildings, light poles, fencing or facilities in any manner. All ground level signs prior to and during an event must meet ADA requirements for access.

The three marketing signs located at

- Pennsylvania Ave. and Highway 12
- Highway 12 behind the Post Office
- Corner of Sunset Ave. and Railroad Ave.

Are for exclusive use by the City of Suisun City for their annual events and the Suisun City Historic Waterfront Business Improvement District events.

Do you plan on using signs, banners, and/or searchlights as a source of advertisement? (See Municipal Code Section 18.44 for specific information on searchlights) ☐Yes ☐No ****If yes, explain:***

Note: Temporary off-site signs such as banners, A-frames, or other signage within the public right-of-way are not permitted.

PARKING PLAN

When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests. For example, if your event expects to draw a large number of bicycle riders, the City of Suisun City recommends event organizers reserve space for bicycle parking.

PORTABLE RESTROOMS

To ensure there are adequate restroom facilities for your event participants/attendees, 2 portable toilets are required for every 200 people attending your event. This requirement may be modified at the sole discretion of the RPM Department in alignment with Solano County Health guidelines. Please contact the RPM Department at (707) 421-7200 to help determine the number of additional restrooms needed and the placement of the restrooms.

Number of expected participants/attendees: _____ Note: If only 2 portable toilets are required, 1 must be fully ADA accessible. Otherwise, a minimum of 10% of the total number of portable restrooms provided must be fully ADA accessible.

Setup Date: _____ Time: _____ Pickup Date: _____ Time: _____

Portable Toilet Company Name: _____ Contact Information: _____

SAFETY & SECURITY

You may be required to hire City of Suisun City Police Department officers, a professional security company, or a combination of both in order to obtain your Special Event Permit. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures and the amount and type of advertising used to promote your event.

Do you anticipate having the need for event security to assist you with crowd control and/or traffic control?

☐ Yes ☐ No ****If no, explain why you do not feel the need for security?***

If yes, what form of security will you be using? *(check all that apply)*

- ☐ City of Suisun City Police Officers (only if mandated by Suisun City Police Department)
- ☐ Licensed professional security company
- ☐ Other: _____

Consult with the Suisun City Police Department at (707) 421-7373 about hiring extra-duty City of Suisun City officers no less than 21 days prior to your event. Subject to Police Department staffing availability.

If using a licensed professional security company, please complete the following:

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Evening: _____

Fax: _____ Cell: _____

Private Patrol Operators License Number: _____

City of Suisun Business License Number: _____

License to carry firearms: ☐ Yes ☐ No

Have you made provisions for on-site medical services? ☐ Yes ☐ No

If yes, please describe your medical plan:

SITE PLAN, ROUTE PLAN, ROUTE MARKINGS

A scaled and complete site plan and/or route map is required to be submitted with your application. On your site plan/route map, please indicate:

1. An outline of the entire event venue including the names of all streets or areas that are part of the venue.
2. All existing structures, restrooms, and parking areas, including disabled parking with the event site.

3. Location of proposed street closures, temporary parking areas, and any temporary fencing, barriers, or barricades.
4. Location of all temporary structures (stages, bleachers, grandstands, other seating areas, tents, portable restrooms, booths, trash containers, dumpsters, etc.).
5. Location of cooking and/or food service areas; alcohol service areas; vendor areas; and any other booth areas.
6. Location of vendors/information booth(s)/entertainment.
7. Location of generators and/or source of electricity.
8. Placement of vehicles and trailers.
9. Entrance/exit locations for outdoor events that are fenced, and entrance/exit locations within tents or temporary structures.
10. Identification of all event components that meet Americans with Disabilities Act accessibility requirements (including, but not limited to accessible parking, passenger loading/unloading areas, restrooms, seating, and path of travel) if your event is open to the public.
11. A route map for parades or other moving components to the event.
12. Any staff/Information booths, first aid stations, etc.

Route Marking Policies:

1. No permanent route markings may be used.
2. When using chalk, only white chalk may be used.
3. All route markings must be removed on the day of the event.
4. White chalk markings on any surfaces must be washed/brushed off on the day of the event.
5. Route markings should be placed in a manner not to block the view of traffic.
6. A cleaning fee will be assessed after the event for non-removal of chalk markings the day of event or markings not authorized for use.

STREET CLOSURE

You must contact the Suisun City Police Department **at least 30 days prior to the event**. Applicants will be expected to provide Suisun PD a Traffic Management Plan.

Applicants are responsible for providing and properly placing the necessary traffic control equipment such as barriers/barricades, cones, delineators, and advisory/detour signage. Street closure points must be manned at all times. In some cases, Suisun City Police Officers will be required to facilitate the closure at an additional cost to the applicant.

Applicants are responsible for providing written notice to all affected addresses. Written notice shall be made to all residents on the form provided with the permit application (or other form approved by the Suisun Police Department.) The complete list of addresses notified and a copy of the delivered notice shall be returned to the Suisun Police Department no later than 14 days prior to the start of the event.

Contact the Suisun City Police Department (707) 421-7373 for questions or more information.

STAGES / PLATFORMS

Mobile stages are not permitted on the grass area of any Suisun City Park.

Will your event include the installation of stages or platforms? ☐ Yes ☐ No **If yes, indicate on the site map.*

How many stages? _____ What are the dimensions? _____

TENTS / CANOPIES / TEMPORARY STRUCTURES

Tents larger than 200 square feet and canopies that are larger than 400 square feet must be inspected by the Suisun City Fire Department (707) 425-9133. The City does not permit the use of any type of stakes or in-ground securement for tents, canopies, or temporary structures. The following California State Fire Code regulations apply to tents/canopies of this size:

Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure.
- A fire access roadway, at least 20 feet wide must be posted on the premises.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure.

Tent/Canopy Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manor.
- Fire Extinguishers may be required by the Suisun City Fire Department.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 feet area surrounding the tent/canopy/temporary structure.

Seating:

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies? ☐ Yes ☐ No **If yes, indicate on the site map and explain:*

Number of tents/canopies: _____

Tent/canopy size(s): (If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size):

VEHICLES IN PARKS & PROMENADE

Vehicles are not authorized to drive in any grass/turf area or the Promenade without written approval from the RPM Department.

Are you requesting to drive on the Promenade? ☐ Yes ☐ No How many vehicles? _____

Are you requesting to drive on Park (turf)? ☐ Yes ☐ No How many vehicles? _____

Will you need to park vehicles in the park during your event? ☐ Yes ☐ No How many vehicles? _____

WASTE MANAGEMENT & RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event. Immediately upon conclusion of the event, the area must be returned to a clean condition. All events are encouraged to use sustainable waste practices and recycling.

You, as the event organizer, are responsible for providing a sufficient number of garbage and recycling receptacles at your event. Republic Services can provide you with trash and organic waste dumpsters for your event. Republic Services can also provide recycling carts. Applicants must contact Republic Services at (707) 437-8900 at least 2 weeks in advance to request needed collection devices. All solid waste produced from your event must be removed.

Will you be providing additional dumpsters? ☐ Yes ☐ No **If yes, please identify the following:*

Total number of dumpsters: _____ Size of dumpsters: _____

Delivery Date: _____ Time: _____

Pickup Date: _____ Time: _____

Please explain your plan for clean-up, recycling, and waste removal during and after the event:

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APPROVALS

DEPARTMENT	NAME	SIGNATURE	DATE
FIRE DEPARTMENT			
HUMAN RESOURCES			
POLICE DEPARTMENT			
PUBLIC WORKS			
RPM DEPARTMENT			

3 Marketing Signs Annual Calendar

January-	Restaurant Week	December 10
February-	Visit Waterfront Sign	Conclusion of Restaurant Week
March-	Visit Waterfront Sign	
April-	Brew Bash	March 1
May-	Mother's Day	Monday after Brew Bash
June-	Summer / 4 th of July	Monday after Mother's Day
July-	Summer / 4 th of July	
August-	Summer / 4 th of July	
September	Art, Wine, Music	August 15
October-	Cruisin' Suisun El Dia los Muertos	Monday after Art, Wine, & Music
November-	Christmas on the Waterfront	November 1
December-	Calendar starts again December 10, 2024	

UPDATING THE SPECIAL EVENTS APPLICATION



1

KEY UPDATES

- General language and contact information
- Adding Section regarding the 3 billboard signs
- Adding department approval section
- Monthly Special Event Application approval meeting

2

SOUND ENFORCEMENT

We cannot regulate the content/viewpoint of the music being played (e.g., “profanity” is a viewpoint). We can regulate the amount and quality of the sound, and the hours, but that is not likely to make a difference, and any regulation we apply would apply to all sound, including music from the stage.

3

SOUND ENFORCEMENT

1. No amplified sound from vehicles – this prohibition can be avoided by simply using a stand-alone speaker, or the stage. Also, this may result in the car show decamping and moving to a friendlier city, so all the revenue from visitors will be lost, and this will not help the city’s reputation as a place to have shows and events.
2. No amplified sound from any source except the stage – This will not eliminate perceived inappropriate music.

4

SOUND ENFORCEMENT

3. Shorten the distance from which noise/music can be heard, say, not beyond the property line, or 50 feet from the property line, or any other distance. This is doable but will affect all performances at the location.
4. Limit how far amplified sound from vehicles can be heard to 50 feet – again this could have a negative effect on the City’s ability to attract events.
5. As part of the Special Event Application, request that “radio edited” versions of music be played. This is a request and is not enforceable.

5

QUESTIONS OR COMMENTS

6

AGENDA TRANSMITTAL

MEETING DATE: June 27, 2023

CITY AGENDA ITEM: Council Adoption of Resolution No. 2023-___: Establishing the Regular Date of the Suisun City Council Meetings.

FISCAL IMPACT: There should be no fiscal impact.

STRATEGIC PLAN: Provide good governance.

BACKGROUND: Chapter 2.04 – City Council. The City of Suisun City Code establishes the place, day, and time for regular meetings of the City Council. The ordinance was last amended in November of 1989 establishing the first and third Tuesdays of each month as the regular City Council date, although every Tuesday is to be considered a regular meeting day to carry out City business.

STAFF REPORT: Council is being asked to consider changing the regular City Council meeting date to the second and fourth Tuesdays rather than the first and third Tuesdays for several reasons:

1. First and third often happens after a long weekend. This year, the meetings on January 17th, February 21st, June 20th, September 5th all come after long weekends with City Hall closed on the Monday before a Council meeting.
 2. Allows staff and Council to attend other cities' (such as Fairfield) Council meetings. Fairfield currently also holds their Council meetings on the first and third Tuesdays.
 3. There is always a conflict with National Night Out, which is held on the first Tuesday in August every year. There is a conflict this year with the Fourth of July being on the first Tuesday in July.
 4. City Attorney Elena Gerli has been named as the City Attorney for the city of Rancho Palos Verdes. Rancho Palos Verdes also meets on the first and third Tuesdays so we have to share her presence at Council meetings if the meetings continue on the first and third Tuesdays.
-

STAFF RECOMMENDATION: Staff recommends moving the Council meetings to the second and fourth Tuesday as the regular meeting time of the City Council beginning in July, although every Tuesday will still be considered a regular meeting day if necessary to carry out the business of the city

DOCUMENTS ATTACHED:

1. A Resolution of the City Council of the City of Suisun City Establishing the Regular Date of the Suisun City Council Meetings.
-

PREPARED BY:

Greg Folsom, City Manager

ATTACHMENTS:

1. [Resolution Establishing the Regular Date of the Suisun City Council Meetings.pdf](#)

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