

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
Michael Segala



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

WEDNESDAY, MARCH 4, 2020

6:00 P.M.

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

NOTICE

*Pursuant to Government Code Section 54953, Subdivision (b), the following Council meeting includes teleconference participation by:
Council Member Jane Day from 301 Morgan Street, Suisun City, CA 94585; and*

(Next Ord. No. – 769)

(Next City Council Res. No. 2020 – 24)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 01)

(Next Housing Authority Res. No. HA2020 – 02)

ROLL CALL

Council Members
Pledge of Allegiance
Invocation

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.)

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.)

CONSENT CALENDAR

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

1. Council Adoption of Resolution 2020-___: Create Finance Director Job Classification and Salary Range - (Folsom: gfolson@suisun.com).

PUBLIC COMMENT

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

DEPARTMENTS: AREA CODE (707)

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

CLOSED SESSION

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

2. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Discussion of potential exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and (3) – (3 potential cases).
3. CONFERENCE WITH LABOR NEGOTIATOR
Agency negotiator: City Manager
Employee organization: SCMPEA (Suisun City Management and Professional Employees' Association)

CONVENE OPEN SESSION

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

ADJOURNMENT

A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council, are available for public review at least 72 hours prior to a Council /Agency/Authority Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City. Agenda related writings or documents provided to a majority of the Council/Board/Commissioners less than 72 hours prior to a Council/Agency/Authority meeting related to an agenda item for the open session of this meeting will be made available for public inspection during normal business hours. An agenda packet is also located at the entrance to the Council Chambers during the meeting for public review. The City may charge photocopying charges for requested copies of such documents. Assistive listening devices may be obtained at the meeting

PLEASE NOTE:

1. The City Council/Agency/Authority hopes to conclude its public business by 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 P.M. cutoff 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.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including the Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA; Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA; Joe Nelson Center, 611 Village Drive, Suisun City, CA; and the Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of March 4, 2020 was posted and available for review, in compliance with the Brown Act.

AGENDA TRANSMITTAL

MEETING DATE: March 4, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-__ : Create Finance Director Job Classification and Salary Range.

FISCAL IMPACT: None

STRATEGIC PLAN IMPACT:

Provide Good Governance:

- Section 4.7 – Improve productivity, efficiency, effectiveness, customer service and citizen satisfaction in all areas of the municipal organization.
- Section 4.8 – Continuously improve the City’s governance process.

Ensure Fiscal Solvency:

- Section 5.6 – Develop a succession plan for staff.
-

BACKGROUND: The Administrative Services Director position became vacant near the end of February. The City Manager evaluated the Executive leadership structure of the City to determine if there was an opportunity to improve operational effectiveness and accountability.

STAFF REPORT: The City Manager has determined it would be desirable to elevate the level of expertise and focus dedicated to oversight of City finances, including the Accounting, Budgeting, Utility Billing and Collections, and Information Technology functions. To achieve this goal, it is proposed to create the job class of Finance Director to replace the class of Administrative Services Director. Because the Finance Director would be at the same pay grade as the Administrative Services Director, there would be no net fiscal impact related to the change.

If the Council approves the proposal, the budget and accounting functions would come under the direct control of an Executive with a higher degree of public finance expertise. The Human Resources and Risk Management functions would receive direct guidance from the City Manager, reflecting the Citywide scope of those activities.

To implement the proposed change, the attached resolution is before the Council to:

- Add the Finance Director classification to the City Classification Plan.
 - Replace the title “Administrative Services Director” with “Finance Director” in the Salary Schedule.
 - Replace the title “Administrative Services Director” with “Finance Director” in the Amended and Restated Schedule of Salary and Benefits for Executive Management Employees.
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PREPARED BY:

Scott Corey, Senior Management Analyst

REVIEWED & APPROVED BY:

1

Greg Folsom, City Manager

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 2020-__: Create Finance Director Job Classification and Salary Range.

ATTACHMENTS:

1. Resolution No. 2020-__: Create Finance Director Job Classification and Salary Range.
 - A. Classification Specification
 - B. Salary Schedule
 - C. Schedule of Salary and Benefits for Executive Management Employees
2. Finance Director Job Announcement

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RESOLUTION NO. 2020-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY TO
CREATE FINANCE DIRECTOR JOB CLASSIFICATION
AND SALARY RANGE**

WHEREAS, Suisun City Code Chapter 2.40 establishes a Personnel System that includes Classifications to group positions with similar duties and responsibilities into categories, and Pay Ranges within a Compensation Plan to establish appropriate compensation for the various Classes; and

WHEREAS, the authority to approve new job Classifications, establish Pay Ranges for each Classification and approve placement of new Classifications in appropriate bargaining units each by resolution is the purview of the City Council; and

WHEREAS, the City Manager is designated as the Personnel Officer with the responsibility to prepare, maintain and propose revisions to the Classification Plan and a Compensation Plan to be effective upon approval by the City Council; and

WHEREAS, the City Manager has requested the creation of the new Job Classification of Finance Director to replace the Job Classification of Administrative Services Director; and

WHEREAS, the proposed classification would replace an existing, vacant, budgeted executive classification thereby creating no budget impact.

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

- The job Classification of Finance Director is an Exempt Unrepresented Executive position.
- A monthly salary range of \$9,768 - \$11,873 is established for the Finance Director.
- The updated job Classification of Finance Director is added to the City Classification Plan (Exhibit A).
- The Salary Schedule adopted by Resolution No. 2019-106 is hereby rescinded and replaced with the updated Salary Schedule attached hereto as Exhibit B to create a new salary range for Finance Director.
- The Amended and Restated Schedule of Salary and Benefits for Executive Management Employees (the "Schedule") adopted by Resolution No. 2019-86 is hereby rescinded and replaced with the updated Schedule attached hereto as Exhibit C to replace the term "Administrative Services Director" with "Finance Director."

This Resolution shall take effect upon adoption.

PASSED AND ADOPTED at a Special Meeting of said City Council of the City of Suisun City duly held on Wednesday, the 4th day of March 2020, by the following vote:

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

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WITNESS my hand and the seal of said City this 4th day of March 2020.

Donna Pock, CMC
Deputy City Clerk



CLASS SPECIFICATION

FINANCE DIRECTOR

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

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages and oversees the operations, programs and planning of finance, budget, utility billing and collections, information technology, and other areas of responsibility as assigned; performs responsible and complex administrative work including to direct or conduct special projects; coordinates activities with other departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Manager.

IDENTIFYING CHARACTERISTICS

The Finance Director is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic policy and problem-solving issues relating to their assigned Department and the City overall. The Finance Director serves as the chief financial and investment officer for the City assisting the City Treasurer.

REPRESENTATIVE DUTIES

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

1. Assumes full management responsibility for all department services and activities including general accounting functions, fiscal reporting, accounts payable, accounts receivable, payroll, business licensing, taxes, inventories, internal accounting controls, external audit coordination, and any and all other related financial matters as they occur; recommends and administers policies and procedures.
2. Assumes responsibility for and participates in the development of the fiscal year budget for the city; tracks revenues and expenditures resulting in the preparation of mid-year and base budgets; provide support to departmental staff in the preparation of departmental and capital budgets; review operational and funding requests from departments; make recommendations to City Manager regarding fiscal year operating and capital budget; develop workshop and budget materials for City Council presentations.
3. Oversees finances related to the City Successor Agency, the Suisun City Housing Authority and the Suisun-Solano Water Authority (SSWA) JPA.
4. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
5. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
6. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

CITY OF SUISUN CITY
Finance Director (*Continued*)

7. Plans, directs, and coordinates the Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
8. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence; makes recommendations to the City Council and City Manager on all financial matters as required; attends City Council meetings as required.
10. Works closely with the Human Resources and Risk Management Division of the City Manager's Office to coordinate financial aspects of labor negotiations, claims settlements and Worker's Compensation.
11. Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends City programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and public administration.
13. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

- Operations, services, and activities of municipal government.
- Principles, practices, methods, and techniques of financial management, governmental accounting, auditing, and cash management, including Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Principles and practices of municipal budget preparation and administration, including program analysis and revenue forecasting.
- Pertinent federal, state, and local laws, codes, and regulations governing municipal finances and reporting.
- Standard practices of revenue management and business license administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of program development and administration.
- Principles of supervision, training, and performance evaluation.
- Principles, concepts, and practices of financial and statistical trend analysis.
- Various sources of funds available for finance programs, financing methods and alternatives.
- Advanced methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
- Recent developments, current literature, and sources of information related to assigned programs and services.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Ability to:

- Plan, direct and control the administration and operations of the Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know

CITY OF SUISUN CITY
Finance Director (*Continued*)

laws, regulations and codes.

Analyze and interpret fiscal and accounting reports, financial feasibility of projects and proposed programs; review and devise improved accounting and recordkeeping procedures.

Analyze and provide recommendations on various methods of issuing debt to finance city improvements.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Provide highly complex and responsible staff support to the City Manager, other City management staff, the City Council, and other boards, commissions, and committees as assigned.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Provide strategic direction on Departmental services and programs.

Develop and administer departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Interpret and apply applicable federal, state and local policies, laws and regulations.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Oversee and participate in the development of a citywide operational and capital improvement program budget.

Prepare clear and concise administrative and complex financial reports and analysis.

Effectively present information and respond to questions from groups of managers, regulatory agencies, members of the business community and the general public.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business or public administration with an emphasis on Finance, or related field. A Master's degree and/or Certified Public Accountant designation are desirable.

Experience:

Six years of increasingly responsible experience in accounting and financial work, including three years of management and administrative responsibility.

License or Certificate:

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

Possession of a Certified Public Accountant designation is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

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

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

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

OTHER CHARACTERISTICS

This classification is at an executive level distinct from the Financial Services Manager, which is a division manager reporting to an executive such as Administrative Services Director, and the Accounting Services Manager, which is a division manager primarily responsible for accounting functions reporting to an executive.

FLSA Status: Exempt

Representation: Unrepresented At-Will. Benefits defined in the Schedule of Salary and Benefits for Executive Management Employees.

Work Hours: General City employees work a 9/80 schedule with every other Friday off. Additional work may be required from time to time.

Originated: March 17, 2020, by Resolution No. 2020-__

EXHIBIT B

Section No. 1: Executive Management Salary Schedule

Effective: March 4, 2020

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
City Manager* (1)	100	\$ 13,161	\$ 75.93	\$ 17,767	\$ 102.50
Fire Chief*	115	\$ 10,005	\$ 57.72	\$ 13,507	\$ 77.93
Police Chief*	110	\$ 10,005	\$ 57.72	\$ 13,507	\$ 77.93
Development Services Director*	128	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Finance Director*	108	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Pub. Wks. & Bldg. Director/City Engineer*	123	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Recreation, Parks & Marina Director*	140	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Community Development Director*	130	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08
Economic Development Director*	125	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08
Chief Building Official*	135	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08

***Exempt**

(1) City Manager salary adjustments set by contract and effective July 1.

EXHIBIT B

Section No. 2: Police Management Salary Schedule

Effective: December 27, 2019

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
Police Chief*	110	\$ 10,005	\$ 57.72	\$ 13,507	\$ 77.93
Police Commander*	255	\$ 7,819	\$ 45.11	\$ 10,555	\$ 60.90

***Exempt**

EXHIBIT B

Section No. 3: Professional/Technical Salary Schedule

Effective: December 27, 2019

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
City Engineer*	267	\$ 7,842	\$ 45.24	\$ 10,586	\$ 61.07
Police Commander*	255	\$ 7,819	\$ 45.11	\$ 10,555	\$ 60.90
Fire Division Chief*	237	\$ 7,168	\$ 41.35	\$ 9,677	\$ 55.83
Public Works Superintendent*	265	\$ 7,116	\$ 41.05	\$ 9,606	\$ 55.42
Financial Services Manager*	225	\$ 6,534	\$ 37.69	\$ 8,820	\$ 50.89
Accounting Services Manager*	207	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Building Inspection Services Manager*	216	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
IT Services Manager*	276	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Police Support Services Manager*	270	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Assistant/Associate Engineer-Associate*	221	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Fire Captain (2,912 annual hours)	202	\$ 6,021	\$ 24.16	\$ 8,128	\$ 32.62
Senior Management Analyst*	238	\$ 5,979	\$ 34.49	\$ 8,071	\$ 46.57
Senior Planner*	239	\$ 5,979	\$ 34.49	\$ 8,071	\$ 46.57
Project Manager*	260	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Senior Accountant*	205	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Senior Building Inspector*	215	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Assistant/Associate Engineer-Assistant*	220	\$ 5,700	\$ 32.89	\$ 7,695	\$ 44.39
Assistant/Associate Planner-Associate*	251	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
Management Analyst I/II-II*	236	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
Marina & Waterfront Events Manager*	240	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
Housing Manager*	230	\$ 5,225	\$ 30.15	\$ 7,054	\$ 40.70
Marketing Manager*	245	\$ 4,961	\$ 28.62	\$ 6,698	\$ 38.64
Accountant*	200	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Assistant/Associate Planner-Assistant*	250	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Management Analyst I/II-I*	235	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Dispatch/Records Supervisor*	223	\$ 4,636	\$ 26.74	\$ 6,258	\$ 36.11
Public Works Supervisor*	222	\$ 4,613	\$ 26.62	\$ 6,228	\$ 35.93
Sec to City Mgr/Dep City Clerk*	300	\$ 4,333	\$ 25.00	\$ 5,850	\$ 33.75
Recreation Supervisor*	241	\$ 3,944	\$ 22.75	\$ 5,324	\$ 30.72

Bold denotes benchmark class

*Exempt

EXHIBIT B

Section No. 4: Police Non-Management Salary Schedule

Effective: December 27, 2019

Job Class w/ Incentive &/or Assignment Pay	Range	A Step		B Step		C Step		D Step		E Step		F Step		G Step	
		Monthly	Hourly	Monthly	Hourly										
Police Officer	400	\$5,458	\$31.49	\$5,731	\$33.06	\$6,017	\$34.72	\$6,318	\$36.45	\$6,634	\$38.27	N/A	N/A	N/A	N/A
Police Officer w/ POST Basic Certificate	403	\$5,306	\$30.61	\$5,571	\$32.14	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$39.04	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. Certificate	401	\$5,846	\$33.72	\$6,138	\$35.41	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. & Adv Certs	402	\$6,138	\$35.41	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	\$7,461	\$43.04	N/A	N/A	N/A	N/A
Police Corporal	415	N/A	N/A	N/A	N/A	\$6,138	\$35.41	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	N/A	N/A
Police Corporal w/ POST Int. Cert.	416	N/A	N/A	N/A	N/A	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	\$7,461	\$43.04	N/A	N/A
Police Corporal w/ POST Int. & Adv.	417	N/A	N/A	N/A	N/A	\$6,767	\$39.04	\$7,105	\$40.99	\$7,461	\$43.04	\$7,834	\$45.19	N/A	N/A
Police Sergeant	450	\$6,928	\$39.97	\$7,274	\$41.97	\$7,638	\$44.07	\$8,020	\$46.27	\$8,421	\$48.58	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. Certificate	451	\$7,274	\$41.97	\$7,638	\$44.07	\$8,020	\$46.27	\$8,421	\$48.58	\$8,842	\$51.01	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. & Adv.	452	\$7,638	\$44.07	\$8,020	\$46.27	\$8,421	\$48.58	\$8,842	\$51.01	\$9,284	\$53.56	N/A	N/A	N/A	N/A

Bold denotes benchmark class

EXHIBIT B

Section No. 5: General City Service

Effective: December 27, 2019

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly								
Computer Technician	545	\$5,392	\$31.11	\$5,662	\$32.67	\$5,945	\$34.30	\$6,242	\$36.01	\$6,554	\$37.81
Building Inspector I/II-II	521	\$5,130	\$29.59	\$5,386	\$31.07	\$5,656	\$32.63	\$5,938	\$34.26	\$6,235	\$35.97
Public Works Inspector	570	\$5,189	\$29.94	\$5,449	\$31.44	\$5,721	\$33.01	\$6,007	\$34.66	\$6,308	\$36.39
Youth Services Specialist	590	\$4,786	\$27.61	\$5,025	\$28.99	\$5,276	\$30.44	\$5,540	\$31.96	\$5,817	\$33.56
Senior Public Safety Dispatcher	530	\$4,680	\$27.00	\$4,914	\$28.35	\$5,160	\$29.77	\$5,418	\$31.26	\$5,689	\$32.82
Building Inspector I/II-I	520	\$4,664	\$26.91	\$4,898	\$28.26	\$5,143	\$29.67	\$5,400	\$31.15	\$5,670	\$32.71
Human Resources Technician	519	\$4,573	\$26.38	\$4,802	\$27.70	\$5,042	\$29.09	\$5,294	\$30.54	\$5,559	\$32.07
Permit Technician	518	\$4,573	\$26.38	\$4,802	\$27.70	\$5,042	\$29.09	\$5,294	\$30.54	\$5,559	\$32.07
Housing Specialist I/II-II	561	\$4,364	\$25.18	\$4,582	\$26.44	\$4,811	\$27.76	\$5,052	\$29.15	\$5,304	\$30.60
Public Safety Dispatcher I/II-II	526	\$4,255	\$24.55	\$4,468	\$25.77	\$4,691	\$27.06	\$4,926	\$28.42	\$5,172	\$29.84
Housing Specialist I/II-I	560	\$4,157	\$23.98	\$4,365	\$25.18	\$4,583	\$26.44	\$4,812	\$27.76	\$5,053	\$29.15
Administrative Assistant II	511	\$4,157	\$23.98	\$4,365	\$25.18	\$4,583	\$26.44	\$4,812	\$27.76	\$5,053	\$29.15
Recreation Coordinator	580	\$4,052	\$23.38	\$4,255	\$24.55	\$4,468	\$25.78	\$4,691	\$27.06	\$4,926	\$28.42
Accounting Technician	508	\$4,037	\$23.29	\$4,239	\$24.45	\$4,451	\$25.68	\$4,673	\$26.96	\$4,907	\$28.31
Senior Account Clerk	505	\$4,037	\$23.29	\$4,239	\$24.45	\$4,451	\$25.68	\$4,673	\$26.96	\$4,907	\$28.31
Senior Maintenance Worker	568	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$27.87
Fleet Mechanic	555	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$27.87
Public Safety Dispatcher I/II-I	525	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$27.87
Administrative Assistant I	510	\$3,883	\$22.40	\$4,077	\$23.52	\$4,281	\$24.70	\$4,495	\$25.93	\$4,720	\$27.23
Rec. Prog. & Admin. Coordinator	581	\$3,883	\$22.40	\$4,077	\$23.52	\$4,281	\$24.70	\$4,495	\$25.93	\$4,720	\$27.23
Maintenance Worker I/II-II	566	\$3,786	\$21.84	\$3,976	\$22.94	\$4,174	\$24.08	\$4,383	\$25.29	\$4,602	\$26.55
Community Services Officer I/II-II	536	\$3,749	\$21.63	\$3,936	\$22.71	\$4,133	\$23.84	\$4,339	\$25.03	\$4,556	\$26.29
Account Clerk III	503	\$3,617	\$20.87	\$3,798	\$21.91	\$3,988	\$23.01	\$4,187	\$24.16	\$4,397	\$25.37
Maintenance Worker I/II-I	565	\$3,442	\$19.86	\$3,615	\$20.85	\$3,795	\$21.90	\$3,985	\$22.99	\$4,184	\$24.14
Bldg Maintenance Worker I/II-II	516	\$3,442	\$19.86	\$3,615	\$20.85	\$3,795	\$21.90	\$3,985	\$22.99	\$4,184	\$24.14
Community Services Officer I/II-I	535	\$3,406	\$19.65	\$3,576	\$20.63	\$3,755	\$21.66	\$3,943	\$22.75	\$4,140	\$23.88
Account Clerk I/II-II	501	\$3,289	\$18.97	\$3,453	\$19.92	\$3,626	\$20.92	\$3,807	\$21.96	\$3,998	\$23.06
Office Assistant	509	\$3,249	\$18.74	\$3,411	\$19.68	\$3,582	\$20.66	\$3,761	\$21.70	\$3,949	\$22.78
Bldg Maintenance Worker I/II-I	515	\$3,129	\$18.05	\$3,285	\$18.95	\$3,449	\$19.90	\$3,622	\$20.89	\$3,803	\$21.94
Account Clerk I/II-I	500	\$2,989	\$17.25	\$3,139	\$18.11	\$3,296	\$19.01	\$3,461	\$19.97	\$3,634	\$20.96

Bold denotes benchmark class

*Exempt

EXHIBIT B

Section No. 6: Unrepresented General Service Salary Schedule

Effective: December 27, 2019

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly								
Fire Engineer	203	\$6,130	\$24.60	\$6,436	\$25.83	\$6,758	\$27.12	\$7,096	\$28.48	\$7,451	\$29.90

Bold denotes benchmark class

*Exempt

EXHIBIT B

Effective: December 27, 2019

Minimum \$ 13.00

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$21.32	\$22.39	\$23.51	\$24.68	\$25.92
Maintenance Worker II - Temp	916	\$18.66	\$19.59	\$20.57	\$21.60	\$22.68
Police Officer - Temp	905	\$18.22	\$19.13	\$20.09	\$21.09	\$22.15
Firefighter - Temp	910	\$18.22	\$19.13	\$20.09	\$21.09	\$22.15
Computer Systems Specialist	917	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Financial Services Specialist	918	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Planning Specialist	919	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Public Works Specialist	921	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Communications & Records Tech I - Temp	920	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Administrative Assistant I - Temp	925	\$17.28	\$18.14	\$19.05	\$20.00	\$21.00
Community Services Officer I/II-I - Temp	930	\$16.56	\$17.39	\$18.26	\$19.17	\$20.13
Maintenance Worker I - Temp	915	\$16.96	\$17.81	\$18.70	\$19.64	\$20.62
Building Maintenance Worker I/II-I - Temp	914	\$16.00	\$16.80	\$17.64	\$18.52	\$19.44
Office Assistant - Temp	926	\$15.38	\$16.15	\$16.96	\$17.81	\$18.70
Recreation Specialist Supervisor	939	\$16.92	\$17.77	\$18.65	\$19.59	\$20.57
Recreation Specialist III	937	\$15.38	\$16.15	\$16.96	\$17.81	\$18.70
Recreation Specialist II	936	\$13.98	\$14.68	\$15.42	\$16.19	\$17.00
Recreation Specialist I	935		\$13.35	\$14.01	\$14.72	\$15.45

EXHIBIT B

Effective: December 25, 2020

Minimum \$ 14.00

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$22.18	\$23.28	\$24.45	\$25.67	\$26.95
Maintenance Worker II - Temp	916	\$19.59	\$20.57	\$21.60	\$22.68	\$23.82
Police Officer - Temp	905	\$18.95	\$19.90	\$20.89	\$21.93	\$23.03
Firefighter - Temp	910	\$18.95	\$19.90	\$20.89	\$21.93	\$23.03
Computer Systems Specialist	917	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Financial Services Specialist	918	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Planning Specialist	919	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Public Works Specialist	921	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Communications & Records Tech I - Temp	920	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Administrative Assistant I - Temp	925	\$17.97	\$18.87	\$19.81	\$20.80	\$21.84
Community Services Officer I/II-I - Temp	930	\$17.22	\$18.09	\$18.99	\$19.94	\$20.94
Maintenance Worker I - Temp	915	\$17.81	\$18.70	\$19.64	\$20.62	\$21.65
Building Maintenance Worker I/II-I - Temp	914	\$16.80	\$17.64	\$18.52	\$19.44	\$20.42
Office Assistant - Temp	926	\$16.46	\$17.28	\$18.14	\$19.05	\$20.00
Recreation Specialist Supervisor	939	\$18.10	\$19.01	\$19.96	\$20.96	\$22.00
Recreation Specialist III	937	\$16.46	\$17.28	\$18.14	\$19.05	\$20.00
Recreation Specialist II	936	\$14.96	\$15.71	\$16.50	\$17.32	\$18.19
Recreation Specialist I	935		\$14.28	\$15.00	\$15.75	\$16.53

EXHIBIT B

Effective: Decmber 24, 2021

Minimum \$ 15.00

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$23.06	\$24.22	\$25.43	\$26.70	\$28.03
Maintenance Worker II - Temp	916	\$20.57	\$21.60	\$22.68	\$23.82	\$25.01
Police Officer - Temp	905	\$19.71	\$20.69	\$21.73	\$22.81	\$23.95
Firefighter - Temp	910	\$19.71	\$20.69	\$21.73	\$22.81	\$23.95
Computer Systems Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Financial Services Specialist	918	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Planning Specialist	919	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Public Works Specialist	921	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Communications & Records Tech I - Temp	920	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Administrative Assistant I - Temp	925	\$18.69	\$19.62	\$20.60	\$21.63	\$22.72
Community Services Officer I/II-I - Temp	930	\$17.91	\$18.81	\$19.75	\$20.74	\$21.77
Maintenance Worker I - Temp	915	\$18.70	\$19.64	\$20.62	\$21.65	\$22.73
Building Maintenance Worker I/II-I - Temp	914	\$17.64	\$18.52	\$19.44	\$20.42	\$21.44
Office Assistant - Temp	926	\$17.61	\$18.49	\$19.41	\$20.39	\$21.40
Recreation Specialist Supervisor	939	\$19.37	\$20.34	\$21.36	\$22.42	\$23.55
Recreation Specialist III	937	\$17.61	\$18.49	\$19.41	\$20.39	\$21.40
Recreation Specialist II	936	\$16.01	\$16.81	\$17.65	\$18.53	\$19.46
Recreation Specialist I	935		\$15.28	\$16.05	\$16.85	\$17.69

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**CITY OF SUISUN CITY
AMENDED AND RESTATED
SCHEDULE OF SALARY AND BENEFITS FOR
EXECUTIVE MANAGEMENT EMPLOYEES
EFFECTIVE March 4, 2020
Amended by Resolution No. 2020-__**

ARTICLE I INTRODUCTION

Section 01. **AFFECTED EMPLOYEES.** This Schedule of Salary and Benefits for Executive Management Employees (the "EME Compensation Schedule") shall be in force and effect for the following classifications of central management employees with the City of Suisun City ("City"), hereinafter referred to as the "Affected Employee(s)":

- Chief of Police
- Development Services Director
- Finance Director
- Fire Chief
- Public Works Director / City Engineer
- Recreation, Parks, & Marina Director

ARTICLE II SALARY

Section 01. **BASIC COMPENSATION PLAN.** There is hereby maintained and restated a basic compensation plan for the Affected Employees who are now employed, or will in the future be employed, in any of the designated positions of employment set forth in Article I, Section 01 above. The salary and wage schedule set forth below shall constitute the basic compensation plan for these Affected Employees consisting of a range of pay available and identified by position.

Section 02. **SALARY AND WAGE SCHEDULE.** The Affected Employees shall have the following monthly pay ranges, which shall become effective upon passage of a resolution by City Council. The salary ranges shall be effective as indicated below:

Chief of Police	\$10,695.13 - \$13,000.00
Development Services Director	\$8,465.60 - \$11,427.87
Finance Director	\$8,465.60 - \$11,427.87
Fire Chief	\$10,695.13 - \$13,000.00
Public Works Director / City Engineer	\$8,465.60 - \$11,427.87
Recreation, Parks, & Marina Director	\$8,465.60 - \$11,427.87

Effective January 1, 2020 (or closest pay period)

Automatic COLA adjustment based on Consumer Price Index (CPI) as calculated by the U.S. Department of Labor, Bureau of Labor Statistics for the San Francisco-Oakland-Hayward region for Urban Wage Earners and Clerical Workers; the CPI index will be determined from the annual average index published at the end of the calendar year prior (2018), which is the same CPI used to build the city's budget for FY 19/20. The published CPI (annual average) for 2018, as of January 11, 2019 is 3.9%.

Section 03. **LEVEL OF COMPENSATION.** The compensation of all Affected Employees shall be determined on a merit basis, and said employees shall initially be placed, at time of appointment by the City Manager, at a pay step within the applicable pay ranges as herein established.

Section 04. **WORK SCHEDULES.** A 40.0-hour workweek consisting of five consecutive 8.0 hour days in a seven-day period (hereinafter "5/40"), beginning at 12:00 am on Friday through 11:59 on the following Thursday. All other work schedules shall be considered Alternative Work Schedules.

Alternative Work schedule: Nine workdays totaling 80 hours during a fourteen-day period beginning at 12:00 am on Friday through 11:59 pm on the following Thursday (hereinafter "9/80"), or any other configuration approved by the City Manager.

Section 05. **FLSA EXEMPT STATUS.** The City designates the Affected Employees as exempt from overtime for purposes of the Fair Labor Standards Act ("FLSA"). The City shall comply with all applicable state and federal standards, regulations and laws relative to its designations of these employees as exempt for FLSA purposes.

Section 06. **ADVANCEMENT WITHIN SCHEDULE.** An Affected Employee shall be considered for advancement within the steps of the Salary and Wage Schedule set forth above at the discretion of the City Manager. The City Manager shall evaluate all Affected Employees on an annual basis as determined by the initial hire date. If it is determined that an Affected Employee is eligible for an advancement, the effective date of the advancement shall be the first payroll period following the City Manager's approval unless otherwise specified by the City Manager. Advancements within the salary range may be granted, based on merit, if an Affected Employee demonstrates exceptional ability and proficiency in the performance of the employee's duties as determined by the City Manager.

Section 07. **EMPLOYMENT STATUS.** All Affected Employees are deemed to be "at-will" employees serving solely at the pleasure of the City Manager and are subject to dismissal without notice and without cause whatsoever; and without any right of due process hearing, including any so-called "Skelly" pre-disciplinary notice and response or post-termination appeal hearing. Cause shall be defined as malfeasance, misfeasance, misconduct, unethical conduct, illegal conduct, insubordination or any other conduct that the City Council, in its sole discretion, deems to reflect poorly on the City, its employees, or its services. In the event of such voluntary or involuntary termination, the sole and entire right of any Affected Employee shall be to receive compensation, if any, which vested prior to the date of the termination.

ARTICLE III **OTHER COMPENSATION**

Section 01. **LIMITATIONS ON TUITION REIMBURSEMENT.** Upon approval of the City Manager, the City shall reimburse an Affected Employee's costs for required school fees such as tuition, registration fees, and books, subject to the limits set forth in this Article. Other fees such as mileage, activity cards and other optional fees and lab fees shall not be reimbursed. The following rules shall apply for reimbursement:

- A. Courses, degrees and certifications must relate to the Affected Employee's position or be directly related to the employee's potential development with the City.
- B. Pre-approval by the City Manager is required in advance of registering for the course.
- C. Course work taken only at institutions accredited by nationally recognized accrediting agencies that the federal Secretary of Education has determined to be reliable authorities as to the quality of such education or training offered shall be considered for reimbursement. Correspondence courses shall not be eligible. Reimbursement for course

work taken at a non-accredited institution shall be subject to the sole discretion of the City Manager.

- D. Affected Employees shall only receive tuition reimbursement if they satisfactorily complete the approved course with a "pass" or grade of "C" or better.
- E. In the event an Affected Employee receives assistance under federal or state government legislation or other student aid program for education charges for an approved course, only the difference, if any, between such assistance and the education charges an employee actually incurs, shall be eligible for reimbursement under this program.
- F. Upon completion of each course, an Affected Employee shall be responsible for reporting grades received to the Personnel Department for recording purposes and for supplying a copy of the grade receipt for the employee's personnel file.

Reimbursement for books and registration fees shall be paid upon proof of payment by the Affected Employee. Tuition costs shall be reimbursed following completion of the course and submittal of proof for the successful completion of the course as required by this Article. If the City requires the employee to withdraw from the course, the City shall reimburse the employee for the full cost of tuition. All payments shall be made as part of the regular City warrant.

Failure on the part of an Affected Employee to provide any information required to determine eligibility for reimbursement, or providing false information for reimbursement requests, shall result in the employee being ineligible for any future tuition reimbursements, and may result in disciplinary action.

In no case shall the total amount of tuition reimbursement for individual courses provided to an Affected Employee in a given fiscal year exceed one thousand five hundred dollars (\$1,500). If an Employee leaves City service within two years of receiving educational reimbursement, the Employee must reimburse the City an amount equal to half of the total education reimbursement paid by the City, which may be withheld from the Employee's final pay check.

Section 02. **AUTOMOBILE ALLOWANCE.** Affected Employees shall receive three hundred (\$300) per month in automobile allowance or a take home city vehicle, as determined by the City Manager. This allowance will be in lieu of expense claims for the use of private automobiles on City business. All uses of city vehicles shall be per the city vehicle use policy.

Section 03. **ADVANCED EDUCATION COMPENSATION.** Executive Management Employees that have an advanced degree (Master's degree, doctorate, etc.) that complements their job duties and descriptions or provides benefit to the City, and exceeds the job requirement, will be given a 3% base salary compensation adjustment. This incentive is limited to a maximum of 3% regardless of the number of degrees exceeding the job requirement. An advanced degree required for the position is not eligible for the incentive. This compensation must be approved by the City Manager.

ARTICLE IV **RETIREMENT BENEFITS**

Section 01. **THE PUBLIC EMPLOYEES' PENSION REFORM ACT OF 2013 (PEPRA)** provides that all Employees who are currently participating in a PERS retirement plan, or those who have had a break in service that does not exceed six months, shall be considered "Classic" Employees. All new Employees who do not meet those criteria shall be considered PEPRA New Employees.

Section 02. Classic Miscellaneous Employee Benefits. Except as otherwise provided in this Article, the City agrees to provide the 2.0 percent at 55 PERS Retirement Plan, including the 1959 Survivor's Benefit Level 3, for Miscellaneous Employees. The City will pay 100 percent of both the employee and employer contributions. PERS Employer Paid Member Contributions will be reported as "Special Compensation".

Section 03. Classic Safety Fire Employee Benefits. Except as otherwise provided in this Article, the City agrees to provide the 2.0 percent at 55 PERS Retirement Plan, including the 1959 Survivor's Benefit Level 3, for Safety Fire Employees. The City will pay 100 percent of both the employee and employer contributions. PERS Employer Paid Member Contributions will be reported as "Special Compensation".

Section 04. Classic Safety Police Employee Benefits. The City agrees to participate in the PERS 3.0 percent at 50 Retirement Plan, with One-Year Final Compensation and Credit for Unused Sick Leave Government Code Sections 20042 and 20965 respectively. This Credit will be reduced by the number of hours converted to cash pursuant to Section 6 of Article IX. The following provisions apply to Employees receiving Safety Police benefits:

- A. The City agrees to continue to provide Level 4, Survivor Benefits through Public Employees Retirement System, (hereinafter "PERS").
- B. The City shall pay the Employer's contribution, as well as 5.0 percent of the total Employee's contribution of 9.0 percent. Each covered Employee shall pay the 4.0 percent balance of the Employee's contribution.
- C. Consistent with Internal Revenue Code Section 414(h)(2), that portion of the Employee's contribution paid by the Employee shall be deducted from each Employee's gross pay on a pre-tax basis.

Section 05. PEPRRA New Miscellaneous Employee Benefits. The City agrees to provide 2.0% at 62 PERS Plan for 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 PEPRRA, no EPMC is available. Should any provision in this Agreement be determined to be in conflict with PEPRRA, the provisions of PEPRRA shall take precedence.

Section 06. PEPRRA New Safety Fire Employee Benefits. The City agrees to provide 2.0% at 57 PERS PEPRRA Plan for New Safety Fire 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 PEPRRA, no EPMC is available. Should any provision in this Agreement be determined to be in conflict with PEPRRA, the provisions of PEPRRA shall take precedence.

Section 07. PEPRRA New Safety Police Employee Benefits. The City agrees to provide 2.7% at 57 PERS Plan for PEPRRA New Safety Police 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 PEPRRA, no EPMC is available. Should any provision in this Agreement be determined to be in conflict with PEPRRA, the provisions of PEPRRA shall take precedence.

Section 08. Participation in Group Medical/Dental. Any eligible Employee approved for a service retirement shall be entitled to participate in a City-provided group medical/dental plan, as long as it is permissible by the insurance provider, and as long as the retiree makes full and prompt payment of the full premium costs to the City. At any time such payments fall in arrears, the retiree shall cease to be eligible for group health plan membership.

Section 09. One-Year Final Compensation. The City provides one-year final compensation pursuant to Government Code Section 20042.

Section 10. Sick Leave Conversion. The City provides Credit for Unused Sick Leave pursuant to Government Code Section 20965.

ARTICLE V **VACATION LEAVE**

Section 01. **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 26 bi-weekly pay periods to two decimal places of accuracy):

- A. For the First Five (5) Years of Service, employees shall earn and be credited with Vacation Leave at the rate of 15 workdays (120 hours) per year.
- B. For Years of Service from year Six (6) through Ten (10), employees shall earn and be credited with Vacation Leave at the rate of 20 workdays (160 hours) per year.
- C. Commencing with the Eleventh Year, employees shall earn and be credited with one additional Vacation Leave Day (8 hours) per additional year of service until reaching a maximum of 25 days (200 hours) per year after 15 years of service.

Section 02. **MAXIMUM ACCUMULATION.** Employees with 15 or fewer years of service with the City may accumulate up to a maximum of 280.0 hours of Vacation Leave. Employees with over 15 years of service with the City may accumulate up to a maximum of 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.

Section 03. **HOLIDAY DURING VACATION.** An Employee is not charged Vacation Leave for a Holiday occurring during his/her Vacation Leave.

Section 04. **UTILIZATION OF VACATION LEAVE.** Utilization of vacation leave shall be scheduled through the City Manager, who shall, in his sole discretion, determine when and whether to permit such leave. In making a determination when and whether to permit utilization of vacation leave, the City Manager may consider such factors as the preferences of the Affected Employee, the availability of staff to assume the duties of the employee, the impact of the leave on overall City service or pending projects, and the overall staffing and other needs of the City.

Section 05. **CONVERSION OF UNUSED VACATION TO CASH.** Employees are allowed to request buyback of a maximum of 40 hours during a fiscal year as long as there remains a minimum of eight (8) hours in employee's vacation leave after buyback. Moreover, no request for conversion shall be granted unless first approved by the City Manager.

Section 06. **VACATION PAYMENT AT SEPARATION.** Affected Employees who voluntarily or involuntarily separate from employment with the City shall be paid in a lump sum for all accrued vacation leave earned to the effective date of the separation, up to the maximum prescribed in this Article. Payment shall be at the same hourly rate of pay as was authorized for the Affected Employee at the effective date of termination. There shall be no pro-ration of vacation time for partial months of employment.

In the event of the death of an Affected Employee, payment for accrued and unused vacation leave shall be paid to the beneficiary designated by the employee. Such designation shall have been in writing, signed by the employee and filed with the Personnel Department. In the event an employee has not designated a beneficiary, the payment shall be made to the estate of the employee.

Payment for accrued and unused vacation leave shall be dispersed at the next regular City payroll, but within thirty (30) days following the final date of employment with the City, except for involuntary separations where payment for accrued vacation leave shall be made on the next regular payroll following the effective date of the separation.

ARTICLE VI **HOLIDAYS**

Section 01. **HOLIDAY DATES.** All Affected Employees shall have the same legal holidays and the same schedule of holidays as are afforded mid-management employees, either by City's past practice or as presently listed in the current memorandum of understanding governing those employees.

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 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.

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 review.

Section 02. **HOLIDAY LEAVE BALANCE.** 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 100 hours is allowed to accrue in that balance. Employees may not cash out Holiday Leave except upon leaving City service or in the case of an emergency with City Manager approval. 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 20 hours.

ARTICLE VII **OTHER LEAVES**

Section 01. **FAMILY OR MEDICAL LEAVE.** Rules regarding Family or Medical Leave are set forth in Section 10.2 of the Personnel Rules.

Section 02. **PREGNANCY DISABILITY LEAVE.** Rules regarding Pregnancy Disability Leave are set forth in Section 10.3 of the Personnel Rules.

Cash Option. An Employee must choose the Flexible Benefit Options during the Open Enrollment Period established in the Suisun City Flexible Benefits Plan.

Section 03. **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.

Section 04. **MEDICAL INSURANCE BENEFITS AFTER DEATH WHILE ON DUTY.** Should an affected employee lose his/her life in the line of duty, the City agrees to continue to pay medical insurance payments as outlined above for the member's immediate dependent family. Said payments will continue for a period of up to two (2) years, providing the City's insurance plan allows for continued participation. The surviving dependent family member(s) may remain on the City's medical plan at its own cost after the two (2) years has elapsed, providing that the plan allows for continued participation.

Section 05. **SICK LEAVE CONVERSION TO FUND MEDICAL PREMIUMS.** Upon normal retirement from the City, Employee may convert 25.0 percent of his/her Sick Leave balance to a cash equivalent and used to fund medical premiums. This conversion will be deducted from the amount reported for PERS credit in Subsection 3.A of Article VIII.

Section 06. **INJURED ON DUTY INSURANCE CONTRIBUTION CONTINUATION.** In the event any Affected Employee who has been employed by the City for a minimum of five (5) years of continuous full-time employment and suffers a work related injury and who is, thereby, absent from work due to such injury the City shall continue to make the insurance contribution then currently being permitted under Section 2 above for a maximum of ninety (90) days. Said contribution shall not extend to deferred compensation payments.

ARTICLE X **WORKERS' COMPENSATION COVERAGE**

Section 01. **WORKERS' COMPENSATION COVERAGE.** The City shall provide Workers' Compensation Insurance coverage (hereinafter "Workers' Comp") for all Employees through its self-insured program.

ARTICLE XI **STATE DISABILITY INSURANCE COVERAGE**

Section 01. **STATE DISABILITY INSURANCE.** The City shall participate under the State Disability Insurance Program (hereinafter "SDI") for employees represented by SCMPEA. This program shall work as follows:

Section 02. **PAYMENT OF SDI PREMIUMS.** SDI premiums shall be paid in full by the City on behalf of all participating Employees.

ARTICLE XII **LIFE INSURANCE AND DEFERRED COMPENSATION**

Section 01. **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 65, per the policy's schedule of benefits.

Section 02. **ICMA DEFERRED COMPENSATION PLAN.** The City agrees to provide the ICMA Deferred Compensation Plan as an optional benefit to City Employees. The City will match the Employee's contribution up to 3.5% per pay period. The City's match will be contributed to participating Employees on a pay-period basis.

ARTICLE XIII **UNIFORMS AND UNIFORM ALLOWANCES**

Section 01. **UNIFORM ALLOWANCES.** Annually on or before the dates indicated, the City shall pay those Employees required to wear uniforms in the performance of their duties as follows:

Police Chief:	\$1,300 annually
Fire Chief:	\$1,300 annually

Greg Folsom, City Manager

CONFIDENTIAL EMPLOYEE PROGRAM

Definition:

Confidential Employee - an employee, who in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations. This access may include instances of an occasional but critical nature or due to the employee whose position requires the incumbent to provide direct administrative support to a manager who has such access.

Purpose of the Confidential Employee Compensation Program: For the Confidential Management employees, this program is adopted to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, clear identification of goals and objectives, and by relating effective job performance to an incentive program. Also inherent in such a program is the means of retaining good department heads and strengthening the managers (if any) whose effectiveness and performances fall short of reasonable levels of expectation.

For Confidential employees, this program recognizes and rewards performance and ensures that employees who are not fully represented by a union are treated at least equally to represented employees. All rights and benefits of those outside of the At-Will Management/FLSA Exempt category will receive benefits from the labor group their job title falls into.

Employees Covered: Employees covered under this program shall include the following:

- A. At-Will Management/FLSA Exempt (Unrepresented-Confidential) hired prior to July 30, 2019
Recreation, Parks, and Marina Director
Public Works Director

- B. Confidential. FLSA Exempt (SCMPEA)
Secretary to the City Manager / Deputy City Clerk
Senior Management Analyst (Budget & Human Resources)
Accounting Services Manager

- C. Confidential. FLSA non-exempt
Accounting Technician (Payroll)
Human Resources Technician
Administrative Assistant II (Police Department)

Additional job classes may be added to the Confidential Program from time to time, based upon the creation of additional City departments/divisions, the addition of new positions, or by the

reclassification of existing positions to either At-Will Management, Confidential, based upon the nature of the work.

Exempt Status of Employees Covered: Based upon the nature of the work, it is expressly understood that the At-Will Management employees covered under this program are exempt from the overtime provisions of the Federal Fair Labor Standards Act. Other positions within Confidential employee groups are evaluated for FLSA coverage on a position-by-position basis.

Confidential Pay Differential: Each Confidential employee will receive a 3% pay differential to be added to the employee's base pay. This 3% pay differential will not be added to the salary range for that job class. If at any time that a currently designated Confidential employee who receives the confidential differential is deemed to be Non-Confidential, the 3% confidential differential will cease at that time. Any employee that has an official Notary Commission and performs these duties in addition to their normal job duties shall be afforded a monthly \$50 allowance, approved by the employee's Department Head.

Application of Compensation Plan: Annual performance evaluations will be completed, and salary adjustments implemented within sixty (60) days after the employee's anniversary date. If a person's anniversary date falls within the first week of a pay period, any increases will then be effective at the beginning of that pay period; if a person's anniversary date falls within the second week of a pay period, any increases will then be effective the pay period following the employee's anniversary date.

Effective Date. The effective date of this Program shall be March 4, 2020.

CITY OF SUISUN CITY

Greg Folsom, City Manager Date

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The City of Suisun City is an Equal Opportunity Employer

Suisun City, California



FINANCE DIRECTOR

\$9,768 - \$11,873 monthly, DOQ

Plus excellent benefits (incl. City-paid Health up to Kaiser Family Rate & Classic PERS)
Application deadline Applications reviewed in order received. Open until position is filled.

COMMUNITY

Located nearly halfway between the metropolitan powerhouses of San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or even a place to work, particularly with its reverse commute for inner Bay Area residents. Residents of this mostly bedroom community take great pride in the quality of their neighborhood infrastructure and amenities.

THE POSITION

The Finance Director is an integral part of our executive management team who reports directly to the City Manager and supports operations of every City department by managing finance, budget and information technology functions. The incumbent in this position oversees advises Department Heads and the City Manager on complex financial and budget matters, and projects and develops the annual City budget with the City Manager, manages the City's financial operations, and monitors compliance with applicable laws and regulations. The Finance Director serves as the city's chief financial and investment officer assisting the City Treasurer, and oversees financial operations of the City's Successor Agency, Suisun City Housing Authority and the Suisun-Solano Water Authority (SSWA) JPA.

IDEAL CANDIDATE - ESSENTIAL JOB FUNCTIONS

The ideal candidate will have a comprehensive organizational view; be detail-oriented, collaborative and an innovative problem solver. This person is a self-starter with a strong customer-service orientation to the operating departments, employees, clients and general public. The successful candidate will have a positive attitude with a strong "can do" attitude that looks for solutions rather than problems.

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

- Assumes full management responsibility for all department services and activities including general accounting functions, fiscal reporting, accounts payable, accounts receivable, payroll, business licensing, taxes, inventories, internal accounting controls, external audit coordination, and any and all other related financial matters as they occur; recommends and administers policies and procedures.
- Assumes responsibility for and participates in the development of the fiscal year budget for the city; tracks revenues and expenditures resulting in the preparation of mid-year and base budgets; provide support to departmental staff in the preparation of departmental and capital budgets; review operational and funding requests from departments; make recommendations to City Manager regarding fiscal year operating and capital budget; develop workshop and budget materials for City Council presentations.
- Oversees finances related to the City Successor Agency, the Suisun City Housing Authority and the Suisun-Solano Water Authority (SSWA) JPA.
- Oversees and participates in the development and administration of the City's budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

- Plans, directs, and coordinates the Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence; makes recommendations to the City Council and City Manager on all financial matters as required; attends City Council, Commission and Committee meetings as required.

QUALIFICATIONS

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business or public administration with an emphasis on Finance, or related field. A Master's degree and/or Certified Public Accountant designation are desirable.

Experience:

Six years of increasingly responsible experience in accounting and financial work, including three years of management and administrative responsibility.

License or Certificate:

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

Possession of a Certified Public Accountant designation is highly desirable..

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in a standard office setting. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Must be able to see in the normal visual range with or without correction, and hear in the normal audio range with or without correction.

BENEFITS

The benefit package includes: Public Employees Retirement System (PERS) of 2% @ 55 for Classic Employees (fully paid by City, including EPMC [Employer Paid Member Contribution]), or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act of 2013. Deferred compensation program with up to 3.5% of base pay per pay period match. Individual selection of medical, vision and dental insurance options up to a set dollar amount; and up to \$200,000 employee life insurance. The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$700 per month in lieu of enrolling in the City's health plans. The City has an IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Suisun City does not participate in the Social Security System. In accordance with federal law, the City is required to withhold for Medicare.

Leave benefits include: Employees currently receive 120 hours paid vacation per year for the first five years of service, increasing to a maximum of 200 hours depending on longevity; 96 hours of accrued sick leave, 120 hours executive leave, and 13 paid holidays per year.

This position is an exempt (no paid Overtime) unrepresented executive management position.

APPLICATION/SELECTION PROCEDURE

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form, but should accompany the application. All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.