

RESOLUTION NO. 2024-46

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADOPTING A SIDE LETTER TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF UKIAH AND MANAGEMENT BARGAINING UNIT

WHEREAS, the Employee/Employer Relations Officer and Human Resources Director met and conferred in good faith with representatives of the Management Unit; and

WHEREAS, the side letter to the Memorandum of Understanding for the term of July 10, 2022 through September 18, 2025 has been arrived at and agreed to by the parties; and

WHEREAS, said side letter to the Memorandum of Understanding have been presented to the City Council for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ukiah that:

1. The side letter to the MOU with Management Unit is hereby approved, a copy of said side letter entitled "Side Letter of Agreement Between the City of Ukiah and Management Unit" is attached hereto, marked Exhibit A, and incorporated herein by reference.
2. The Resolution shall become effective November 6, 2024.

PASSED AND ADOPTED this 6th day of November 2024, by the following roll call vote:

AYES: Councilmembers Rodin, Orozco, Sher, Crane, and Mayor Dueñas.
NOES: None.
ABSENT: None.
ABSTAIN: None.



Douglas F. Crane, Vice Mayor

ATTEST:



Kristine Lawler, City Clerk

SIDE LETTER OF AGREEMENT

Between

The City of Ukiah

And

Management Unit

This Side Letter of Agreement (“Agreement”) is entered into by and between the City of Ukiah (“City”) and Management Unit (“Unit”) (collectively referred to as “Parties”). Having met and conferred in accordance with Government Code section 3500, *et. seq.*, the City and the Unit, effective upon execution of this Agreement and adoption by City Council, agree to amend, add to and clarify the Parties’ current Memorandum of Understanding (“MOU”) as follows:

SPECIAL PAYS

A. Education Pay

The City shall provide compensation to employees completing educational courses, certifications, and degrees that enhance their ability to do their job as follows:

- a. **Water Resources Education Incentive:** City shall recognize the certification program for Water Division personnel developed by the State of California pursuant to Sections 4060 to 4095 of the California Health and Safety Code and described in Title 17, California Administrative Code part 1, Chapter 5, Subchapter 1. Permanent employees in the classifications of Water Treatment Plant Supervisor, Wastewater Treatment Plant Supervisor, and Water/Sewer/Streets Maintenance Supervisor are eligible, upon the attainment of the State of California water treatment, distribution, or wastewater certificates which are not a minimum requirement of the related classification, shall receive an education premium as follows:
 - i. Two and one-half percent (2.5%) of base pay for obtaining and maintaining a certification which is not a minimum requirement of the related classification.
 - ii. Five percent (5%) of base pay for obtaining and maintaining a second certification which is not a minimum requirement of the related classification.
 - iii. The two educational premiums can be combined for a maximum total of seven and one-half percent (7.5%).
- b. **Certified Public Accountant Incentive:** The City shall recognize the licensure program for Certified Public Accountant (CPA) in California as governed by the California Accountancy Act (Division 3, Chapter 1, Sections 5000-5158 of the California Business and Professions Code, specifically Sections 5092, 5093, and 5027). Permanent employees in the classifications of Assistant Finance Director, Controller, Accountant Series, Financial Services Manager, and Management Analyst Series, who

possess and maintain an *active* State of California license as a CPA shall be paid an additional seven and a half percent (7.5%) of the sum of the employee's base salary.

The City Manager may approve other classifications within the Management Unit for CPA Incentive pay during the duration of this Agreement, provided that the license is related to the duties of the classification for which the pay will be given.

- c. Subject to the PERL and CalPERS' regulations and guidance, this is reportable to CalPERS as special compensation.

B. Bilingual Premium

The City shall pay compensation to employees who are routinely and consistently assigned to positions requiring communication skills in Spanish and American Sign Language (ASL) as follows:

Employees who are designated by the City as fluent in Spanish (includes ability to read and write) or ASL (includes ability to interpret complex conversations) shall receive an additional incentive premium of five percent (5%) of the sum of the employee's base salary as compensation for the additional responsibilities. Employees who are not fluent, but have been designated by the City as possessing the skill to converse in Spanish or ASL well enough to communicate during a basic call for service shall receive an additional three percent (3%) of the sum of the employee's base salary as compensation for the additional responsibilities. The five percent (5%) pay and three percent (3%) pay shall not be combined and five percent (5%) is the maximum premium allowed for any combination of the recognized communication skills.

The City may use a variety of techniques to test an employee's proficiency in either language, and may require an employee to re-test on occasion.

Subject to the PERL and CalPERS regulations and guidance, this is reportable to CalPERS as special compensation.


This Agreement supersedes any provisions or language in previous policies, the Parties' current MOU and/or other documents that may conflict with the terms of this Agreement. All MOU articles, sections and/or supplements not identified herein are to remain as-is.

For the CITY OF UKIAH



Sage Sangiacomo, City Manager

For the MANAGEMENT UNIT


[Jason Benson \(Nov 14, 2024 15:42 PST\)](#)

Jason Benson, Senior Civil Engineer