

**2025 – 2028**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE**

**CITY OF UKIAH**

**AND THE**

**UKIAH POLICE OFFICERS ASSOCIATION**

## Table of Contents

1. PREAMBLE / ARTICLE 1.....	4
2. TERM .....	4
3. SALARY .....	4
4. COST SHARING PLAN FROM FY2013/2014 REMOVED .....	6
5. DUES DEDUCTIONS .....	6
6. GRIEVANCE PROCEDURE .....	6
A. Definitions: .....	6
B. Informal Level: .....	7
C. Formal Level:.....	7
7. MANAGEMENT RIGHTS .....	9
A. Management Rights.....	9
B. Impact of Management Rights .....	11
C. Authority of Third Party Neutral – Management Rights .....	11
8. RETIREMENT .....	11
A. Pension Reform Act of 2013 (PEPRA).....	11
B. Employees in PERS Safety Categories – Survivor Benefit.....	12
9. HEALTH INSURANCE / FLEX PLAN .....	12
A. Health & Welfare Premiums.....	12
B. Retiree Health Insurance.....	12
10. HOURS OF WORK/OVERTIME .....	13
A. Hours of Work / Overtime:.....	13
B. Police Detective Bureau 4/10 Work Schedule Agreement.....	13
11. PAID LEAVE .....	14
A. Employee Sick Leave .....	14
B. Family Sick Leave .....	15
C. Holidays .....	15
D. Vacation Leave .....	16
E. Bereavement Leave.....	18
12. UNPAID LEAVE .....	18
13. SPECIAL PAYS .....	19
A. Training Specialty Pay .....	19

B. Bilingual Incentive Pay .....	19
C. Educational Incentive .....	19
D. Detective Pay.....	21
E. Non-Pensionable Hybrid Longevity/Education Incentive for Officers and Sergeants.....	21
F. Longevity Performance Program .....	22
G. Traffic Officer Pay .....	22
H. POST Incentive Pay .....	22
I. School Resource Officer .....	23
J. Task Force.....	23
K. Special Enforcement Team .....	23
14. MISCELLANEOUS PROVISIONS.....	23
A. Uniform Allowance .....	23
B. Compensatory Time Off (CTO).....	24
C. Section 125 Plan.....	24
D. Physical Fitness Program.....	24
E. Safety Equipment Repayment Program .....	25
F. Residency Requirement.....	25
G. Out of Classification Pay .....	25
H. Wireless Communications Stipend .....	25
I. Meal Breaks .....	26
J. Emergency Meals.....	26
K. Equipment Provision .....	26
L. Probationary Period .....	27
M. Tobacco Use .....	27
N. Call-Back Pay .....	27
O. Standby Pay.....	27
P. No Strike/Job Action Provision .....	28
Q. No Lock Out.....	28
R. Continuation .....	28
S. Shift Differential .....	29
EXHIBIT A Police Unit Classifications .....	30
EXHIBIT B Police Unit Salary Schedule .....	31

## **1. PREAMBLE / ARTICLE 1**

This Memorandum of Understanding is entered into pursuant to the Meyers-Millias-Brown Act (California Government Code Section 3500, et. Seq.) and applicable ordinances and resolutions of the City of Ukiah between the City of Ukiah (hereinafter "City") and the **Ukiah Police Officers Association** (hereinafter "Police Unit"). As a result of meet and confer sessions, the City and Police Unit have agreed to the following understandings.

Should a subject be covered in both the MOU and a City policy or regulation, the Memorandum of Understanding shall prevail and all relevant portions of the subject in the City policy shall not be followed and shall not be applicable for any reason.

## **2. TERM**

The term of this Agreement shall be three (3) years, effective September 19, 2025, through September 18, 2028.

## **3. SALARY**

### **Year-1 Salary Step Addition**

Effective the first full pay period following September 19, 2025, the City shall add a new top step to the unit's salary schedule. This additional step will generally be set at five percent (5%) above the current highest salary step. However, in recognition of recent equity and recruitment-related adjustments, the following classifications will instead receive an increase of two and one-half percent (2.5%) above the current highest step:

- Police Lieutenant
- Police Captain

For all other classifications, the new top step shall be set at five percent (5%) above the current highest salary step.

All unit members who, as of the effective date, have completed at least one (1) year of continuous City/District service and are at the current top step of the salary schedule shall be advanced to the new step.

All other unit members shall continue to progress in accordance with existing step-advancement policies on their regular anniversary date.

### **Year-2 Salary Step Addition**

Effective the first full pay period following September 19, 2026, the City shall add a new top step set at two and one-half percent (2.5%) for the following unit classifications:

- Police Sergeant
- Police Lieutenant
- Police Captain

Effective the first full pay period following September 19, 2026, the City shall add a new top step to the unit's salary schedule for all other unit classifications. This additional step shall be set at five percent (5%) above the current highest salary step, unless the local economic benchmark—defined as the combined total revenue collected in Fiscal Year 2025-26 for secured property tax, sales tax (Bradley-Burns and Measures P and Y), and transient occupancy tax—falls below the combined total for the most recently audited Fiscal Year 2024-25. In such case, the Year-2 Salary Step Addition shall instead be two and one-half percent (2.5%).

All unit members who, as of the effective date for the Year-2 Salary Step Addition, have completed at least one (1) year of continuous City/District service and are at the current top step of the salary schedule shall be advanced to the new step.

All other unit members shall continue to progress in accordance with existing step-advancement policies on their regular anniversary date.

The Finance Director shall, in writing, provide the Fiscal Year 2025-26 revenue receipts and perform the comparison to the prior year's audited revenues.

### **Year-3 Salary Step Addition**

Effective the first full pay period following September 19, 2027, the City shall add a new top step set at two and one-half percent (2.5%) for the following unit classifications:

- Police Sergeant
- Police Lieutenant
- Police Captain

Effective the first full pay period following September 19, 2027, the City shall add a new top step to the unit's salary schedule for all other unit classifications. This additional step shall be set at five percent (5%) above the current highest salary step, unless the local economic benchmark—defined as the combined total revenue collected in Fiscal Year 2026-27 for secured property tax, sales tax (Bradley-Burns and Measures P and Y), and transient occupancy tax—falls below the combined total for the most recently audited Fiscal Year 2025-26. In such case, the Year-3 Salary Step Addition shall instead be two and one-half percent (2.5%).

All unit members who, as of the effective date for the Year-3 Salary Step Addition, have completed at least one (1) year of continuous City/District service and are at the current top step of the salary schedule shall be advanced to the new step.

All other unit members shall continue to progress in accordance with existing step-advancement policies on their regular anniversary date.

The Finance Director shall, in writing, provide the Fiscal Year 2026-27 revenue receipts and perform the comparison to the prior year's audited revenues.

#### **4. COST SHARING PLAN FROM FY2013/2014 REMOVED**

#### **5. DUES DEDUCTIONS**

The City and the Unit agree that upon written agreement of this proposal, as a courtesy to unit members who are members of Ukiah Police Officers Association (UPOA), the City will deduct from their wages the regular monthly dues. Such dues shall be deducted and transmitted to the union upon voluntary, revocable, written authorization of the unit member in a manner complying with legal requirements. Written authorization forms will be provided by the City. The Unit agrees to indemnify, defend and hold the City harmless against any claims made of any nature whatsoever, and against any suit instituted against the City arising from its deductions for dues. It is understood that any job action, as outlined in the mutually agreed upon Management Rights language, on the part of the Unit may result in immediate cessation of dues deductions.

#### **6. GRIEVANCE PROCEDURE**

There are both formal and informal levels for filing a grievance.

##### **A. Definitions:**

1. Grievance: A "grievance" is a formal written allegation by a grievant that he/she has been adversely affected by a violation of the specific provisions of this Agreement. Actions to challenge or change the provisions of this Agreement or the policies of the City as set forth in City policies are undertaken through separate legal processes. Matters for which a specific method of review is provided by law, by the rules and regulations of the City Council or by the administrative regulations and procedures of the City are not within the scope of this procedure.
2. Grievant: A "grievant" is an employee of the City covered by the terms of this Agreement.
3. Day: A "day" is any day in which City Hall of the City is open for business.
4. Immediate Supervisor: The "immediate supervisor" is the lowest level supervisor having immediate jurisdiction over the grievant who has been designated to adjust grievances.
5. Conferee: A "conferee" is a person who is not a party to a grievance, who is asked by either party to serve as that party's advisor or representative.

B. Informal Level:

Before filing a formal written grievance, the grievant shall attempt to resolve it by an informal conference with his/her immediate supervisor.

C. Formal Level:

1. Level I:

Within fifteen (15) days after the occurrence of the act or omission giving rise to the grievance, the grievant must present the grievance in writing on the appropriate form to his/her immediate supervisor. No grievance shall be entertained or processed unless it is submitted at level I within the fifteen (15) days' time limit. If a grievance is not presented within the time limit set forth above it shall be considered waived.

This statement shall be a clear, concise statement of the grievance, the specific provision of the agreement alleged to have been violated, the circumstances involved, the decision rendered at the informal conference and the specific remedy sought.

Within the specified time limits, the grievant or the immediate supervisor may request a personal conference.

The immediate supervisor shall communicate his/her decisions to the employee in writing within ten (10) days after receiving the grievance. If the immediate supervisor does not respond within the time limits, the grievant may appeal to the next level.

2. Level II:

In the event the grievant is not satisfied with the decision at Level I, he/she must appeal the decision on the appropriate form to the Department Head within ten (10) days.

This statement shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

The Department Head shall communicate his/her decision within ten (10) days after receiving the appeal. Either the grievant or the Department Head may request a personal conference within the above time limits. If the Department Head does not respond within the time limits, the grievant may appeal to the next level.

3. Level III:

In the event the grievant is not satisfied with the decision at Level II, he/she must appeal the decision on the appropriate form to the Personnel Officer within ten (10) days.

This statement shall include a copy of the original grievance and appeal, the decisions rendered, and a clear, concise statement of the reasons for the appeal.

The Personnel Officer shall communicate a decision to the grievant within ten (10) days. Either the grievant or the Personnel Officer may request a personal conference within the above time limits. If the Personnel Officer does not respond within the time limits, the grievant may appeal to the next level.

4. Level IV:

In the event the grievant is not satisfied with the decision at Level III, he/she must appeal the decision in writing within ten (10) days to the City Manager. The City Manager alone has the power to render a final and binding determination of a grievance, subject to right of established judicial review.

- a. Any party to a grievance may, at any step in the formal level, request one other person to serve as a conferee and to be present during the proceeding.
- b. A decision rendered at any step in these procedures becomes final unless appealed within the time limits specified.
- c. Time limits given in these procedures may be modified by written agreement of the parties involved.
- d. If the same complaint or substantially the same complaint is made by more than one employee against one party, only one employee on behalf of himself/herself and the other complainants, may process the grievance or complaint through the grievance procedure. Names of all aggrieved parties shall appear on all documents related to the processing of the grievance. This provision may be waived by all parties concerned.
- e. Any unit member may present grievances in accordance with this Article without intervention of the unit, so long as the adjustment is not inconsistent with the terms of this agreement.



- f. All documents resulting from the processing of a grievance shall be kept in a separate grievance file and will not be kept in an employee's personnel file.

## **7. MANAGEMENT RIGHTS**

### **A. Management Rights**

In order to ensure that the City shall continue to carry out its public safety functions, programs and responsibilities to the public imposed by law, and to maintain efficient public safety service for the citizens of Ukiah, the City continues to reserve and retain solely and exclusively all management rights, regardless of whether they have been exercised in the past, including those rights and responsibilities set forth by law and those City rights set forth in the City's Civil Service Ordinance. No portion of this City Management Rights Section shall be construed to obligate the City in any way. In the exercising of its rights, the City shall not require an employee to perform an act or acts contrary to licensing law. The rights, powers and authorities of the City include but are not limited to the following:

1. To manage the Police Department and determine mission, policies and procedures and the right to manage the affairs of the Department.
2. To take into consideration the existence or non-existence of facts which are the basis of the management decision in compliance with State law.
3. To determine the necessity, organization, implementation and termination of any service or activity conducted by the City and to expand or diminish police services.
4. To direct, supervise, recruit, select, hire, evaluate, promote, transfer, reassign, discipline, discharge, terminate, demote, reduce, suspend, layoff, reprimand, withhold salary increases and benefits for disciplinary or non-disciplinary reasons or otherwise take action in accordance with Department, City Personnel Policies and /or Civil Service Rules and Regulations.
5. To determine the nature, manner, means, extent, type, time, quantity, quality, standard and level of police services to be provided to the public.
6. To require performance of other public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the City.
7. To lay off employees of the Police Department because of lack of work or funds or under conditions where continued work would be inefficient or ineffective.
8. To determine and/or change the police facilities, methods, technology, equipment, operations to be performed, organizational structure, and allocate and assign work by which the City police operations are to be conducted.
9. To determine method of financing.

10. To plan, determine and manage division's budget which includes, but is not limited to, the right to contract or subcontract any work or operations of the Police Department.
11. To communicate fully and openly with its employees on any subject at any time orally, in writing, both at work or through the U.S. Mail.
12. To determine the size and composition of the Police Department work force, assign work to employees of the Police Department in accordance with requirements determined by the Police Department and to establish and require compliance to work hours, work schedules, including call back, standby and overtime and assignments.
13. To establish and modify goals and objectives related to productivity and performance programs and standards, including but not limited to quality and quantity, and require compliance therewith. This is not intended to mean the City will establish ticket quotas.
14. To determine qualification, skills, abilities, knowledge, selection procedures and standards, job classifications, job specifications, and to reallocate and reclassify employees in accordance with Civil Service Rules and Regulations and City Personnel Policies.
15. To determine the issue of public policy and the overall goals and objectives of the Police Department and to take necessary action to achieve the goals and objectives of the Police Department.
16. To determine policies, procedures and standards for recruiting, selecting, training, transferring, assigning, dismissing, demoting and promoting employees in accordance with City Personnel Policy.
17. To establish, implement and/or modify rules and regulations, policies, and procedures related to productivity, performance, efficiency, personal appearance standards, code of ethics and conduct, safety and order, and to require compliance therewith.
18. To evaluate and maintain order and efficiency in police facilities and operation.
19. To restrict the activity of an employee organization on City facilities and on City time except as set forth in this Agreement.
20. To take any and all necessary steps and actions to carry out the service requirements and mission of the City in emergencies or any other time deemed necessary by the City and not specified above.
21. To make reasonable rules and regulations pertaining to employees consistent with this Agreement.

## B. Impact of Management Rights

Where required by law the City agrees prior to implementation to meet and confer or consult with the Association over the impact of the exercise of a management right upon the wages, hours, and terms and conditions of employment on unit members unless the impact consequences of the exercise of a management right upon unit members is provided for in this Memorandum of Understanding, Civil Service Rules and Regulations, or Departmental Rules and Regulations.

## C. Authority of Third Party Neutral – Management Rights

All management rights, powers, authority, and functions, whether heretofore or hereinafter exercised, shall remain vested exclusively with the City. No third party neutral shall have the authority to diminish any of the management rights which are included in this Agreement, exclusive of a competent court having subject matter jurisdiction.

# **8. RETIREMENT**

## A. Pension Reform Act of 2013 (PEPRA)

The Public Employee's Pension Reform Act of 2013 (PEPRA) and related Public Employees' Retirement law (PERL) amendments in Assembly Bill (AB) 340 became law on September 12, 2012, and the provisions were effective January 1, 2013.

The Police Unit and the City agree to implement all PEPRA provisions and all applicable amendments thereto. Effective January 1, 2013 PERS "Police Safety" employees defined by PEPRA as "*new members*" shall pay 50% of the total normal cost for the new Police-Safety pension formula 2.7%<sup>@57</sup>, with a three-year final compensation period. "*Classic members*" (employees hired prior to January 1, 2013) will retain the 3%<sup>@50</sup> Police – Safety PERS formula, 10% member contribution, with a one-year final compensation period.

Effective January 1, 2013 PERS "Miscellaneous" employees in the Police Unit (Public Safety Dispatchers and Community Service Officers) defined by PEPRA as "*new members*" shall pay 50% of the total normal cost for the new Miscellaneous pension formula 2%<sup>@62</sup>, with a three-year final compensation period. "*Classic members*" (employees hired prior to January 1, 2013) will retain the 2.7%<sup>@55</sup> Miscellaneous PERS formula, 8% member contribution (EPMC), with a one-year final compensation period.

The PEPRA defines a "*new member*" as: a) A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California public retirement system; b) A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system; c) A member who first

established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service greater than six months.

**B. Employees in PERS Safety Categories – Survivor Benefit**

Employees in the PERS safety categories are covered by the 4<sup>th</sup> Level of 1959 Survivor Benefits.

**9. HEALTH INSURANCE / FLEX PLAN**

**A. Health & Welfare Premiums**

The City shall offer employees and their eligible dependents, a health insurance program under the terms set forth below:

For all employees hired on or after July 1, 2018, and for all employees electing to do so, the City will contribute 85% of the REMIF EPO 500, PPO 500, and HSA medical plans, including Dental and Vision plans. For employees electing the REMIF EPO 250 plan, the City will contribute equivalent to the 85% portion for the EPO 500 plan.

After July 1, 2018, Unit members not currently enrolled in the City's health may enroll in the City health plans during any Open Enrollment period, or qualifying event. Unit members not enrolled in City health prior to July 1, 2018, will only be eligible for the 85% contribution plan, as described above, based on actual enrollments.

For employees hired before July 1, 2018, the City will continue to pay the rates for the REMIF health, dental and vision premiums of all Unit members, and will pay up to 50% of the insured dependent's health, dental and vision premiums for the number of family members insured.

Those employees who choose not to participate in the City's health plan must show proof of health insurance on another plan. An employee who is covered under a non-City health plan cannot enter the REMIF plan until the annual open enrollment period, or until a qualifying event occurs.

**B. Retiree Health Insurance**

A Unit member retiring with ten or more years of City of Ukiah service shall have the opportunity to purchase REMIF insurance coverage if offered by the carrier and subject to the carrier's requirements. The City must receive the monthly premium amount from the retiree prior to the carrier's billing due date. The City is not responsible for notifying the retiree when a payment is due. In the event the retiree does not make the monthly payment on time, the City shall drop the retiree from the insurance program. Once a retiree has discontinued coverage, she/he shall no longer be eligible to continue coverage at a later date. By participating, retirees agree to indemnify and hold the City harmless against all claims arising as a result of purchased coverage or the discontinuance thereof.

## 10. HOURS OF WORK/OVERTIME

### A. Hours of Work / Overtime:

1. Employees are entitled to contractual overtime when working hours in excess of their regular schedules as follows:
  - a. Employees on a 5/8 or 4/10 schedule are entitled to overtime if they work hours in excess of forty per week.
  - b. Employees on 12-hour shifts who are scheduled to work six 12-hour shifts per work period are entitled to overtime if they work hours in excess of seventy-two (72) per work period.
  - c. Employees on 12-hour shifts who are scheduled to work seven 12-hour shifts per work period are entitled to overtime if they work hours in excess of eighty-four (84) per work period.
2. Notwithstanding the contractual overtime provided for in this Agreement, the Police Department has established a fourteen (14) day 207(k) work period for all eligible sworn officers, regardless of rank. The fourteen (14) day 207(k) work period is authorized by the Fair Labor Standards Act (FLSA) at 29 U.S.C. section 207(k). Under the Police Department's fourteen (14) day 207(k) work period, no statutory overtime is owed unless an employee actually works in excess of eighty-six (86) hours in the fourteen (14) day work period. The Department's fourteen (14) day 207(k) work period starts and stops with the City's bi-weekly pay periods.
3. Overtime will be charged in increments of one-half hour. Any time worked from 1 to 30 minutes shall be computed as one half-hour of overtime.
4. Court overtime shall be paid at the rate of time-and-one-half, with a three (3) hour minimum.
5. For purposes of contractual overtime only, paid leave hours are treated as hours worked.

### B. Police Detective Bureau 4/10 Work Schedule Agreement:

Detectives will work 10 hours per day, either Monday through Thursday, or Tuesday through Friday, for a total of 80 hours per pay period.

- a. There will be no change in vacation or sick leave accrual rates.
- b. The employee will be required to use 10 hours per day for vacation, sick or other leave, as needed.
- c. If a City holiday occurs on a regularly scheduled 10-hour work day, the employee will be paid 8 hours holiday pay at straight time. The employee may supplement the remaining 2 hours pay with vacation or CTO accruals, or the

employee may work the remaining 2 hours on another day (or days) during the same work week, i.e. 32 hours worked in that week.

- d. If a City holiday occurs on an employee's regularly scheduled day off (i.e. Monday or Friday), the employee agrees to substitute another day off during the same pay period as their holiday.
- e. Furthermore, detectives will not be held to the 15 minutes early reporting requirement for briefing as stipulated in Item #2 of the 1984-85 Police Supervisory Unit Memorandum of Understanding.

## **11. PAID LEAVE**

### **A. Employee Sick Leave**

Sick leave benefits are to be used for medical and dental appointments and absences due to mental or physical illness, or personal injury only. These benefits are not to be used for any other purpose. Every regular, full time employee will accrue one sick day for each month of service.

Sick leave usage is computed in one-half hour increments. One half-hour increments shall be computed by rounding to zero for less than 15 minutes and rounding to 30 minutes for 15 minutes or more. During or after an absence due to illness, you may be required to furnish a doctor's written statement indicating the nature of your illness and your expected recovery time. If you have been ill for longer than five (5) consecutive days or suffered an acute injury, you may be asked to obtain a doctor's release before returning to work.

When all sick leave benefits have been used, you may use your accrued vacation benefits. If you have used both the sick and vacation accrual, you may submit a request to the City Manager for up to a thirty day unpaid leave of absence in special consideration for extended serious illness or injury. (Also refer to Section 4.05.5, Family and medical leave Act, which may also apply.) Sick leave benefits will not be accumulated during unpaid leaves of absence.

There is no maximum on the accumulation of unused sick leave. Upon retirement from City service, your unused sick leave will be converted to additional service credits at the rate of .004 years of service credit for each day of unused sick leave.

If you are going to be absent, you must notify your supervisor as soon as possible of your inability to work, normally no later than the start of your shift.

Sick leave is a privilege. Violations or abuse will result in disciplinary action.

## B. Family Sick Leave

Employees who accrue sick leave may use up to the equivalent of six (6) months of their annual sick leave accrual — or up to six (6) days per calendar year, whichever is greater — to attend to the diagnosis, care, treatment, or preventive care of a family member.

For purposes of this section, a *family member* includes a child (biological, adopted, foster, stepchild, legal ward, or a child of a person standing in loco parentis), parent (biological, foster, adoptive, stepparent, legal guardian, or parent of the employee's spouse or registered domestic partner), spouse, registered domestic partner, grandparent, grandchild, sibling, and one designated person as provided by law.

Family Sick Leave is deducted from an employee's accrued sick leave balance and does not provide additional paid leave.

## C. Holidays

Employees are provided with the following paid holidays:

<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Year's Day
3rd Monday, January	Martin Luther King, Jr. Birthday
3rd Monday, February	President's Day (Washington's Birthday)
Last Monday, May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
1st Monday, September	Labor Day
2nd Monday, October	Indigenous Peoples' Day/Columbus Day
November 11	Veterans Day
4th Thursday, November	Thanksgiving Day
4th Friday, November	Day following Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve



Holiday Premium Pay: Holiday Premium Pay will be provided only to Unit members who are regularly scheduled to work on City-recognized holidays.

Holiday Premium Pay applies when a Unit member regularly works during the “actual” holiday date as it falls on the calendar, even if the City observes the holiday on an alternate date. For example, if Christmas Day falls on a Sunday but the City observes the holiday on the following Monday, only those employees who work on Sunday (the actual holiday) will receive Holiday Premium Pay.

Holiday Premium Pay will be paid at the rate of two and one-half (2½) times the employee’s regular hourly rate of pay for all hours worked during the 24-hour period of the recognized holiday (midnight to midnight). Unit members who do not work on the holiday will continue to receive eight (8) hours of holiday pay at straight time.

#### D. Vacation Leave

Vacations are designed to provide time away from work for rest and relaxation. Therefore, you are urged to use vacation benefits each year that they accrue. The maximum accrual is twice the annual rate. Once this maximum is reached, no additional time will be accrued until you have used enough of your vacation to stay within the maximum. As you use your time, you will accrue additional hours until the maximum is once again reached.

During vacation, salary and other benefits will continue without interruption. If a holiday occurs during a vacation period, that day will not be charged to vacation time. If an employee becomes sick during his/her vacation, he/she may charge accrued sick leave credits for the days of illness. Vacation accrual will be suspended during unpaid leaves of absence.

Vacation requests must be submitted in written form and approved by your supervisor in advance, with due regards to the needs of your Department. No vacation will be granted until the time is actually accrued.

Employees who terminate their employment with the City will be paid for any unused accrued vacation. Salary will not be paid in lieu of time off work due to any other type of paid leave, except as otherwise allowed by this MOU.

Vacation is earned and accrued hourly each pay period according to the following schedules:

**Police Officers/Sergeants** accrue vacation according to the following schedule:

<b>Years of Service</b>	<b>Hours Per Pay Period</b>	<b>Maximum Accrual</b>
0 – 3 Years	4.2 Hours	218.40 Hours



4 – 8 Years	4.8 Hours	249.60 Hours
9 – 15 Years	6.3 Hours	327.60 Hours
16 +	7.0 Hours	364.00 Hours

**Police Management (exempt)** accrue vacation according to the following schedule:

<b>Years of Service</b>	<b>Hours Per Pay Period</b>	<b>Maximum Accrual</b>
0 – 3 Years	5.6 Hours	307.20 Hours
4 – 8 Years	6.2 Hours	338.40 Hours
9 – 15 Years	7.7 Hours	416.40 Hours
16 +	8.4 Hours	452.80 Hours

#### Vacation Cash Out

All unit members may cash out one (1) week (40 hours) vacation, not to exceed two (2) times per fiscal year. To be eligible, the employee must have a remaining vacation balance of at least one hundred twenty (120) hours after the cash out. Approval of cash-out requests is subject to the City's payroll processing timelines and applicable administrative procedures.

#### Management Incentive Pay

The City provides 104 hours of Management Incentive Pay per fiscal year to Police Management personnel on July 1, on a non-accruing basis. Management Incentive Pay can be taken as cash payment at straight time only. New and promotional employees shall be granted pro-rated Management Incentive Pay beginning the first full pay period following date of hire.

**Public Safety Dispatcher/Community Services Officer** vacation is earned and accrued hourly each pay period according to the Miscellaneous Unit vacation schedule, as follows:

<b>Years of Service</b>	<b>Hours Per Pay Period</b>	<b>Maximum Accrual</b>
0 – 3	4.0 Hours	224.0 Hours
4 – 8	4.7 Hours	260.4 Hours

9 – 15	6.2 Hours	338.4 Hours
16 – 19	6.8 Hours	369.6 Hours
20 Plus	8.0 Hours	432.0 Hours

When staff shortages prevent unit members from taking vacation, they may continue to accrue hours of vacation leave, even if they have accrued the maximum number of vacation leave hours allowed under applicable provisions of previous MOU's and personnel policies. The Director of Public Safety must approve such excess accruals and provide written notice of his approval to the Personnel Department.

#### E. Bereavement Leave

A Unit member shall be entitled to a maximum of three (3) days leave of absence without loss of salary for the death of any member of his immediate family. If travel exceeding 350 miles one way is required, an employee may be granted a maximum of two (2) days additional paid bereavement leave. This leave shall not be charged to sick leave.

Member of the "immediate family" is defined as the father, mother, grandfather, grandmother, a grandchild of the employee or the employee's spouse, and the spouse, son, stepson, foster son, son-in-law, daughter, stepdaughter, foster daughter, daughter-in-law, brother or sister of the employee, any relative living in the immediate household of the employee, or any person who has served as a surrogate parent of the employee or of the employee's spouse.

## **12. UNPAID LEAVE**

You may request an unpaid leave of absence for periods of up to thirty days. Any unpaid leave may be granted with approval of the City Manager. In deciding whether to grant the request the City Manager may consider the reason for the leave (ex: extend pregnancy leave beyond disability; extended illness due to injury where accumulated sick and vacation leave, CTO and any other accrued paid leave have been used), the department's work load, and the availability of qualified staff to handle the work load.

If you are seeking an unpaid leave, you must submit a written request to your supervisor, stating the reason for and duration of the leave. Sick or vacation accrual, retirement, uniform allowance, medical coverage or related benefits are not paid or credited while an employee is on unpaid leave of absence. You will begin to receive these benefits again when you return to work. You may keep your medical insurance in effect by pre-paying the full monthly premium.

An employee who takes a personal leave of 30 days or less will be returned to his/her present position or to a substantially similar position. If no position is available due to staff reduction, the

employee will be placed on layoff. Employees who do not report to work on the next working day, without prior authorization of the City, may be administratively terminated upon expiration of the leave.

### **13. SPECIAL PAYS**

#### **A. Training Specialty Pay**

The City shall pay five percent (5%) of the sum of base salary to employees formally, routinely, and consistently assigned as Field Training Officer, Dispatch Trainer, or Training Sergeant.

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

#### **B. Bilingual Incentive Pay**

The City will 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 monthly 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 incentive premium of three percent (3%) of base monthly 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.

#### **C. Educational Incentive**

The City shall pay employees for completing educational courses, certificates, and degrees that enhance their ability to do their job as follows:

- a. Sergeants: An educational incentive premium of two percent (2%) of base salary shall be paid to Sergeants who attain a Bachelor's degree or higher

awarded by a community college, college, or university accredited by a national or regional accrediting body recognized by the United States Department of Education.

b. Lieutenants and Captains: An educational incentive premium shall be paid to Lieutenants and Captains as follows:

- i. Two- and one-half percent (2.5%) of base salary for an Associate's degree awarded by a community college, college, or university accredited by a national or regional accrediting body recognized by the United States Department of Education.
- ii. Five percent (5%) of base salary for a Bachelor's degree or higher awarded by a community college, college, or university accredited by a national or regional accrediting body recognized by the United States Department of Education.
- iii. The two educational incentives pertaining to Lieutenants and Captains are exclusive of each other and a Lieutenant or Captain may only receive one of the two education incentives. Thus, the maximum education incentive for Lieutenants and Captains is five percent (5%).

c. Public Safety Dispatchers: An educational incentive premium shall be paid to Public Safety Dispatchers as follows:

- i. A POST incentive premium of two and a half percent (2.5%) of base salary shall be paid to employees who obtain and maintain a POST Advance Certificate.
- ii. An educational incentive premium of two and a half percent (2.5%) shall be paid to employees who obtain and maintain an Emergency Medical Dispatcher Certificate and an Emergency Fire Dispatcher Certificate from the International Academics of Emergency Dispatch along with any other requirements imposed for a medical/fire dispatch center by the local emergency medical services agency (LEMSA) and/or the Ukiah Valley Fire Authority.

d. Communications Supervisor: An educational incentive premium shall be paid to the Communications Supervisor as follows:

- i. A POST incentive premium of two and a half percent (2.5%) of base salary shall be paid to employees who obtain and maintain a POST Supervisory Certificate.
- ii. An educational incentive premium of two and a half percent (2.5%) shall be paid to employees who obtain and maintain an Emergency Medical

Dispatcher Certificate and an Emergency Fire Dispatcher Certificate from the International Academics of Emergency Dispatch along with any other requirements imposed for a medical/fire dispatch center by the local emergency medical services agency (LEMSA) and/or the Ukiah Valley Fire Authority.

e. Communications and Records Manager: An educational incentive premium shall be paid to the Communications and Records Manager as follows:

- i. A POST incentive premium of two and a half percent (2.5%) of base salary shall be paid to employees who obtain and maintain a POST Supervisory Certificate and POST Records Supervisor Certificate.
- ii. An educational incentive premium of two and a half percent (2.5%) shall be paid to employees who obtain and maintain an Emergency Medical Dispatcher Certificate and an Emergency Fire Dispatcher Certificate from the International Academics of Emergency Dispatch along with any other requirements imposed for a medical/fire dispatch center by the local emergency medical services agency (LEMSA) and/or the Ukiah Valley Fire Authority.

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

#### D. Detective Pay

The City shall pay five percent (5%) of the sum of base salary to employees formally, routinely, and consistently assigned as a Detective.

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

#### E. Non-Pensionable Hybrid Longevity/Education Incentive for Officers and Sergeants

Effective September 19, 2022, the longevity/educations incentive was eliminated and converted to two (2) extra steps (2.5% each, for a total of 5%) on the salary table for all Association classifications (Community Services Officer, Crime Analyst/Evidence Technician, Dispatcher, Communications Supervisor, Communications/Records Manager, Police Officer, Police Sergeant, Police Lieutenant, and Police Captain). Upon ratification of this agreement, Association members who are currently receiving the longevity/educational incentive will advance to the next Step on the salary table (or Step 7 on the new salary table if already topped out at Step 5 of the current salary table). All other Association members, who are currently topped out at Step 5, will advance to Step 6 or Step 7 based upon years of service and date of last step increase.

#### F. Longevity Performance Program

An employee is eligible for Longevity Performance Pay if the following apply:

1. Employee has worked full time, including full time limited-term assignments exceeding one (1) year, for the City of Ukiah for a minimum of seven (7) years, and
2. Employee has received a satisfactory or above rating on his/her last annual performance evaluation.

Such employee will be eligible to receive a lump sum payment on their anniversary date each year in which he/she receives a satisfactory or above rating on his/her last annual performance evaluation according to the following schedule:

- a. Upon the 7<sup>th</sup> anniversary date of employment, and each year thereafter in which the employee receives a satisfactory or above performance evaluation rating, on their anniversary date, a full time employee with the City of Ukiah will receive \$1,000.
- b. Upon the 12<sup>th</sup> anniversary date of employment, and each year thereafter in which the employee receives a satisfactory or above performance evaluation rating, on their anniversary date, a full time employee with the City of Ukiah will receive \$2,500.
- c. Upon the 20<sup>th</sup> anniversary date of employment, and each year thereafter in which the employee receives a satisfactory or above performance evaluation rating, on their anniversary date, a full time employee with the City of Ukiah will receive \$3,500.

The lump sum payment will not adjust the salary range, and will not count toward the calculation of annual salary for the purpose of computing life insurance coverage or long-term disability (LTD) wages.

#### G. Traffic Officer Pay

The City shall pay five percent (5%) of the sum of base salary to employees formally, routinely, and consistently assigned as a Traffic Officer.

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

#### H. POST Incentive Pay

The City shall pay Lieutenants and Captains for obtaining and maintaining Peace Officer Standard Training ("POST") certification as follows:

- a. Two- and one-half percent (2.5%) of base salary for obtaining and maintaining a POST Supervisory Certificate.
- b. Five Percent (5%) of base salary for obtaining and maintaining a POST Management Certificate.
- c. POST Incentive premiums are exclusive of each other and cannot be combined. Thus, the maximum POST incentive for Lieutenants and Captains is five percent (5%).

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

**I. School Resource Officer**

The City shall pay five percent (5%) of the sum of base salary to employees formally, routinely, and consistently assigned as a School Resource Officer.

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

**J. Task Force**

The City shall pay five percent (5%) of the sum of base salary to employees formally, routinely, and consistently assigned to the Mendocino Major Crimes Task Force (MMCTF).

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

**K. Special Enforcement Team**

The City shall pay five percent (5%) of the sum of base salary to employees formally, routinely, and consistently assigned to a Special Enforcement Team (SET).

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

**14. MISCELLANEOUS PROVISIONS**

**A. Uniform Allowance**

Unit members receive \$1,000.00 per fiscal year in Uniform Allowance, payable on a bi-weekly basis as earned, or \$38.46 per pay period, subject to ordinary income taxes. This allowance is to be used for the purchase, rental and/or maintenance of required uniform clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and

maintain. This excludes items that are solely for personal health and safety such as protective vests, pistols, bullets, and safety shoes. This provision is in accordance with PERS special compensation regulations. Employees hired after July 1 of any fiscal year will receive \$1,000 pro-rated among the remaining pay periods for that year.

It will be each Unit member's responsibility to purchase and maintain their uniforms in a clean and orderly condition in accordance with departmental Standard Operating Procedures (SOP). Employees who do not adhere to the policies outlined in the MOU and the SOP's to maintain professional attire in the course of their duties may be subject to discipline.

Uniform allowance shall not be paid to any employee who is absent for any 90-calendar day period due to sick leave, compensating time off, or any unpaid leave for the period of time in which the employee is absent.

The City agrees to pay for Police Department uniform patches at an approximate cost of \$200.00 per year to the City.

B. Compensatory Time Off (CTO)

Unit members may accrue CTO at the time and a half rate up to a maximum of 120 hours each in both the cashable and non-cashable CTO banks. The current cash-out allowed in the cashable CTO bank remains a maximum of 80 hours per fiscal year.

C. Section 125 Plan

The City will provide a Section 125 (Cafeteria) Plan for Police Unit employees.

D. Physical Fitness Program

Police Captains who complete at least 30 minutes of aerobic exercise six or more times per any two-week period will receive a flat rate of \$40 per month as a Health and Fitness incentive. Members must exercise on off-duty time and are required to provide weekly documentation on the exercise log. Log entries will be approved by the Watch commander similar to overtime authorization. Compensation shall be paid quarterly. Authorized exercise documentation must be provided to the Payroll Department for quarterly payment. If an employee fails to meet the qualification in any one pay period, they shall forfeit one-half of their month's compensation. This shall be considered special compensation for additional services outside regular duties and/or a bonus for duties performed after regular shift work. Aerobic exercise is defined as an exercise which works your cardiomuscular and cardiopulmonary systems beyond its normal working capacity for a prolonged period of time which forces your system to improve its capacity to handle oxygen.



The value or availability of the benefits provided in this Addendum may depend on their tax treatment by the state or federal government or the decisions of other government agencies or departments. The City will endeavor to obtain the most favorable treatment legally possible from these other governmental entities. However, the City makes no representation concerning the value of such benefits to unit members or how such benefits will be taxed or otherwise treated by other agencies or departments. The City's obligations under this Addendum are limited to the direct cost of providing the benefits and shall not be increased in any way by the decision of any such agency or department.

E. Safety Equipment Repayment Program

The City is willing to establish an equipment loan repayment program for Police Officers and Sergeants. When an officer buys a weapon or piece of safety equipment for \$100 to \$1,000 for work purposes, they may request the City to finance the equipment upon submitting the receipt to the Finance Department. The maximum loan at any one time cannot exceed \$1,000. Bi-weekly repayment of this loan will be taken as an automatic payroll deduction from the employee's paycheck. Bi-weekly repayment amounts are based on a two-year payback schedule. A form will be provided for the employee to sign regarding the bi-weekly amount for the automatic payroll deduction. Any employee who has a loan outstanding when leaving the employ of the City will have the outstanding loan amount taken out of their last paycheck. No employee will be eligible for a loan unless they have signed a form consenting to the payroll deductions as outlined above.

F. Residency Requirement

The residency requirement response time for Police Officers and Sergeants will be 45 minutes from the Civic Center. Public Safety Dispatchers have no residency response requirements.

G. Out of Classification Pay

Any employee properly and formally assigned to perform the duties of a higher pay classification for a full day or more shall receive pay at the rate of 5% or Step 0 of the higher classification, whichever is higher.

Subject to the PERL and CalPERS' regulations and guidance, this is reportable to CalPERS as special compensation only when the employee: (1) is a Classic member, (2) has completely taken over the duties and responsibilities of the upgraded position; and (3) is relieved of the duties of their regular position while working in the in the upgraded position.

H. Wireless Communications Stipend

For those members choosing to receive a stipend pursuant to the Police Department's wireless communication stipend policy, the Unit agrees that the stipend does not

constitute an increase in base pay, nor will it be included in the calculation of overtime, percentage increases to base pay due to salary adjustments, job upgrades, retirement or other compensation increases. The stipend will be itemized in payroll and reported on the employee's W-2, subject to applicable income withholding tax.

I. Meal Breaks

Police Officers and Public Safety Dispatchers meal break time shall be 45 minutes, subject to call.

J. Emergency Meals

Employees required to work in increments of four (4) consecutive hours outside of their normal working day because of an emergency situation which does not allow the employee to provide for a meal shall be furnished one meal for each four (4) hours worked if not furnished from other sources.

K. Equipment Provision

1. The City and Unit agree the City will provide one rechargeable flashlight for each patrol unit. The City will offer each member of the Unit a standard issue police pistol with holster, magazines, and magazine holder. If accepted, that shall be the equipment used by the officer. The City will offer each member of the Unit a bullet-proof vest. The Police Chief shall issue departmental regulations regarding the wearing of vests.

2. The City and the Unit agree all safety equipment has been provided to all employees hired prior to August 1, 1985, through the uniform allowance. For each employee hired after August 1, 1985, the City agrees the following is safety equipment and will provide same in addition to the uniform allowance, if requested by the employee:

- Items listed in item (1) above
- Baton and Ring
- Rain Gear, Including Cap and Boots
- Helmet
- OC and Holder
- Sam Brown Belt with Four (4) Keepers
- Handcuff and Case
- Key Ring

The City and the Unit agree that for those employees hired prior to August 1, 1985 the City will replace, as needed and as approved by the Chief of Police, the above listed equipment. Any such equipment replaced by the City is, and shall remain,

the property of the City. The City and the Unit agree the City assumes no responsibility for equipment not purchased or owned by the City.

The Police Sergeants shall be responsible for replacement of the following items:

- Police Jumpsuits
- Baseball Cap
- Mace Holder
- Flashlight and Batteries
- Rain Gear and Boots
- Name Tags
- Dress Hats and Chin Straps
- Uniforms and Accoutrements
- Whistle

Replacement at City expense of eyeglasses and job required equipment damaged or destroyed while on duty to be considered on the merits of each individual case.

L. Probationary Period

All Police Unit employees shall serve a twelve (12) month probationary period. Vacation and sick time accrued during the probationary period may be used as it is accrued.

M. Tobacco Use

As a condition of employment, any person hired in this Unit as a sworn officer must be a non-user of tobacco products in any form and shall refrain from smoking tobacco or any other substances. Any employees hired before September 1, 1993 will be grandfathered relating to this condition.

The City-wide Tobacco Use Policy also applies to employees in this Unit.

N. Call-Back Pay

Call Back Pay is determined on the basis of 2-hour minimum at time-and-a-half for the first call out in any 24-hour period beginning at 0800 hours daily and 1 hour minimum for subsequent calls within that period.

Any Detective responding to the first call-back of a shift shall be paid a three (3) hour minimum at time and one half pay.

O. Standby Pay

For Police Department shift employees, four (4) hours standby pay will be paid when a police shift employee is required to standby on his regular day off regardless as to whether those days off fall on a week day or weekend.

P. No Strike/Job Action Provision

1. Prohibited Conduct

The Unit, its officers, agents, representatives, and/or members when on duty, agree they will not call, cause, engage, or condone any strike, walkout, sit down, work stoppage, slowdown, sickout, blue flu, pretended illness, or engage or honor any other form or type of job action by unit employee or by any other employees of the City or employees of any other employer by withholding or refusing to perform services or honor any type or form of picket line of any union or employee organization.

2. Employee Termination

Any employee who participates in any conduct prohibited in Section 1 above shall be considered on unauthorized absence and shall be subject to discharge or other disciplinary action by the City, regardless of whether or the Association carries out in good faith its responsibilities set forth below.

3. Association Responsibilities

a. In the event that the Association, its officers, agents, representatives, and/or members engage in any of the conduct prohibited in Section 1 above, the Association shall immediately instruct any persons engaging in such conduct that their conduct is in violation of this Memorandum of Understanding and unlawful, and they must immediately cease engaging in conduct prohibited in Section 1 above, and return to work.

b. If the Association performs all of the responsibilities in good faith set forth in 3a above, its officers, agents and representatives shall not be liable for damages for prohibited conduct performed by employees who are covered by this Agreement in violation of Section 1 above.

Q. No Lock Out

The City agrees it shall not lock out employees during the term of a valid MOU.

R. Continuation

The City and the Unit agree that all conditions of employment established by City policy, including all conditions affecting wages, hours, and working conditions that are not specifically addressed in this Memorandum of Understanding, shall continue in effect and shall not be affected by the terms of this Memorandum of Understanding.

The value or availability of the benefits provided in the Memorandum of Understanding as originally worded or as amended from time to time may depend on their tax treatment

by the state or federal government or the decisions of other government agencies or departments, such as, but not limited to, the Public Employees Retirement System. The City will endeavor to obtain the most favorable treatment legally possible from these other governmental entities. However, the City makes no representation concerning the value of such benefits to unit members or how they will be taxed or otherwise treated by other agencies or departments. The City's obligations under this Memorandum of Understanding are limited to the direct cost of providing the salary and benefits as described in the Memorandum of Understanding. The City shall have no additional financial obligation, even if the tax or other treatment of such salary or benefits by other agencies or departments reduces or eliminates their value to the employee.

#### S. Shift Differential

The City shall pay employees whose regularly scheduled work shift begins at 11:00 AM or later, and ends no later than 7:00 AM the following day, a shift differential of two dollars (\$2.00) per hour for each hour actually worked during their regularly-scheduled shift.

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

This Memorandum of Understanding is ratified and adopted pursuant to the recommendations of the following representatives this 6th day of October, 2025.

#### **CITY OF UKIAH**



Sage Sangiacomo, City Manager

#### **UKIAH POLICE OFFICERS ASSOCIATION**



Adam Elledge (Dec 31, 2025 15:03:19 PST)

Adam Elledge, President



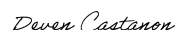
ZHONGHAO CHEN (Jan 7, 2026 12:15:59 PST)

Zhonghao Chen, Vice President



Hailey Randall (Dec 17, 2025 08:36:14 PST)

Hailey Randall, Treasurer



Deven Castanon, Secretary

## **EXHIBIT A Police Unit Classifications**

Community Services Officer

Communications/Records Manager

Communications Supervisor

Crimes Analyst

Police Captain

Police Officer I

Police Officer II

Police Officer III

Police Lieutenant

Police Sergeant I

Police Sergeant II

Public Safety Dispatcher

## **EXHIBIT B Police Unit Salary Schedule**












# Police Unit Comprehensive MOU 2025-2028 (2)

Final Audit Report

2026-01-07

Created:	2025-12-17
By:	Sheri Mannion (smannion@cityofukiah.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtS77RH2TGew4gmWgE1Ab4KG5zjU-AE


## "Police Unit Comprehensive MOU 2025-2028 (2)" History

-  Document created by Sheri Mannion (smannion@cityofukiah.com)  
2025-12-17 - 4:20:36 PM GMT
-  Document emailed to aelledge@cityofukiah.com for signature  
2025-12-17 - 4:22:36 PM GMT
-  Document emailed to zchen@cityofukiah.com for signature  
2025-12-17 - 4:22:36 PM GMT
-  Document emailed to Hailey Randall (hgupta@cityofukiah.com) for signature  
2025-12-17 - 4:22:36 PM GMT
-  Document emailed to Deven Castanon (dcastanon@cityofukiah.com) for signature  
2025-12-17 - 4:22:36 PM GMT
-  Document emailed to Sage Sangiacomo (ssangiacomo@cityofukiah.com) for signature  
2025-12-17 - 4:22:37 PM GMT
-  Email viewed by Deven Castanon (dcastanon@cityofukiah.com)  
2025-12-17 - 4:29:36 PM GMT
-  Document e-signed by Deven Castanon (dcastanon@cityofukiah.com)  
Signature Date: 2025-12-17 - 4:30:07 PM GMT - Time Source: server
-  Email viewed by Hailey Randall (hgupta@cityofukiah.com)  
2025-12-17 - 4:32:36 PM GMT
-  Document e-signed by Hailey Randall (hgupta@cityofukiah.com)  
Signature Date: 2025-12-17 - 4:36:14 PM GMT - Time Source: server
-  Document e-signed by Sage Sangiacomo (ssangiacomo@cityofukiah.com)  
Signature Date: 2025-12-19 - 0:50:08 AM GMT - Time Source: server



 Email viewed by aelledge@cityofukiah.com


2025-12-31 - 9:26:18 PM GMT

 Signer aelledge@cityofukiah.com entered name at signing as Adam Elledge

2025-12-31 - 11:03:17 PM GMT

 Document e-signed by Adam Elledge (aelledge@cityofukiah.com)

Signature Date: 2025-12-31 - 11:03:19 PM GMT - Time Source: server

 Email viewed by zchen@cityofukiah.com

2026-01-07 - 8:15:17 PM GMT

 Signer zchen@cityofukiah.com entered name at signing as ZHONGHAO CHEN

2026-01-07 - 8:15:57 PM GMT

 Document e-signed by ZHONGHAO CHEN (zchen@cityofukiah.com)

Signature Date: 2026-01-07 - 8:15:59 PM GMT - Time Source: server

 Agreement completed.

2026-01-07 - 8:15:59 PM GMT