



**SIDE LETTER AGREEMENT BETWEEN THE CITY OF  
PETALUMA AND THE PETALUMA PROFESSIONAL AND  
MID-MANAGERS ASSOCIATION, UNITS 4, 9, AND 11**

The representatives of the City of Petaluma and the Petaluma Professional and Mid-Managers Association (PPMMA), Units 4, 9, and 11, have met and conferred and reached agreement on this Side Letter of Agreement. The parties agree to the following:

**A. Term**

The MOU shall have a term of one (1) year.  
MOU Section 1 is modified as follows:

**SECTION 1 TERM OF AGREEMENT**

**1.1 Effective Date**

This Memorandum of Understanding (MOU) shall be effective for the period commencing ~~January 1, 2019~~ July 1, 2020 and ending June 30, ~~2021~~2020.

**B. Wages**

MOU Section 6.1 is modified as follows:

**SECTION 6 SALARIES**

**6.1 Salaries**

Effective the first full pay period in July 2020, all unit members shall receive a one point five percent (1.5%) base wage increase.

Salary ranges shall be as specified in Exhibit "A."

**C. Holidays**

MOU Section 10 (Unit 9) and 11 (Units 4 & 11) is modified as follows:  
[note: edits to Section 10.1 (Unit 9) also apply to Section 11.1 (Units 4 & 11)]:

**SECTION 10 / 11 HOLIDAYS**

10.1

Holidays – Fixed Holidays

The City shall observe twelve (12) fixed-date holidays. These holidays shall be established for the City's fiscal year as determined by City Council resolution.

The holidays for fiscal year 2020-21 ~~years 18/19 and 19/20~~ are as follows:

Independence Day	Christmas Eve
Labor Day	Christmas Day
Columbus Day	New Year's Day
Veterans' Day	Martin Luther King Day
Thanksgiving Day	Presidents' Day
Day after Thanksgiving	Memorial Day

**As soon as administratively feasible (including agreement by all impacted bargaining units), the Parties agree to replace Columbus Day with Cesar Chavez Day. The parties understand that holidays are adopted on a fiscal year basis.**

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**D. Reopeners**

MOU Section 43 (Units 4 & 9) and 44 (Unit 11) is modified as follows:  
[note: edits to Sections 43.3 – 43.4 (Units 4 & 9) also apply to Sections 44.3 - 44.4 (Unit 11)]:

**SECTION 43 / 44    OTHER**

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43.3

Classification and Compensation Study

The City and PPMMA mutually agreed to conduct a professional classification and compensation study and jointly selected Ralph Andersen & Associates to conduct the study. ~~The parties agree to meet and confer and mutually agree on a subsequent Side Letter Agreement covering the additional details of the study.~~

**No later than December of 2020, the Parties will meet to:**

- i. **Review revisions to the Study as proposed by PPMMA.**

- ii. Review proposed internal benchmarks.
- iii. Meet and confer over goals for implementing the Classification and Compensation Study.

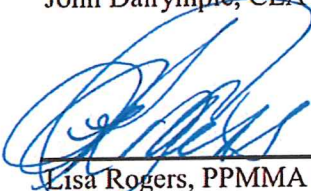
The parties agree that the completion of the study in no way obligates the City to a pre-determined level of pay. Rather the City and the Association agree that review of compensation and benefits packages of comparator agencies is a valuable exercise when developing salary and benefits recommendations for Petaluma employees. Negotiations over the implementation of any equity adjustments based on the study will occur as part of the negotiations over a successor MOU.

43.4

Non-Economic Reopeners  
No later than December of 2020, the Parties will meet and confer over non-economic changes to the MOU, including possible consolidation of the three MOUs into a single document and language cleanup. All changes will be by mutual agreement. Nothing in this section precludes either party from making additional non-economic proposals during the bargaining over a successor agreement.

**PETALUMA PROFESSIONAL AND MID-MANAGERS ASSOCIATION**

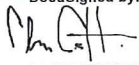
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 10/2/2020  
 \_\_\_\_\_  
 Date  
 John Dalrymple, CEA Associate

  
 \_\_\_\_\_  
 Date  
 Lisa Rogers, PPMMA President

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 10/1/2020  
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 Date  
 Jared Hall, PPMMA Vice-President

**CITY OF PETALUMA**

DocuSigned by:  
  
10/6/2020  
Peggy Flynn, City Manager Date

DocuSigned by:  
  
10/6/2020  
Charles Castillo, Director of Human Resources Date

**EXHIBIT A – SALARY TABLE  
PPMMA**

**EFFECTIVE FIRST FULL PAY PERIOD IN JULY 2020**

**Unit 4 – Professional**

<b>Classification</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
ACCOUNTANT	31.61	33.19	34.84	36.58	38.40
ACCOUNTANT ANALYST	34.89	36.62	38.45	40.39	42.41
ASSISTANT ENGINEER I	32.87	34.52	36.23	38.04	39.94
ASSISTANT ENGINEER II	38.35	40.29	42.30	44.41	46.63
ASSOCIATE CIVIL ENGINEER	43.87	46.06	48.36	50.77	53.32
COMMUNITY ENGAGEMENT LIAISON	26.24	27.55	28.93	30.38	31.89
ECONOMIC DEVELOPMENT SPECIALIST	29.23	30.81	32.39	33.96	35.54
ENVIRONMENTAL SRV ANALYST	36.52	38.34	40.27	42.26	44.39
INFO TECH SPECIALIST III	39.15	41.11	43.17	45.32	47.60
MANAGEMENT ANALYST I	30.22	31.72	33.30	34.97	36.71
MANAGEMENT ANALYST II	34.89	36.62	38.45	40.39	42.41
NEIGHBORHOOD PRESERV COORD	35.77	37.57	39.42	41.39	43.48
PROGRAMMER ANALYST	37.52	39.38	41.35	43.43	45.59
PROJECT MANAGER	40.56	42.59	44.73	46.96	49.30
REC COORDINATOR	23.51	24.71	25.91	27.22	28.57
SENIOR ACCOUNTANT	39.87	41.88	43.96	46.16	48.48
SENIOR LABORATORY ANALYST	33.22	34.88	36.62	38.45	40.39
LMT TERM TRANSIT MRKT COORDINT	29.23	30.81	32.39	33.96	35.54

**Unit 9 – Mid-Managers**

<b>Classification</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
AIRPORT & MARINA MANAGER	43.72	45.92	48.19	50.62	53.16
ASSISTANT OPERATIONS MANAGER	43.72	45.92	48.19	50.62	53.16
ASSISTANT PUBLIC WORKS & UTILITIES DIR.	61.78	64.87	68.11	71.50	75.09
CHIEF BLDG OFFICIAL	50.67	53.20	55.86	58.66	61.60
CITY ENGINEER	57.72	60.62	63.64	66.82	70.15
COMMERCIAL SERVICES MANAGER	44.82	47.06	49.40	51.88	54.45
DEPUTY DIR OF ENVIRONMENTAL SVS	58.57	61.50	64.57	67.79	71.19
DEPUTY DIR OF OPERATIONS	56.15	58.98	61.93	65.02	68.26
DEPUTY DIR OF PARKS & RECREATION	54.73	57.48	60.33	63.35	66.52
ECONOMIC DEV / REDEV MANAGER	56.04	58.85	61.78	64.86	68.10
ENVIRONMENTAL SERVICES SUPERVISOR	45.32	47.60	49.97	52.47	55.08
ENVIRONMENTAL SERVICES MANAGER	55.77	58.57	61.50	64.56	67.80

GEO INFO SYS MANAGER	44.38	46.59	48.91	51.36	53.92
HOUSING ADMINISTRATOR	48.78	51.21	53.76	56.46	59.29
HOUSING MANAGER	51.22	53.76	56.45	59.29	62.25
INFORMATION TECHNOLOGY MANAGER	47.48	49.85	52.33	54.95	57.69
MECH & ELECTRICAL MAINT SUPERVISOR	44.86	47.11	49.46	51.94	54.53
OPERATIONS MANAGER	53.48	56.17	58.97	61.93	65.01
PARKS & FACILITIES MAINT MANAGER	47.59	49.98	52.47	55.08	57.84
PRINCIPAL FINANCIAL ANALYST	45.71	47.99	50.38	52.90	55.54
RECREATION SUPERVISOR	34.23	35.93	37.73	39.62	41.59
SENIOR CIVIL ENGINEER	47.32	49.68	52.16	54.77	57.50
SENIOR MANAGEMENT ANALYST	41.08	43.14	45.28	47.54	49.93
SENIOR PLANNER	41.08	43.14	45.28	47.54	49.93
SENIOR TRAFFIC ENGINEER	52.05	54.66	57.38	60.25	63.25
TRANSIT MANAGER	50.93	53.47	56.17	58.96	61.93
WATER RECYCL PLANT OPS SUPERVISOR	48.50	50.92	53.46	56.14	58.94

### Unit 11 – Confidential

#### Professional

Classification	1	2	3	4	5
ACCOUNTANT (assigned to Payroll)	31.61	33.19	34.84	36.58	38.40
HUMAN RESOURCES ANALYST I	30.77	32.31	33.91	35.61	37.39
HUMAN RESOURCES ANALYST II	36.19	37.99	39.89	41.89	43.98

\*The position of Accountant assigned the responsibility of the payroll function.

#### Mid-Manager

Classification	1	2	3	4	5
EXEC ASSISTANT TO CITY MGR	32.56	34.19	35.91	37.69	39.59
FINANCE & ACCOUNTING MANAGER	44.38	46.59	48.91	51.36	53.92
HUMAN RESOURCES ANALYST III	39.64	41.62	43.70	45.89	48.17
LEGAL ASSISTANT	31.57	33.16	34.80	36.55	38.36
RISK & SAFETY OFFICER	53.63	56.32	59.14	62.09	65.19
RISK MANAGER	55.77	58.58	61.51	64.57	67.80