



SIDE LETTER AGREEMENT BETWEEN THE CITY OF  
PETALUMA AND THE AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL EMPLOYEES,  
LOCAL 675, UNITS 1, 2, AND 3

The representatives of the City of Petaluma and the American Federation of State, County and Municipal Employees (AFSCME), Local 675, Units 1, 2, and 3, have met and conferred and reached agreement on this Side Letter of Agreement. The parties agree to the following:

**A. Work Boots**

Modify Section 7.2 Special Compensation – Work Boots of the MOU as follows:

7.2 Special Compensation – Work Boots

The City shall pay the cost of replacement and/or repair of work boots up to two hundred and seventy-five dollars (\$275.00) per fiscal year per eligible employee as specified below. Replacement and/or repair of work boots, including repairs to prolong the life of the work boots, i.e., toe caps, sole replacement and/or laces, shall be on an as-needed basis with approval of the immediate manager and final approval of the department director. Receipts for work boot reimbursement shall be submitted to Human Resources for processing.

All classifications within Unit 2 and the following classifications in Unit 3 shall be eligible for a work boot reimbursement:

- Assistant in Civil Engineering
- Assistant in Traffic Engineering
- Building Inspector I/II
- Code Enforcement Officer
- Electrical/Instrumentation Technician
- Engineering Technician I/II
- Environmental Compliance Inspector
- Environmental Services Technician
- Geo Info Systems Technician I/II
- Laboratory Analyst
- Plans Examiner
- Plans Examiner/ Dep. Chief Building Official
- Plant Mechanic
- Public Works Inspector I/II

- Senior Building Inspector
- Senior Engineering Technician
- Senior Facilities Technician
- Senior Plant Mechanic
- Senior Public Works Inspector

The department director may approve a work boot reimbursement for classifications not listed above on an as-needed basis with the approval of the City Manager, or their designee.

**B. Vacation Payout**

Pursuant to MOU Section 6.1 “Me Too,” add Section 13.6 to the MOU as follows:

**SECTION 13 VACATION**

13.6 Vacation Payout

During the month of December of each year, each bargaining unit member who has at least one hundred and twenty (120) hours of accrued but unused vacation may make an irrevocable election to cash out up to forty (40) hours of vacation in the following calendar year. Vacation payouts under this section will be made in October of the tax year following the election. The employee must have a minimum balance of forty (40) hours after the cash out of vacation. If the employee’s requested amount does not leave a minimum forty (40) hours of vacation remaining at the time of cash out, the employee’s requested vacation cash out will be reduced to allow the remaining minimum balance to be maintained.

**C. Market-Based Equity Adjustments**

Pursuant to MOU Section 6.1 Market-Based Equity Adjustments, the equity adjustments for the classifications of Parks Maintenance Crew Supervisor and Street Maintenance Worker I are modified to mirror Public Works Crew Supervisor and Park Maintenance Worker I respectively. These adjustments maintain internal benchmarks within the Park Maintenance and Street Maintenance series as well as address compaction. The adjustments will be applied consistent with the effective date of the market-based equity adjustments as provided by the MOU. Exhibit A of the MOU, Salary Tables, is modified as follows:

**EFFECTIVE THE FIRST FULL PAY PERIOD FOLLOWING THE LATER OF COUNCIL ADOPTION  
OR JULY 1, 2021**

**UNIT 2**

<b>Current Classification Title</b>	<b>New Classification Title (changes only)</b>	<b>COLA</b>	<b>Equity Adj.</b>	<b>Total</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Parks Maintenance Foreworker	Parks Maintenance Crew Supervisor	2.0%	14.6%	16.6%	<b>39.11</b>	<b>41.04</b>	<b>43.10</b>	<b>45.24</b>	<b>47.51</b>
Street Maintenance Worker I		2.0%	9.2%	11.2%	<b>25.58</b>	<b>26.85</b>	<b>28.19</b>	<b>29.59</b>	<b>31.07</b>

**EFFECTIVE THE FIRST FULL PAY PERIOD FOLLOWING JULY 1, 2022****UNIT 2**

<b>Current Classification Title</b>	<b>New Classification Title (changes only)</b>	<b>COLA</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Parks Maintenance Foreworker	Parks Maintenance Crew Supervisor	2.0%	<b>39.89</b>	<b>41.86</b>	<b>43.96</b>	<b>46.14</b>	<b>48.46</b>
Street Maintenance Worker I		2.0%	<b>26.09</b>	<b>27.39</b>	<b>28.75</b>	<b>30.18</b>	<b>31.69</b>

**EFFECTIVE THE FIRST FULL PAY PERIOD FOLLOWING JULY 1, 2023****UNIT 2**

<b>Current Classification Title</b>	<b>New Classification Title (changes only)</b>	<b>COLA</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Parks Maintenance Foreworker	Parks Maintenance Crew Supervisor	2.0%	<b>40.69</b>	<b>42.70</b>	<b>44.84</b>	<b>47.06</b>	<b>49.43</b>
Street Maintenance Worker I		2.0%	<b>26.61</b>	<b>27.94</b>	<b>29.33</b>	<b>30.78</b>	<b>32.32</b>

**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES**

DocuSigned by:

*Tina Acree*

11/17/2021

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Tina Acree, Business Agent

Date

DocuSigned by:

*Matt Dabner*

11/17/2021

B9DCF14ADEAC433...  
Matt Dabner, AFSCME President

Date

**CITY OF PETALUMA**

DocuSigned by:

*Peggy Flynn*

11/17/2021

03D99C70B34748C...  
Peggy Flynn, City Manager

Date

DocuSigned by:

*Charla Freckmann*

11/17/2021

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Charla Freckmann, Director of Human Resources

Date