

## RESOLUTION 2026-###

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO EXECUTE A SIDE LETTER TO THE MEMORANDUM OF UNDERSTANDING FOR THE SAN PABLO POLICE EMPLOYEES ASSOCIATION FOR THE PERIOD OF JULY 1, 2022 TO JUNE 30, 2027 BY ADDING A PROVISION FOR NOTARY PAY FOR EMPLOYEES IN THE POLICE EXECUTIVE ASSISTANT CLASSIFICATION ASSIGNED TO BE THE POLICE DEPARTMENT'S NOTARY PUBLIC

WHEREAS, the City of San Pablo and the San Pablo Police Employees Association (SPPEA), have entered into a Memorandum of Understanding (MOU) covering a term of July 1, 2022 – June 30, 2027;

WHEREAS, during the term of the MOU, SPPEA requested the establishment of compensation for employees performing notary public services on behalf of the Police Department;

WHEREAS, the City and SPPEA have met and conferred in good faith and reached agreement on a side letter to amend Section 4 (Salaries) of the MOU to provide Notary Pay for designated employees;

WHEREAS, the proposed side letter authorizes the Police Chief to assign a qualified employee in the Police Executive Assistant classification to serve as the Police Department's Notary Public;

WHEREAS, employees assigned to serve as Notary Public shall receive monthly compensation of fifty dollars (\$50) and shall be responsible for maintaining their notary commission, while the City will cover the costs associated with obtaining and renewing the required certification;

WHEREAS, approval of the side letter is consistent with the FY 2025–27 City Council Priority Workplan goal of maintaining the City as an “Employer of Choice” and ensuring effective City operations; and

WHEREAS, this action is not a project under the California Environmental Quality Act (“CEQA”).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby authorizes the following:

1. The City Manager is hereby authorized and directed to execute a side letter agreement with the San Pablo Police Employees' Association amending Section 4 (Salaries) of the MOU to include Notary Pay for the Police Executive Assistant classification assigned as the Police Department's Notary Public.
2. The Notary Pay provision shall be effective upon execution of the side letter and shall remain in effect through June 30, 2027, consistent with the term of the MOU.

3. The City Manager and City staff are authorized to take all necessary actions consistent with this Resolution to implement the side letter agreement.

BE IT FURTHER RESOLVED that the foregoing recitations are true and correct and are included herein by reference as findings.

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ADOPTED this 18<sup>th</sup> day of May 2026, by the following votes:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:

ATTEST:

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Dorothy Gantt, City Clerk

APPROVED:

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Elizabeth Pabon-Alvarado, Mayor