



Folsom City Council Staff Report

MEETING DATE:	6/23/2026
AGENDA SECTION:	Consent Calendar
SUBJECT:	Consideration of Side Letters of Agreement Between the City of Folsom and the Folsom Police Officers Association (FPOA) i. Resolution No. 11653 – A Resolution Authorizing the City Manager to Execute a Side Letter of Agreement Between the City of Folsom and the FPOA Regarding Union Bank Time ii. Resolution No. 11654– A Resolution Authorizing the City Manager to Execute a Side Letter of Agreement Between the City of Folsom and the FPOA Regarding Salary Schedule
FROM:	Human Resources Department

RECOMMENDATION / CITY COUNCIL ACTION

The Human Resources Director recommends that the City Council pass and adopt the following resolutions:

- i. Resolution No. 11653– A Resolution Authorizing the City Manager to Execute a Side Letter of Agreement Between the City of Folsom and the FPOA Regarding Union Bank Time
- ii. Resolution No. 11654– A Resolution Authorizing the City Manager to Execute a Side Letter of Agreement Between the City of Folsom and the FPOA Regarding Salary Schedule

BACKGROUND / ISSUE

The City of Folsom and the Folsom Police Officers Association (FPOA) had a meet and confer in good faith to execute two Side Letters to clarify and update provisions in the current Memorandum of Understanding (MOU), effective January 1, 2026, through December 31, 2028.

The first Side Letter streamlines administrative procedures governing the use of Union Bank Time. It removes the requirement for the FPOA President or designee to approve, fill out and submit a leave request slip for all employees using the Union Bank Time, and clarifies that hours drawn from the Union Bank shall be applied to the employee's Personal Leave Time

(PLT) on an hour-for-hour basis. Additionally, any Personal Leave Time (PLT) earned by a member will be subject to the terms set forth in Article X, Section F of the FPOA MOU.

The second Side Letter corrects discrepancies in salary step 11 for the Police Records Supervisor, Police Records Technician, Police Volunteer Coordinator classifications, as well as salary step 7 for the Animal Control Officer classifications within the Police Department. We have also added the Senior Police Records Technician classification which was inadvertently omitted from the FPOA Memorandum of Understanding.

POLICY / RULE

Government Code Title 1, Division 4, Chapter 10, commonly known as the Meyers-Milias-Brown Act (MMBA), requires public agencies to meet and confer in good faith with recognized employee organizations regarding wages, hours, and other terms and conditions of employment.

The proposed side letters were negotiated in accordance with the MMBA and incorporate language consistent with CalPERS regulations.

ANALYSIS AND FINANCIAL IMPACT

The first Side Letter updates Union Bank Time and removes a procedural requirement governing the use of Union Bank hours. There is no financial impact associated with this action.

The second Side Letter revises Salary Schedule. The salary and benefit impact associated with the step realignment for the Police Records Supervisor, Police Records Technician, Police Volunteer Coordinator, and Animal Control Officer classifications is minimal. The annual increase in salaries for FY 26/27 is approximately \$1,031, with a total annual cost of approximately \$1,723, including associated benefits. Existing departmental appropriations are sufficient to absorb these costs; therefore, no additional budget appropriation is required.

ATTACHMENTS

1. Resolution No. 11653– A Resolution Authorizing the City Manager to Execute a Side Letter of Agreement Between the City of Folsom and the FPOA Regarding Union Bank Time
2. Side Letter of Agreement Between the City of Folsom and the FPOA Regarding Union Bank Time
3. Resolution No. 11654– A Resolution Authorizing the City Manager to Execute a Side Letter of Agreement Between the City of Folsom and the FPOA Regarding Salary Schedule
4. Side Letter of Agreement Between the City of Folsom and the FPOA Regarding Salary Schedule
5. Revised FPOA Salary Schedule

Submitted,

A handwritten signature in blue ink, appearing to read "Allison Garcia", written over a horizontal line.

Allison Garcia, Human Resources Director

Attachment 1

RESOLUTION NO. 11653

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A SIDE LETTER OF AGREEMENT BETWEEN THE CITY OF FOLSOM AND THE FOLSOM POLICE OFFICERS ASSOCIATION REGARDING UNION BANK TIME

WHEREAS, the City of Folsom (the “City”) and the Folsom Police Officers Association (FPOA) are parties to a Memorandum of Understanding (MOU) with a term beginning January 1, 2026, and ending December 31, 2028; and

WHEREAS, the City and FPOA have met and conferred in good faith in accordance with the Meyers-Milias-Brown Act (MMBA) concerning the terms and conditions of employment; and

WHEREAS, the Parties have mutually agreed to amend Article IV, Section A.2 and Section A.3 of the MOU to reflect a procedural change regarding the use of Union Bank Time; and

WHEREAS, the amended Union Bank Time provides that:

- An FPOA member earning Union Bank Time will submit a Time-Off Earned Form approved by the FPOA President or Designee with their appropriate Time Sheet. The hours earned by the FPOA member will be deducted from the FPOA Union Bank and applied to the employee’s Personal Leave Time (PLT) Bank on an hour for hour basis; and
- Any PLT earned by a member will be subject to the terms set forth in Article X, Section F of this agreement.

WHEREAS, this Side Letter memorializes the agreement between the Parties and supersedes all prior discussions or agreements related to Union Bank Time, while the remainder of the MOU remains in full force and effect;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom approves the Side Letter of Agreement with the Folsom Police Officers Association regarding the Union Bank Time; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council authorizes the City Manager to execute said Side Letter of Agreement.

PASSED AND ADOPTED this 23rd day of June 2026, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Justin Raithel, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

Attachment 2

Side Letter Agreement between
City of Folsom
and
Folsom Police Officers Association
Regarding Union Bank Time

The City of Folsom (hereinafter referred to as "City") and the Folsom Police Officers Association (hereinafter referred to as "FPOA") entered into a Memorandum of Understanding ("MOU") with a term beginning on January 1, 2026, and terminating on December 31, 2028. The City and FPOA are collectively referred to herein as the "Parties." The Parties mutually agree to amend Article IV, Section A, of the Memorandum of Understanding ("MOU") between the parties and replace with the following:

A. Union Bank Time:

1. Employees in the bargaining unit may, but not required to, donate accrued Annual Leave, or Holiday Leave in no less than one-half (.5) hour increments, into a bank of hours from which designated FPOA representatives may draw time for the purposes of conducting association business, including but not limited to, training programs and seminars. Donated time will be transferred from the donating employee's accrued Annual Leave or Holiday Leave to the Union Bank as a one-time donation or from Annual Leave on a regular basis each pay period.
2. An FPOA member earning Union Bank Time will submit a Time-Off Earned Form approved by the FPOA President or Designee with their appropriate Time Sheet. The hours earned by the FPOA member will be deducted from the FPOA Union Bank and applied to the employee's Personal Leave Time (PLT) Bank on an hour for hour basis.
3. Any PLT earned by a member will be subject to the terms set forth in Article X, Section F of this agreement.

The Parties have satisfied their obligations to meet and confer in good faith in accordance with the Meyers-Milius-Brown Act ("MMBA") concerning the terms and conditions of this Agreement and its implementation.

This Side Letter memorializes and constitutes the entire agreement between the parties as to all matters referred to and included herein and supersedes and replaces all prior negotiations, proposed discussion, whether written or oral. The MOU shall remain in full force and effect except as specifically modified in this Side Letter.

This Agreement will remain in effect unless it is modified through further negotiations in accordance with the MMBA. This Agreement is executed by the following authorized representatives of each party.

City of Folsom

FPOA

Bryan Whitemyer, City Manager

Paul Rice, President

Date

Date

Attachment 3

RESOLUTION NO. 11654

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A SIDE LETTER OF AGREEMENT BETWEEN THE CITY OF FOLSOM AND THE FOLSOM POLICE OFFICERS ASSOCIATION REGARDING SALARY SCHEDULE

WHEREAS, the City of Folsom (the “City”) and the Folsom Police Officers Association (FPOA) are parties to a Memorandum of Understanding (MOU) with a term beginning January 1, 2026, and ending December 31, 2028; and

WHEREAS, the City and FPOA have met and conferred in good faith in accordance with the Meyers-Milias-Brown Act (MMBA) concerning the terms and conditions of employment; and

WHEREAS, the Parties have mutually agreed to amend the salary step amounts for the classifications of Police Records Supervisor, Police Records Technician, Police Volunteer Coordinator, and Animal Control Officer, including salary and benefits adjustments for the impacted employees; and

WHEREAS, this Side Letter memorializes the agreement between the Parties and supersedes all prior discussions or agreements related to salary schedule, while the remainder of the MOU remains in full force and effect;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom approves the Side Letter of Agreement with the Folsom Police Officers Association regarding the Salary Schedule; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council authorizes the City Manager to execute said Side Letter of Agreement.

PASSED AND ADOPTED this 23rd day of June 2026, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Justin Raithe, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

Attachment 4

Side Letter Agreement between
City of Folsom
and
Folsom Police Officers Association
Regarding Salary Schedule

The City of Folsom (hereinafter referred to as "City") and the Folsom Police Officers Association (hereinafter referred to as "FPOA") entered into a Memorandum of Understanding ("MOU") with a term beginning on January 1, 2026, and terminating on December 31, 2028. The City and FPOA are collectively referred to herein as the "Parties."

Purpose

The purpose of this side letter is to formalize the corrected salary ranges and to authorize the necessary payroll adjustments to ensure that affected employees are compensated in accordance with the established salary schedule.

The Parties have identified misalignment in the salary step plan for the following four classifications: Police Records Supervisor (51P), Police Records Technician (33P), Police Volunteer Coordinator (51P) and Animal Control Officer (51P).

The Parties mutually agree to revise the salary ranges to incorporate a 2.5% step increment between salary steps, as set forth in Attachment A, and to adjust salary and benefits of impacted employees.

The Parties have satisfied their obligations to meet and confer in good faith in accordance with the Meyers-Milias-Brown Act ("MMBA") concerning the terms and conditions of this Agreement and its implementation.

This Side Letter memorializes and constitutes the entire agreement between the parties as to all matters referred to and included herein and supersedes and replaces all prior negotiations, proposed discussion, whether written or oral. The MOU shall remain in full force and effect except as specifically modified in this Side Letter.

This Agreement will remain in effect unless it is modified through further negotiations in accordance with the MMBA. This Agreement is executed by the following authorized representatives of each party.

City of Folsom

FPOA

Bryan Whitemyer, City Manager

Paul Rice, President

Date

Date

Attachment 5

CITY OF FOLSOM SALARY SCHEDULE - EFFECTIVE 1/1/2026

CURRENT SCHEDULE																		
Effective	UNIT	Classification Title	Sch	Range	Salary	1	2	3	4	5	6	7	8	9	10	11	12	13
1/1/2026	FPOA	Police Records Technician	B	33P	Annual	52,545	53,859	55,205	56,585	58,000	59,450	60,936	62,460	64,021	65,622	67,262	67,542	69,231
1/1/2026	FPOA	Police Records Supervisor	B	51P	Annual	64,912	66,535	68,199	69,904	71,651	73,442	75,278	77,160	79,089	81,067	83,093	83,434	85,520
1/1/2026	FPOA	Police Volunteer Coord	B	51P	Annual	64,912	66,535	68,199	69,904	71,651	73,442	75,278	77,160	79,089	81,067	83,093	83,434	85,520
1/1/2026	FPOA	Animal Control Officer	A/B	47P	Annual	61,307	64,411	66,021	67,671	69,363	71,097	72,875	74,696	76,564	78,478	80,440	82,742	84,811

PROPOSED SCHEDULE																		
Effective	UNIT	Classification Title	Sch	Range	Salary	1	2	3	4	5	6	7	8	9	10	11	12	13
1/1/2026	FPOA	Senior Police Records Technician	B	40P	Annual	55,504	56,892	59,722	59,773	61,267	62,798	64,368	65,977	67,627	69,317	71,827	72,827	74,647
1/1/2026	FPOA	Police Records Technician	B	33P	Annual	51,477	52,764	54,083	55,435	56,821	58,242	59,698	61,190	62,720	64,288	65,895	67,542	69,231
1/1/2026	FPOA	Police Records Supervisor	B	51P	Annual	63,589	65,178	66,808	68,478	70,190	71,945	73,743	75,587	77,477	79,413	81,399	83,434	85,520
1/1/2026	FPOA	Police Volunteer Coord	B	51P	Annual	63,589	65,178	66,808	68,478	70,190	71,945	73,743	75,587	77,476	79,413	81,399	83,434	85,520
1/1/2026	FPOA	Animal Control Officer	A/B	47P	Annual	63,062	64,638	66,254	67,911	69,608	71,349	73,132	74,961	76,835	78,755	80,724	82,742	84,811

CITY OF FOLSOM SALARY SCHEDULE - EFFECTIVE 1/1/2027

CURRENT SCHEDULE																		
Effective	UNIT	Classification Title	Sch	Range	Salary	1	2	3	4	5	6	7	8	9	10	11	12	13
1/1/2027	FPOA	Police Records Technician	B	33P	Annual	54,121	55,474	56,861	58,283	59,740	61,233	62,764	64,333	65,942	67,590	69,280	69,569	71,308
1/1/2027	FPOA	Police Records Supervisor	B	51P	Annual	66,860	68,531	70,245	72,001	73,801	75,646	77,537	79,475	81,462	83,499	85,586	85,937	88,085
1/1/2027	FPOA	Police Volunteer Coord	B	51P	Annual	66,860	68,531	70,245	72,001	73,801	75,646	77,537	79,475	81,462	83,499	85,586	85,937	88,085
1/1/2027	FPOA	Animal Control Officer	A/B	47P	Annual	63,146	66,343	68,001	69,701	71,444	73,230	75,061	76,937	78,861	80,832	82,853	85,225	87,355

PROPOSED SCHEDULE																		
Effective	UNIT	Classification Title	Sch	Range	Salary	1	2	3	4	5	6	7	8	9	10	11	12	13
1/1/2027	FPOA	Senior Police Records Technician	B	40P	Annual	57,170	58,599	60,064	61,565	63,105	64,682	66,299	67,957	69,656	71,397	73,182	75,011	76,887
1/1/2027	FPOA	Police Records Technician	B	33P	Annual	53,021	54,347	55,706	57,098	58,526	59,989	61,489	63,026	64,601	66,216	67,872	69,569	71,308
1/1/2027	FPOA	Police Records Supervisor	B	51P	Annual	65,496	67,134	68,812	70,532	72,296	74,103	75,956	77,855	79,801	81,796	83,841	85,937	88,085
1/1/2027	FPOA	Police Volunteer Coord	B	51P	Annual	65,496	67,134	68,812	70,532	72,296	74,103	75,956	77,854	79,801	81,796	83,841	85,937	88,085
1/1/2027	FPOA	Animal Control Officer	A/B	47P	Annual	64,954	66,577	68,242	69,948	71,697	73,489	75,326	77,209	79,140	81,118	83,146	85,225	87,355

CITY OF FOLSOM SALARY SCHEDULE - EFFECTIVE 1/1/2028

CURRENT SCHEDULE																		
Effective	UNIT	Classification Title	Sch	Range	Salary	1	2	3	4	5	6	7	8	9	10	11	12	13
1/1/2028	FPOA	Police Records Technician	B	33P	Annual	55,745	57,139	58,567	60,031	61,532	63,070	64,647	66,263	67,920	69,618	71,358	71,656	73,447
1/1/2028	FPOA	Police Records Supervisor	B	51P	Annual	68,866	70,587	72,352	74,161	76,015	77,915	79,863	81,860	83,906	86,004	88,154	88,515	90,728
1/1/2028	FPOA	Police Volunteer Coord	B	51P	Annual	68,866	70,587	72,352	74,161	76,015	77,915	79,863	81,860	83,906	86,004	88,154	88,515	90,728
1/1/2028	FPOA	Animal Control Officer	A/B	47P	Annual	65,040	68,333	70,041	71,792	73,587	75,427	77,313	79,245	81,227	83,257	85,339	87,782	89,976

PROPOSED SCHEDULE																		
Effective	UNIT	Classification Title	Sch	Range	Salary	1	2	3	4	5	6	7	8	9	10	11	12	13
1/1/2028	FPOA	Senior Police Records Technician	B	40P	Annual	58,885	60,357	61,866	63,412	64,998	66,623	68,288	69,995	71,745	73,539	75,377	77,262	79,193
1/1/2028	FPOA	Police Records Technician	B	33P	Annual	54,612	55,977	57,377	58,811	60,281	61,788	63,333	64,917	66,539	68,203	69,908	71,656	73,447
1/1/2028	FPOA	Police Records Supervisor	B	51P	Annual	67,461	69,148	70,876	72,648	74,465	76,326	78,234	80,190	82,195	84,250	86,356	88,515	90,728
1/1/2028	FPOA	Police Volunteer Coord	B	51P	Annual	67,461	69,148	70,876	72,648	74,464	76,326	78,234	80,190	82,195	84,250	86,356	88,515	90,728
1/1/2028	FPOA	Animal Control Officer	A/B	47P	Annual	66,902	68,575	70,289	72,046	73,848	75,694	77,586	79,526	81,514	83,552	85,640	87,782	89,976