

**RESOLUTION NO. 23-115**

**RESOLUTION APPROVING THE RETENTION PLAN SIDE LETTER WITH DIXON  
POLICE OFFICER'S ASSOCIATION**

**WHEREAS**, the market to recruit and retain qualified police officers continue to prove to be a challenge, the City of Dixon City Manager, Chief of Police, and Human Resources Director developed a retention plan to retain experienced current police officers and sergeants with the Dixon Police Department; and

**WHEREAS**, the City Manager and Human Resources Director have met and conferred with Dixon Police Officers' Association regarding the proposed 2023 retention plan and agreed with the City's proposed Retention Plan (see attached Side Letter) Exhibit A.


**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Dixon approves the 2023 Retention Plan Side letter, attached hereto as Exhibit A, and authorizes the City Manager to execute on behalf of the City.

**BE IT FURTHER RESOLVED**, Salary savings from vacant positions will cover the cost of the program for FY 22/23, and no budget amendment is required. Fiscal Year 23/24 budget impacts and amendment will be presented to Council in the Quarter 1 budget adjustments.

**PASSED AND ADOPTED AS A RESOLUTION AT A REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF DIXON ON JUNE 6, 2023.**

**AYES:** Bogue, Ernest, Johnson, Hendershot, Bird  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**ATTEST:**

  
\_\_\_\_\_  
**Kristin M. Janisch**  
Elected City Clerk

  
\_\_\_\_\_  
**Steven C. Bird**  
Mayor

MAYOR STEVEN C. BIRD  
VICE MAYOR DON HENDERSHOT  
COUNCILMEMBER THOM BOGUE  
COUNCILMEMBER JIM ERNEST  
COUNCILMEMBER KEVIN JOHNSON



ELECTED CITY CLERK KRISTIN M. JANISCH  
CITY TREASURER JAMES P. WARD JR.

May 26, 2023

Brent Dawson  
Dixon Police Officers Association  
c/o Dixon Police Department  
201 West A Street  
Dixon, CA 95620

RE: 2023 Retention Plan Side Letter

The City recognizes the market for police officers has continued to prove challenging in the recruiting and retention of qualified police personnel. In response to this growing concern, the City has developed a plan to increase the police officer and sergeant employees' pay and leave benefits.

This is to confirm the agreement reached between the City of Dixon ("City") and the Dixon Police Officers' Association ("DPOA") representing the Dixon police officers' bargaining unit.

Specifically, the City and the DPOA have agreed to the following:

- **Retention Incentive:** Effective the first pay period after Council approval, each police officer and sergeant may choose to advance one pay step (e.g., Step D would move to Step E). This increase would be in addition to any other step or COLA increases the employee was due. This benefit is for employees hired before May 1, 2023.
- **Retention Incentive for Top Step Employees:** For employees who are already at the top step of the pay scale or employees who move to the top step as a result of a merit increase by December 31, 2023, these employees may choose a 5% retention incentive to be applied to their pay. This incentive will be paid in the same fashion as the current education incentive. This benefit is for current employees hired before May 1, 2023. Top step 5% retention incentive recipients shall retain that incentive until they separate from the City or promote to police sergeant.
  - **Top Step Officer Promotion to Sergeant:** Upon promotion to police sergeant, a police officer possessing a top-step retention incentive shall have their step placement for police sergeant adjusted to include the retention incentive to an additional step in the police sergeant pay range (e.g., a Step E would move to Step F), not to exceed the top step for police sergeant.
- **Vacation Leave:** Effective the first pay period in July of 2023, each police officer and sergeant may choose to receive a one-time balance of forty (40) hours of vacation leave to be added to each employee's accrual bank, providing more work-life balance and promoting overall well-being. This benefit is for current employees hired before May 1, 2023.

## City of Dixon

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In addition, effective the first pay period after Council approval, Vacation accruals section 8.3.2 of DPOA MOU will be updated as follows:

<u>CURRENT</u>	<u>NEW</u>
0-5 years 12 days (96 hrs/yr)	17 days (136 hrs/yr)
6-10 years 15 days (120 hrs/yr)	20 days (160 hrs/yr)
10 + years 20 days (160 hrs/yr)	25 days (200 hrs/yr)

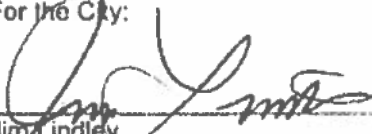
The City is also recognizing prior sworn, full-time peace officer experience from other qualifying agencies in determining vacation accrual rates for police staff. Eligibility will be determined by work history information, POST records, or a combination of information.

- **New Hires:** must list years of service on job application and will be informed of eligible prior service and their accrual rates during the hiring process.
- **Current Employees:** to be eligible for advancement to a higher accrual rate, requests must be made on the Advancement of Vacation Accrual Rate form and approved by Human Resources Director or designee. The vacation accrual advancement will be effective the first full pay period upon receipt and confirmation.
- **Probationary Period for Laterals:** the probationary period for newly hired lateral employees shall be eighteen (18) months which may be reduced to twelve (12) months based on job performance at the sole discretion of the Chief of Police.


DPOA members will be required to complete a form of consent acknowledging interest in participating in the 2023 Retention Plan. This authorization will need to be turned in timely indicating which, if any, of the incentives (step advancement, forty-hour vacation bank enhancement, and increased vacation accrual rates) they wish to receive.

It is so agreed.

For the City:

  
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Jim Lindley  
City Manager  
Dated: 5-26-23

For the Union:

  
\_\_\_\_\_  
Brent Dawson  
President, DPOA  
Dated: 5-30-2023

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