

August 17, 2026

Heather Hoekstra, President
Sacramento Exempt Employees Association (SCXEA)
1017 L Street #503
Sacramento, California 95814

Lina Balciunas Cockrell, Counsel
Messing, Adam, Jasmine & Shore LLP
2150 River Plaza Drive, Suite 140
Sacramento, California 95833

**Re: Letter of Understanding – Limited Waiver of Government Code Section 3504.1
Notice Requirements for Certain Legal Services Agreements**

Dear Mss. Hoekstra and Balciunas Cockrell:

This Letter of Understanding (“LOU”) confirms the agreement reached between the City of Sacramento (“City”) and the Sacramento City Exempt Employees Association (“SCXEA” or “Association”) (collectively, the “Parties”), regarding the above-referenced matter.

Specifically, the agreement is as follows:

1. The Parties recognize that Government Code section 3504.1 requires a public agency to provide a recognized employee organization with at least forty-five (45) days’ written notice before issuing a request for proposals or request for quotes, or renewing or extending an existing contract, to perform services within the scope of work of job classifications represented by that employee organization. The Parties further recognize that the City may retain outside legal counsel based on specialized expertise, conflicts of interest, workload or capacity, litigation strategy, or other legal or operational needs.
2. For purposes of this LOU, a “Covered Legal Services Agreement” means an agreement with a licensed attorney or law firm, the primary purpose of which is to provide the City with litigation, transactional/advisory, or investigative services.
3. To reduce unnecessary administrative burden and streamline the City’s contracting process, SCXEA expressly, knowingly, and voluntarily waives, to the fullest extent permitted by law, its right to receive the written notice and information required by subdivisions (a) and (b) of Government Code section 3504.1 before the City enters into a Covered Legal Services Agreement during the term of this LOU.

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4. The waiver in this LOU is limited to the notice and information requirements created by Government Code section 3504.1 for Covered Actions. Except for the limited waiver expressly stated in this LOU, nothing in this LOU waives, modifies, expands, or diminishes any right or obligation arising under the Meyers-Milias-Brown Act, the Parties' Memorandum of Understanding, or any other applicable law.
5. This trial LOU shall become effective upon final execution by the Parties and shall expire on August 18, 2027 unless extended by mutual written agreement.

The agreement in this case does not establish a precedent, nor does it interpret any employee rights under the language of the Labor Agreement, the Rules and Regulations of the Civil Service Board, or any applicable policies and procedures of the Department of Human Resources, or the City of Sacramento except as expressly stated herein.

This agreement memorializes and constitutes the entire understanding between the parties as to all matters referred to or included herein and supersedes and replaces all prior negotiations, proposed discussion, whether written or oral.

If this is your understanding of the agreement reached, please sign as indicated below.

Sincerely,



Amber Foster
Labor Relations Officer

[SIGNATURES CONTINUED ON NEXT PAGE]

APPROVED FOR THE CITY:


Leyne Milstein (Aug 18, 2026 10:36:25 PDT)
Leyne Milstein 08/18/2026
Assistant City Manager


Aaron Donato (Aug 17, 2026 17:09:01 PDT)
Aaron Donato 08/17/2026
Labor Relations Manager

APPROVED FOR THE ASSOCIATION:


Lina Balciunas Cockrell
Lina Balciunas Cockrell 08/19/2026
Counsel


Heather Hoekstra
Heather Hoekstra 08/18/2026
President

APPROVED AS TO FORM:


Brett Witter (Aug 17, 2026 16:04:18 PDT)
Brett M. Witter 08/17/2026
Assistant City Attorney