

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: GOLBOU GHASSEMIEH, HUMAN RESOURCES DIRECTOR,
HUMAN RESOURCES DEPARTMENT

SUBJECT: APPROVAL OF AMENDMENT NO. 1 TO THE DOCUMENT
DESCRIBING WAGES, HOURS AND WORKING CONDITIONS
FOR EMPLOYEES IN THE CITY'S UNITS 10 – EXECUTIVE
MANAGEMENT, 11 – MIDDLE MANAGEMENT, AND UNIT 12 –
CONFIDENTIAL, AND AMENDMENT TO THE FISCAL YEAR
2017-18 ADOPTED BUDGET WITHIN VARIOUS FUNDS

AGENDA ACTION: RESOLUTION

RECOMMENDATION

The Human Resources Department and the City Manager's Office recommend that the Council, by Resolution, (1) approve the Document Describing the Wages, Hours and Other Terms and Conditions of Employment for Unit 10 – Executive Management, Unit 11 – Middle Management, and Unit 12 – Confidential for the period of July 1, 2017 through June 30, 2020; and, (2) amend the fiscal year FY 17/18 adopted budget to increase appropriations by \$207,872 from various funds' unassigned fund balance to cover the costs associated with these agreements.

EXECUTIVE SUMMARY

By adopting this Resolution Council will bring the subject bargaining units under contract for a 36-month period, and will amend the adopted FY 17/18 budget in order to provide funds for these additional costs that were not agreed upon at the time of budget adoption.

BACKGROUND

On July 26, 2016, the City Council approved the Document Describing the Wages, Hours and Other Terms and Conditions of Employment for Unit 10 – Executive Management, Unit 11 – Middle Management, and Unit 12 – Confidential for the period of July 1, 2016 through June 30, 2017. This resolution will provide for an amendment to the Document to be effective July 1, 2017 through June 30, 2020. The significant

ADOPTION OF DOCUMENT DESCRIBING WAGES, HOURS AND TERMS AND CONDITIONS OF EMPLOYMENT FOR – UNITS 10, 11 & 12

change to the amendment and new agreement is a 3% salary increase in year 1, 3% in year 2, 2.5% in year 3, City contribution to applicable retirement funds, and a Short-Term Disability benefit extended to all unit members.

ANALYSIS

Employees in these three units are not represented in the process of determining wages, hours and other terms and conditions of employment. The changes to the terms and conditions contained herein have been reviewed in consultation between the Human Resources Director, Deputy City Manager and affected employees. In the interest of establishing consistency in salary and benefits across miscellaneous units, the City's Negotiation Team and the City Manager propose to amend the Document Describing the Wages, Hours and Other Terms and Conditions of Employment for Unit 10 – Executive Management, Unit 11 – Middle Management, and Unit 12 Confidential as follows:

- Effective the first full pay period following July 1, 2017 salary increase of 3% with a contribution to the applicable retirement fund of 0.25%.
- Effective July 1, 2018 salary increase of 3% with a contribution to the applicable retirement fund of 0.25%.
- Effective July 1, 2019 salary increase of 2.5% with a contribution to the applicable retirement fund of 0.25%.

FISCAL IMPACT

The total cost of this resolution is \$207,872. Funding for these expenditure increases is not included in the FY 2017-18 adopted budget and is being appropriated from the various funds which are affected by the increases. The impact to the General Fund is \$171,027 and will come from the unassigned fund balance.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ADOPTION OF DOCUMENT DESCRIBING WAGES, HOURS AND TERMS AND
CONDITIONS OF EMPLOYMENT FOR – UNITS 10, 11 & 12

ATTACHMENTS

- Attachment 1 Document Unit 10
- Attachment 2 Document Units 11 and 12
- Resolution/Exhibit A

CONTACT

golbou ghassemieh, gghassemieh@srcity.org, 543-3070.