

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JEREMIA MILLS, DEPUTY DIRECTOR - HUMAN RESOURCES,  
HUMAN RESOURCES DEPARTMENT  
SUBJECT: ADOPTION OF WAGES, HOURS AND OTHER TERMS AND  
CONDITIONS OF EMPLOYMENT, UNIT 11 – MIDDLE-  
MANAGEMENT AND UNIT 12 - CONFIDENTIAL, EFFECTIVE  
JULY 1, 2021 THROUGH JUNE 30, 2024

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Human Resources Department and the City Manager's Office that the Council, by resolution, adopt the Wages, Hours and Other Terms and Conditions of Employment for an agreement for, and on behalf of, the employees in the City's Bargaining Unit 11 – Middle-Management and Unit 12 – Confidential, and effective July 1, 2021 to June 30, 2024.

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EXECUTIVE SUMMARY

By adopting this Resolution, Council will bring this bargaining unit under contract through June 30, 2024.

BACKGROUND

City staff have traditionally provided terms equitable to other bargaining units to the unrepresented Unit 11 and Unit 12. This new document maintains that tradition. The significant changes to the document are: a 3.0% salary increase effective November 7, 2021, a 2.5% salary increase effective the first full pay period following April 1, 2022, a 2.5% salary increase effective the first full pay period following July 1, 2023, and a one-time, non-pensionable lump sum payment of \$5,000.

ADOPTION OF WAGES, HOURS AND OTHER TERMS AND CONDITIONS OF  
EMPLOYMENT – UNITS 11 – MIDDLE-MANAGEMENT AND UNIT 12 -  
CONFIDENTIAL

ANALYSIS

Employees in these 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, the 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.

A summary of the changes to Units 11 and 12 – Wages, Hours and Other Terms and Conditions of Employment, effective July 1, 2021 to June 30, 2024:

- A 3.0% salary increase effective November 7, 2021
- A 2.5% salary increase effective the first full pay period following April 1, 2022
- A 2.5% salary increase effective the first full pay period following July 1, 2023
- A one-time, non-pensionable lump sum payment of \$5,000
- One additional holiday (Cesar Chavez)
- \$500 annually for wellness
- Other document language clean-up

FISCAL IMPACT

The estimated cost of this Resolution for Fiscal Year (FY) 2021-22 is \$235,155 with an estimated ongoing increased cost of \$279,928 annually. Funding for these expenditure increases is not included in the FY 2021-22 adopted budget and is being appropriated from the funds which are affected by the increases. The impact to the General Fund in FY 2021-22 is \$167,696 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 Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ADOPTION OF WAGES, HOURS AND OTHER TERMS AND CONDITIONS OF  
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CONFIDENTIAL

ATTACHMENTS

- Attachment 1 – Redline Wages, Hours and Other Terms and Conditions of Employment, Units 11 – Middle-Management and Unit 12 – Confidential
- Resolution/ Exhibit A – Terms and Conditions

CONTACT

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