

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DOMINIQUE BLANQUIE, HUMAN RESOURCES DIRECTOR  
SUBJECT: ADOPTION OF WAGES, HOURS AND OTHER TERMS AND  
CONDITIONS OF EMPLOYMENT, UNIT 11 – MIDDLE-  
MANAGEMENT AND UNIT 12 – CONFIDENTIAL, EFFECTIVE  
JULY 1, 2024 THROUGH JUNE 30, 2027

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 Wages, Hours and Other Terms and Conditions of Employment for and on behalf of the employees in City Unit 11 – Middle Management and Unit 12 – Confidential, effective July 1, 2024 to June 30, 2027.

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EXECUTIVE SUMMARY

By adopting this Resolution, Council will provide for wages, hours and other terms and conditions of employment for these unrepresented units through June 30, 2027.

BACKGROUND

The City has traditionally provided terms equitable to represented bargaining units to the unrepresented employees in Unit 11 and Unit 12. This new document maintains that tradition. The significant changes to the document are: a 7% salary increase effective the first full pay period including July 1, 2024, a 4% salary increase effective the first full period following July 1, 2025, a 4% salary increase effective the first full period following July 1, 2026, a market equity adjustment of up to 5% effective the pay period following July 1, 2025 for classifications with a base wage more than 10% below market average, a market equity adjustment effective the pay period following July 1, 2025 for non-surveyed classifications that are tied to a benchmark classification that receives a base wage increase to maintain the differential recommended.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ADOPTION OF WAGES, HOURS AND OTHER TERMS AND CONDITIONS OF  
EMPLOYMENT – UNIT 11 – MIDDLE-MANAGEMENT AND UNIT 12 - CONFIDENTIAL  
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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 with the affected employees in consultation with the Human Resources Director and the City Manager. 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 Units 11 and 12.

A summary of the changes to Units 11 and 12 – Wages, Hours and Other Terms and Conditions of Employment, effective July 1, 2024 to June 30, 2027:

- A 7% salary increase effective the first full pay period including July 1, 2024
- A 4% salary increase effective the first full period following July 1, 2025
- A 4% salary increase effective the first full period following July 1, 2026
- A market equity adjustment of up to 5% effective the pay period following July 1, 2025 for classifications with a base wage more than 10% below market average to bring the classification's base wage up to 10% below market average
- A market equity adjustment effective the pay period following July 1, 2025 for non-surveyed classifications which are tied to a benchmark classification that receives a base wage increase to maintain the differential recommended
- One additional holiday (Juneteenth)
- Expanding the short-term disability plan to include a paid family leave benefit
- Other MOU language clean-up and clarification

FISCAL IMPACT

The estimated cost of this resolution for Fiscal Year (FY) 2024-25 is \$281,429. Funding for these expenditure increases has been included in the FY 2024-25 budget. The impact to the General Fund in FY 2024-25 is \$225,240, with an ongoing cost of \$692,379 per year after the third year of the contract. This will contribute to the deficit going forward and will be paid for with unassigned reserves in future years unless offset by expenditure reductions or revenue increases, or both, to bring the General Fund budget into balance.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

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

PRESENTER

Siara Goyer, Employee Relations Manager