

AGENDA ITEM REPORT

DATE OF MEETING:

June 26, 2017

ITEM:

Ordinance Establishing Salaries/Wages for Full-Time, Non-Union Personnel and Part-Time Non-Union Personnel

STRATEGIC PLAN GOAL:

Goal 7: *"Financial Stewardship & Sustainability"*

BACKGROUND:

This ordinance reflects a 4% across-the-board salary adjustment, the conversion of two part-time positions to full-time positions, and an internal lateral transfer. This is consistent with past practice regarding salary adjustments regarding approach and timing.

City administration (Human Resources Coordinator, Finance Director and City Manager) have analyzed the 2017-2018 budget and concluded that an across-the-board salary adjustment of 4% was appropriate for non-union employees and consistent with pay increases afforded to union employees through collective bargaining.

In addition, the volume of work for two part-time positions has substantially increased over the last few years. The Administrative Clerk, Licenses/Permits provides customer service and programmatic management over the City's Business License, Crime Free (Landlord) License, and other permitting and licensing programs. The Administrative Clerk, Police Evidence, maintains evidence in the Police Department records management system. We recommend that these two positions transition to full-time effective July 1, 2017. These recommendations are based on volume of work exceeding part-time status, an organizational analysis focused on efficiency, as well as customary best practices.

Due to the ratification of a collective bargaining agreement between the City and the International Union of Operating Engineers, Local 148B, the vacant position of Administrative Assistant to the Fire Chief is no longer a union position and has been converted to the position of Executive Assistant (this is similar to the approach that was taken in the Police Department for their Executive Assistant position). This change is being effected through the internal lateral transfer of Tracy Carlson from Planning Assistant in the Community Development Department to Executive Assistant in the Fire Department.

Finally, it is recommended that the effective date of the salary changes be June 19, 2017. Historically, the City applies any annual across-the-board adjustments to the same paycheck that the increase in insurance premiums are applied. This approach helps offset the increase in health insurance premiums for employees. Insurance premiums rose by 8.9% for July 1, 2017 through June 30, 2018 and will be applied to the employee's July 7 paycheck. This is the same approach that has been employed for salary adjustments historically. Therefore, we recommend the salary adjustment be applied to the July 7 paycheck as well.

RECOMMENDATION:

The Human Resources Coordinator, City Manager, and Finance Director recommend approval of the Ordinance Establishing Salaries/ Wages for Full-Time, Non-Union Personnel and Part-Time Non-Union Personnel.

ITEM SUBMITTED BY:

Stacey O'Brien, Human Resources Coordinator

ATTACHMENTS:

Ordinance