



City Council Staff Report

Subject: Various Personnel Updates

Date: April 9, 2024

Submitted By: Tameka Usher, Administrative Services

Department: Administrative Services - Human Resources

Recommendation:

- A. Adopt a Resolution of the City Council of the City of Rocklin Approving Amendment No. 3 to the Professional Services Agreement with Liebert Cassidy Whitmore and Authorizing the City Manager to Execute Amendment No. 3.
- B. Adopt a Resolution of the City Council of the City of Rocklin to Approve a Side Letter of Agreement to the Memorandum of Understanding Between the City of Rocklin and the Rocklin Police Officers' Association.
- C. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Revised Management Salary Schedule.

Background:

Liebert Cassidy Whitmore Contract Amendment

On January 1, 2023, the City entered into a contract with Liebert Cassidy Whitmore (LCW) for special counsel legal services to support public safety and employment, related law issues as they arise, legal opinions, and policy review. Subsequently, due to vacancies in the City Attorney's Office, Amendment No. 1 was executed June 1, 2023 under the City Manager's authority for additional employment law and public safety legal support. Amendment No. 1 increased the contract ceiling to \$100,000.

As the City Council conducted its recruitment for a City Attorney, Amendment No. 2, which increased the contract ceiling to \$200,000, was approved by the City Council on November 14, 2023. The new City Attorney assumed office on February 5, 2024; however, the Assistant City Attorney position remains vacant. Due to the continued vacancy in the City Attorney's Office, staff recommends the City Council authorize Amendment No. 3 to amend the term of the Professional Services Agreement through December 30, 2024 and to increase the "not-to-exceed" amount to three hundred thousand dollars (\$300,000). Given the significant, ongoing demands placed on the City Attorney's Office and Administrative Services, this amendment will provide the City with additional options for competent and professional legal services to respond to employment law and public safety legal services, as needed.

Rocklin Police Officers' Association Side Letter

On February 13, 2024, the City Council approved a Side Letter Agreement between the City and Rocklin Police Officers' Association (RPOA), which modified two provisions of the Memorandum of Understanding, including sign-up limitations and maximum sign-up terms in subsections 33.3.1 and 33.3.6 of Article 33 concerning schedules for Union employees. However, the Side Letter did not modify subsection 33.1, which states that the effective date of such schedules is "to be effective on January 1 the following year." Given such, RPOA expressed a desire to implement the sign-up sections for the current calendar year. Therefore, the City and the RPOA seek to revise the Side Letter (adopted on February 13, 2024) to state that it is retroactively effective January 1, 2024.

Management Salary Schedule Adjustment- Assistant City Attorney

Title 2 of the California Code of Regulations, section 570.5 requires the City's salary schedules to be approved and adopted by the City Council at a public meeting.

The Assistant City Attorney position is vacant and the City Attorney would like to move forward with recruitment efforts to fill the vacancy. The Assistant City Attorney classification has been vacant since January 2023. During that time, the City conducted one recruitment that did not result in filling the position. Subsequently, a compensation study was conducted utilizing the City's pre-determined labor market agencies to assess the market competitiveness of the current salary range of the Assistant City Attorney. The market results demonstrate that the salary range is significantly below the median of the City's pre-determined labor market agencies. Given these circumstances, a salary range increase is appropriate in order to make progress toward aligning the Assistant City Attorney salary with the market and increase the likelihood of attracting qualified, experienced candidates. Therefore, in connection moving forward with a new Assistant City Attorney recruitment, staff recommends adjusting the salary range from salary range 26 (\$125,048- \$170,427) to 31 (\$141,480- \$192,823) of the Management Salary Schedule.

Fiscal Impact:

The LCW Contract Amendment No. 3 will result in an increase to the contract of \$100,000; the RPOA Side Letter has no direct fiscal impact; and, the Management Salary Schedule change will result in a net increase cost of \$28,600.

Sufficient funds are available in the City Attorney's Office budget to support the increases from the staff recommendations.

ATTACHMENTS:

1. [Resolution A](#)
2. [Resolution A Exhibit 1 - LCW Contract Amendment](#)
3. [Resolution B](#)
4. [Resolution B Exhibit 1 - RPOA Signed Side Letter](#)
5. [Resolution C](#)
6. [Resolution C Exhibit 1 - Management Salary Schedule](#)