

CITY OF YUBA CITY
STAFF REPORT

Date: July 20, 2021
To: Honorable Mayor and Members of the City Council
From: Human Resources Department
Presentation By: Natalie Springer, Human Resources Director

Summary

Subject: Fire Management (FM) Side Letter

Recommendation: Adopt a Resolution approving a Side Letter with FM pertaining to the Fire Marshal's eligibility for supplemental administrative leave

Fiscal Impact: \$2,158 (current pay rate)

Purpose:

To approve the FM Side Letter pertaining to the Fire Marshal's eligibility for supplemental administrative leave.

Background:

The purpose of this side letter is to add language to the Fire Management Letter of Understanding pertaining to the Fire Marshal's eligibility for supplemental administrative leave. The exempt positions in the Mid-Managers Memorandum of Understanding and Police Sworn Mid-Managers Letter of Understanding agreements includes eligibility language for supplemental administrative leave. The Fire Marshal is an exempt position and the FM Letter of Understanding does not currently include the eligibility for supplemental administrative leave language.

Analysis:

Staff recommends including supplemental administrative leave eligibility language for the Fire Marshal. Parity with the other exempt mid-management unit positions on this issue is desirable.

All other provisions of the current Letter of Understanding between the City and FM shall remain unchanged.

Fiscal Impact:

If the Fire Marshal retired, the estimated cost of the leave payouts would increase by \$2,158 (current pay rate).

Alternatives:

Do not approve FM Side Letter and provide staff direction.

Recommendation:

Adopt a Resolution approving a Side Letter with FM, effective July 20, 2021 pertaining to the Fire Marshal's eligibility for supplemental administrative leave

Attachments:

- A. FM Side Letter Resolution
- B. FM Side Letter

Prepared By:

/s/ Natalie Springer

Natalie Springer
Human Resources Director

Submitted By:

/s/ Dave Vaughn

Dave Vaughn
City Manager

Reviewed By:

Finance

Special Counsel

SM

SS by email

ATTACHMENT A

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE FIRE MANAGEMENT'S SIDE LETTER**

WHEREAS, the City recognizes Fire Management's (FM) commitment to the City and its citizens while providing outstanding and dedicated service to all; and

WHEREAS, the similar exempt mid-managers in other bargaining units have language authorizing eligibility for supplemental administrative leave in the discretion of the City Manager.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

1. Approve the attached FM Side Letter pertaining to the Fire Marshal's eligibility for supplemental administrative leave.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 20th day of July 2021.

AYES:

NOES:

ABSENT:

Marc Boomgaarden, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

Approved as to form:

Stacey Sheston
BB&K, Special Counsel

ATTACHMENT B

**Yuba City and Fire Management
Side Letter of Agreement to the
July 1, 2017 through June 30, 2019 LOU**

The purpose of this side letter is to add language to the Fire Management Letter of Understanding pertaining to the Fire Marshall's eligibility for supplemental administrative leave.

Article 13 Administrative Leave

13.3 Additional Allotment

At the discretion of the City Manager, an additional allotment of administrative leave not to exceed 40 hours may be approved each year. Requests for additional leave allocation must be based on an excessive number of hours worked beyond normal management expectations. The allotment of leave is at the full discretion of the City.

2. Reminder of Contract Not Affected

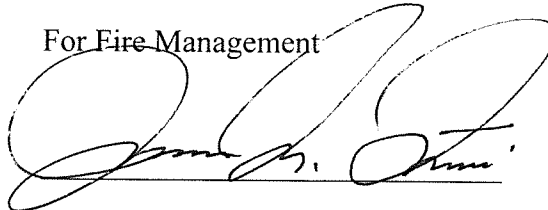
All other provisions of the current Letter of Understanding between the City and Fire Management shall remain unchanged.

Date: _____

Date: 7/13/21

For the City of Yuba City

For Fire Management



David Vaughn, City Manager

Jesse Frias, Fire Marshall