



APPROVED
BY THE CITY COUNCIL

SEP 9 1997

OFFICE OF THE
CITY CLERK

A697-149

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OFFICE OF THE
CITY MANAGER

CITY OF SACRAMENTO
CALIFORNIA

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September 2, 1997

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Contract between the City of Sacramento and the Sacramento Public Library Authority for a "Loaned Executive" for Human Resource & Labor Relations Services

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution directing the City Manager to negotiate a contract with the Library Authority establishing a reimbursement agreement for the salary and benefits of a loaned executive from the City for human resource and labor relations services, not to exceed \$86,121 for fiscal year 1997-98. Consistent with the recommendations of the Library Authority staff, staff recommends that contracted services not exceed 3 years.

CONTACT PERSONS:

Betty Masuoka, Deputy City Manager, 264-5704
Richard Killian, Library Director, 264-2770
Rick Hiseley, Library Fiscal Officer, 264-2717

FOR THE COUNCIL MEETING OF: September 9, 1997

SUMMARY:

Despite its search efforts, the Library Authority has been unable to fill its Human Resources Program Manager position and has expressed interest in contracting with the City for its human resource management and labor relations services.

BACKGROUND:

The Library Authority has been unable to recruit a qualified individual to fill the position of Human Resources Program Manager despite two separate national searches advertising in

newspapers, professional journals, library publications, and recruitment through City and County personnel offices. Rather than continue to keep this critical position vacant while conducting additional searches, the Authority has expressed interest in contracting with the City of Sacramento for the services of Donna Giles, Director of Human Resources. Ms. Giles has been working the City Manager's Office on human resources projects. These projects are on the verge of implementation and her services are available. Attachment 1 is an outline of the work plan to be accomplished by the loaned executive Human Resources & Labor Relations Director. The Library Authority approved a resolution to proceed with negotiating a contract with the City for these services at its meeting on August 28, 1997.

FINANCIAL CONSIDERATIONS:

The proposed agreement between the City and the Library Authority would result in savings to the City as the FY 97/98 cost of Ms. Giles position would be reimbursed by the Library Authority beginning October 1, 1997. Annual savings are estimated at \$86,121.

ENVIRONMENTAL CONSIDERATIONS: Not applicable; information only

POLICY CONSIDERATIONS:

The proposed agreement is consistent with the City's FY 97/98 budget efforts to identify savings, efficiencies and cost recovery opportunities wherever possible.

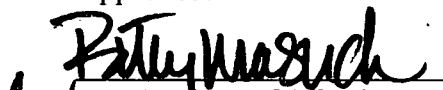
MBE/WBE: Not applicable; Library Authority is the contracting agency

Respectfully submitted,



Betty Masuoka
Deputy City Manager

Approved:


WILLIAM H. EDGAR
City Manager

Attachments: Resolution
Work Plan for Human Resources/Labor Relations Director at the
Sacramento Public Library Authority

APPROVED
BY THE CITY COUNCIL
SEP 9 1997
OFFICE OF THE
CITY CLERK

RESOLUTION NO. 97-515

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE
A CONTRACT WITH THE SACRAMENTO PUBLIC LIBRARY AUTHORITY
FOR THE SERVICES OF MS. DONNA GILES
AS HUMAN RESOURCES & LABOR RELATIONS DIRECTOR

WHEREAS the Sacramento Public Library Authority has attempted to recruit a Human Resources Program Manager; and

WHEREAS the Authority has been unable to locate an individual with the background and skills necessary to be hired as the Human Resources Program Manager; and

WHEREAS the Authority's Governing Board has authorized the Library Director to negotiate a contract with the City of Sacramento for human resource and labor relations services.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The City Manager or a designated representative is hereby authorized to negotiate a contract with the Sacramento Public Library Authority to provide a Human Resources & Labor Relations Director for a term up to three years and not to exceed \$86,121 for the 1997-98 fiscal year.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

WORK PLAN FOR HUMAN RESOURCES/LABOR RELATIONS DIRECTOR AT THE SACRAMENTO PUBLIC LIBRARY AUTHORITY

Major Tasks	Tentative Target Dates
<ul style="list-style-type: none">- Review market data survey on certain classifications and make recommendations	October - December 1997
<ul style="list-style-type: none">- Develop recruitment strategies- Streamline hiring procedures- Manage Labor Relations activities- Develop a positive working relationship with Local 39 representative	
<ul style="list-style-type: none">- Develop a pool of "on-call" personnel	January - June 1998
<ul style="list-style-type: none">- Explore the establishment of interest-based bargaining with Local 39- Train Labor and Management representatives in interest-based bargaining- Develop and coordinate a training plan for Library staff- Review and revise recruitment and hiring process- Help create a management "team" atmosphere	
<ul style="list-style-type: none">- Develop orientation program for employees	June - December 1998
<ul style="list-style-type: none">- Develop and provide Labor Relations training for all staff- Review and revise Affirmative Action Plan as needed- Develop ethnic data reporting system- Develop the Library Authority's own HR identity	

Major Tasks	Tentative Target Dates
- Train HR staff in operating a Merit System	January - June 1999
- Develop Employee Handbook	
- Develop HR Procedures and Policy Manual	
- Assist in the recruitment of key personnel	
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- Develop staff incentive programs	June - December 1999
- Review use and training of volunteers	
- Develop strategies for contract negotiations using interest-based bargaining techniques	
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- Conduct Contract Bargaining	January - October 2000
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