

CITY OF RANCHO PALOS VERDES

ADMINISTRATIVE INSTRUCTION

NUMBER 2-20

SUBJECT: LABOR RELATIONS

I. Background/Purpose

This Policy shall apply when the City negotiates a Tentative Agreement, a Memorandum of Understanding, or an amendment to a Memorandum of Understanding with a recognized employee organization.

II. Policy

- A. Negotiations Team. The City's lead negotiator may not be a City employee. The City Manager may select the members of the negotiations team and present them to the City Council for consent.
- B. Fiscal Analysis. The City's Department of Finance shall prepare a fiscal impact analysis of a Tentative Agreement, a proposed Memorandum of Understanding, or a proposed amendment to a Memorandum of Understanding unless the City Council directs that a fiscal impact analysis shall not be obtained. If the City Council so directs, the fiscal impact analysis may be reviewed by an independent certified accountant who is not a public employee.
- C. Publication of Accepted Meet & Confer Proposals. If a meet and confer proposal relating to a Tentative Agreement, Memorandum of Understanding, or an amendment to a Memorandum of Understanding is accepted by the party to which it is presented, the proposal and the fiscal impact analysis shall be posted on the City's website.
- D. Action on Tentative Agreement. The City Council may take action to accept or reject a Tentative Agreement only after the Tentative Agreement has been placed on the agenda at a minimum of two City Council meetings that are held at least two weeks apart. Government Code section 3505.1 requires a governing body to vote to accept or reject a tentative agreement within 30 days of the date it is first considered at a duly noticed public. If the implementation of this rule would result in the City Council failing to act on a Tentative Agreement within 30 days of the date the Tentative Agreement is first considered at a duly noticed public meeting, the City Council may waive this requirement or call the second meeting as a special meeting within the 30 days.

E. Agenda Posting. A Tentative Agreement shall not be placed on the City Council's consent calendar.