



	Approved	Denied
Date Action Taken:	8/13/07	
Other:	Amended to appoint Doug Holler to ERC.	
Verified by:	K. Metiva	

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**AM No. 07-47**

**TITLE: APPOINTMENT TO VACANT SEAT ON THE EMPLOYEE RELATIONS COMMITTEE.**

Agenda of: August 13, 2007

Date: July 30, 2007

Originator: Jamie Newman, Deputy Clerk for Marty Metiva, Chair, Employee Relations Committee

Route to:	Department	Signature/Date
X	Deputy Administrator Planning, Economic Development, Human Resources	
X	City Clerk	K. Metiva

**REVIEWED BY MAYOR DIANNE M. KELLER:** \_\_\_\_\_

**FISCAL IMPACT:**  yes\$ \_\_\_\_\_ or  no Funds Available  yes  no  
Account name/number:

Attachments: Ordinance Serial No. 07-02(AM) and Resolution Serial No. 07-23

**SUMMARY STATEMENT:**

On January 22, 2008, the Council adopted AM No. 07-09 and appointed Council Members Koskela and Metiva to serve with the Deputy Administrator on the Employee Relations Committee (ERC). With the recent resignation of Council Member Koskela, from the City Council, a vacancy now exists on the ERC.

Currently the ERC is scheduled to meet with employees on the first Thursday of each month, through September 2008, from 1 p.m. to 2 p.m. at City Hall, Council Chambers. With the appointment of a new member, the ERC may adjust their meeting schedule if necessary to accommodate the new member. Council Members receive no additional compensation for their service on the ERC.

**ACTION:** To appoint a member of the City Council to serve on the Employee Relations Committee until September 2008.

NON-CODE ORDINANCE

Requested by: City Council  
Prepared by: City Clerk and Attorney  
Introduction: December 11, 2006  
Public Hearing: January 22, 2007  
Amended: January 22, 2007  
Adopted: January 22, 2007  
Vote: Menard, Koskela & Metiva in favor; Cox, Ewing and Holler opposed;  
Mayor Keller broke the tie in favor

**CITY OF WASILLA  
ORDINANCE SERIAL NO. 07-02(AM)**

**AN ORDINANCE OF THE WASILLA CITY COUNCIL CREATING AN EMPLOYEE  
RELATIONS COMMITTEE AND PRESCRIBING ITS DUTIES.**

WHEREAS, WMC 3.90.080 provides that the City Council at least annually shall meet and confer with City employees or their representatives with respect to the terms and conditions of their employment; and

WHEREAS, the City Council finds that a temporary Employee Relations Committee would provide another useful source of information and proposals that would assist the City Council in addressing City employee relations issues; and

WHEREAS, to provide a balanced view of City employee relations, the Employee Relations Committee should be composed of representatives of the City Council, the City administration, and City employees; and

WHEREAS, the Employee Relations Committee shall have advisory functions only, and shall not otherwise act, individually or collectively, as an agent of the City; and

WHEREAS, the Employee Relations Committee is being formed for a special purpose of limited duration, and shall terminate not later than 150 days after the date of its first meeting, unless the City Council extends its duration; and

WHEREAS, members of the Employee Relations Committee will receive no compensation for their service as committee members.

- \* **Section 1. Classification.** This is a non-code ordinance.
- \* **Section 2. Creation of committee.** An Employee Relations Committee ("Committee") is hereby created for the purpose of gathering information concerning employment relations issues from City employees and making recommendations to the City Council on employment related matters. The Committee shall consist of three members selected as follows:
  - A. Two members of the City Council who shall be selected by the City Council; and
  - B. One department head who shall be selected by the Mayor.
- \* **Section 3. Organization; duration.** The Committee shall meet and organize within 30 days after the appointment of all of its members, and shall terminate no later than 150 days after its first meeting, provided that the Council may extend the duration of the Committee from time to time by resolution.
- \* **Section 4. Application of WMC Chapter 2.44.** The Committee shall be subject to the provisions of WMC Chapter 2.44 that apply to a committee formed for a special purpose of limited duration, except that members of the Committee shall be appointed as provided in Sections 2 and 3 of this ordinance.
- \* **Section 5. Compensation.** Members of the Committee will receive no additional compensation for their service as Committee members, but a City employee shall receive regular hourly pay for time spent attending meetings of the Committee during the employee's regular work hours.

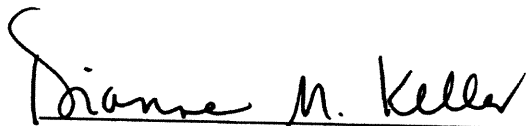
\* **Section 6. Open meetings act.** Meetings of the Committee are subject to the Alaska Open Meetings Act, and the City Clerk is authorized and directed to advertise the meetings of the Committee in accordance with the Alaska Open Meetings Act.

\* **Section 7. Committee proceedings and recommendations.** The Committee shall investigate employee relations issues that are referred to it by City employees and by the City Council, solicit information from City employees and the City administration on employee relations issues, and report recommendations concerning employee relations issues to the City Council. Recommendations from the Committee shall be forwarded to the City Council for consideration through the Office of the City Clerk.

\* **Section 8. Assistance to the Committee.** The City Attorney, City Clerk, Deputy Clerk, and department heads may assist and participate in the discussions of the Committee as requested.

\* **Section 9. Effective date.** This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on January 22, 2007.

  
\_\_\_\_\_  
DIANNE M. KELLER, Mayor

ATTEST:

  
\_\_\_\_\_  
KRISTIE SMITHERS, MMC  
City Clerk

[SEAL]

Requested by: Council Members Metiva and Koskela

Prepared by: Attorney

Adopted: June 25, 2007

Vote: Cox, Holler, Koskela, Menard and Metiva in favor; Ewing opposed

**CITY OF WASILLA  
RESOLUTION SERIAL NO. 07-23**

**A RESOLUTION OF THE WASILLA CITY COUNCIL EXTENDING THE DURATION  
OF THE EMPLOYEE RELATIONS COMMITTEE TO SEPTEMBER 1, 2008.**

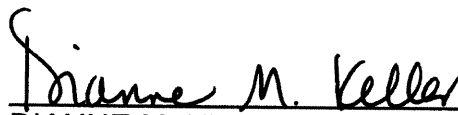
WHEREAS, Ordinance Serial No. 07-02(AM) created an Employee Relations Committee; and

WHEREAS, the Committee first met in February 2007, and Section 3 of Ordinance Serial No. 07-02(AM) provides that the Committee shall terminate no later than 150 days after its first meeting, provided that the Council may extend the duration of the Committee from time to time by resolution; and

WHEREAS, both the members of the Committee and City employees believe that the Committee has served a useful function, and that its duration should be extended.

NOW, THEREFORE, BE IT RESOLVED by the Wasilla City Council that the duration of the Employee Relations Committee is extended to September 1, 2008.

ADOPTED by the Wasilla City Council on June 25, 2007.



DIANNE M. KELLER, Mayor

ATTEST:



KRISTIE SMITHERS, MMC  
City Clerk

[SEAL]