

REPORT TO CITY COUNCIL

DATE: JUNE 22, 2011

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER
CELESTE BIRD, ADMINISTRATIVE ANALYST

SUBJECT: ADOPT RESOLUTION NO. 11-1631; AMENDING THE COMPENSATION PLAN BY SETTING THE SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 1.5% COLA RATE INCREASE, INCREASING THE EMPLOYER CONTRIBUTION TO PROVIDE FOR INCREASED COSTS TO HEALTH CARE PREMIUMS, ESTABLISHING THE POSITION OF DIRECTOR OF PUBLIC WORKS, DEPUTY CITY MANAGER AND FINANCE MANAGER, AND APPROVING THE CLASSIFICATION SPECIFICATIONS, AND SETTING THE SALARY RANGES, AND APPROVE AMENDMENT NO. 7 TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT

The City follows the practice of consulting with City employees on matters such as working conditions, classifications, and compensation, including salaries and benefits. Providing benefits as most municipal agencies is a means to attract and retain quality employees. As a result of the 2010–2012 consultation sessions with the City employees, the City agreed to a two-year compensation package. This report implements the second year of that compensation package, which includes a 1.5% COLA rate increase based on the annual average of the Consumer Price Index (CPI) as listed by the U.S. Department of Labor Statistics, Urban Wage Earners & Clerical Workers for Los Angeles, Riverside, and Orange counties for year ending 2010, which will be effective the pay period of July 1, 2011, and an increase to the employer contribution towards healthcare benefits to provide for the increased costs in 2012. The City Council approved the COLA rate increase, conditioned on the ability to achieve a balanced budget. Staff has budgeted for 2012 increases and has presented a balanced budget for fiscal year 2011-2012.

In an effort to more accurately reflect the duties of certain employment positions, Human Resources staff reviews job classifications annually. Staff is recommending the addition of three classifications: Director of Public Works, Deputy City Manager, and Finance Manager.

Since 2004 the Assistant City Manager has managed the Public Works activities of the City, with the City Engineer acting as a division head, overseeing the day-to-day operations. Over the past several years the City Engineer has successfully taken over several of these Public Works responsibilities, along with the successful completion of several major capital improvement projects, such as the Reyes Adobe Interchange, and the repair and overlay of Thousand Oaks

Boulevard. Staff is recommending the position of Director of Public Works be established effective July 1, 2011.

In January of this year, the loss of a Public Works position was realized by the City and the Administrative Analyst in the City Manager's department was moved into Public Works as a Project Manager, as this position was already serving in an interim role for several months. The position was vacated in the City Manager's office in February and will remain unfilled as a budget saving measure. As a result of this vacancy, and the realignment of several duties within the City Manager's department, the Assistant to the City Manager, will be assigned several additional responsibilities, mostly taking over the duties previously handled by the Administrative Analyst. Staff proposes that effective, July 1, 2011, the position of Deputy City Manager be established to include the new responsibilities taken on by the Assistant to the City Manager.

The Finance Department has taken on additional duties of grant management, preparing a complete Comprehensive Annual Financial Report, accounts receivable billing city-wide, management of three bond issues and other post employment benefits, as well as retiree medical billing. These additional duties, coupled with the complexity of the state budget have led to the need for additional technical expertise. Staff is recommending the position of Finance Manager be established effective July 1, 2011. Currently the Finance Department is structured with the Assistant City Manager serving as back-up to the Finance Director. The new position of Finance Manager will serve as the back-up to the Finance Director in all capacities.

Pursuant to the employment agreement between the City and City Manager, City Manager Greg Ramirez is requesting the same 1.5% COLA increase that is being recommended for all other City employee pay steps. Staff has prepared an amendment to the City Manager's employment agreement for the City Council's consideration. As requested by Mr. Ramirez, the attached draft of Amendment No. 7 would change Mr. Ramirez' existing base salary from \$15,745 to \$15,981. This amendment, if adopted, would be effective July 1, 2011.

The Agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends the City Council A) adopt Resolution 11-1631, amending the compensation plan by setting salary ranges for City employees to include a 1.5% COLA rate increase, increasing the employer contribution to provide for increase costs to health care premiums, establishing the positions of Director of Public Works, Deputy City Manager, and Finance Manager, approving the classification specifications, and setting the salary ranges, and B) approve Amendment No. 7 to City Manager Greg Ramirez' employment agreement, increasing his base salary from \$15,745 to \$15,981.

Attachments: Resolution No. 11-1631, with Exhibits
Amendment No. 7 to the City Manager's Employment Agreement

RESOLUTION 11-1631

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY SETTING SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 1.5% COLA RATE INCREASE, INCREASING THE EMPLOYER CONTRIBUTION TO PROVIDE FOR INCREASED COSTS TO HEALTH INSURANCE PREMIUMS, ESTABLISHING THE POSITION OF DIRECTOR OF PUBLIC WORKS, DEPUTY CITY MANAGER, AND FINANCE MANAGER, APPROVING THE CLASSIFICATION SPECIFICATIONS, AND SETTING THE SALARY RANGES.

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:

SECTION 1. The following classifications and salary ranges are hereby authorized in City service effective the pay period beginning July 1, 2011.

<u>CLASSIFICATION</u>	<u>RANGE</u>
ACCOUNTANT	1027
ACCOUNTING SPECIALIST II	942
ADMINISTRATIVE ANALYST	1051
ADMINISTRATIVE INTERN	124
ADMINISTRATIVE INTERN II	435
ADMINISTRATIVE SECRETARY I	772
ADMINISTRATIVE SECRETARY II	856
ASSISTANT CITY MANAGER	1608
ASSISTANT DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT	1389
ASSISTANT ENGINEER	1076
ASSISTANT PLANNER	1057
ASSISTANT TO THE CITY MANAGER	1220
ASSOCIATE CIVIL ENGINEER	1208
ASSOCIATE PLANNER	1133
BUILDING OFFICIAL	1422
BUILDING PERMIT TECHNICIAN	797
CITY CLERK	1306
CITY ENGINEER	1422
CODE COMPLIANCE OFFICER	944
COMMUNITY SERVICES COORDINATOR	934
DEPUTY CITY MANAGER	1422
DIRECTOR OF COMMUNITY SERVICES	1464
DIRECTOR OF FINANCE	1455
DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT	1464

Resolution No. 11-1631

DIRECTOR OF PUBLIC WORKS	1464	
EMERGENCY OPERATIONS/MEDIA COORDINATOR		Ref Reso No. 06-1403 Sec 1
ENGINEERING AIDE	797	
EXECUTIVE ASSISTANT	946	
FINANCE MANAGER	1140	
INSTRUCTOR I	1.0	
OFFICE ASSISTANT I	350	
PARKS & LANDSCAPE SUPERINTENDENT	1018	
PLANNING TECHNICIAN	797	
PRINCIPAL PLANNER	1220	
PROGRAM TECHNICIAN	474.0	
PUBLIC WORKS INSPECTOR II	961	
PUBLIC WORKS PROJECT MANAGER	1208	
RECREATION LEADER I	474.0	
RECREATION LEADER II	265	
RECREATION MANAGER	1140	
RECREATION SPECIALIST	435	
RECREATION SUPERVISOR	1030	
SENIOR BUILDING INSPECTOR	961	
SENIOR CIVIL ENGINEER	1310	
SENIOR INSTRUCTOR	452	
SENIOR PLANNER	1215	
SPECIAL EVENTS WORKER		Ref Reso 09-1533

SECTION 2. The City will increase the employer contribution amount up to the 2012 Blue Shield Advantage family rate, which will include the 2012 minimum contribution required under the Public Employees’ Medical and Hospital Care Act (PEMHCA), plus the current VSP rate.

SECTION 3. The Compensation Plan is amended to include the classifications of Director of Public Works, Deputy City Manager, and Finance Manager and the classification specifications, attached as Exhibit “A” is adopted and approved, effective July 1, 2011.

SECTION 4. The classifications of Director of Public Works, Deputy City Manager and Finance Manager are assigned the salary ranges as listed below:

<u>CLASSIFICATION</u>	<u>RANGE</u>
DIRECTOR OF PUBLIC WORKS	1464
DEPUTY CITY MANAGER	1422
FINANCE MANAGER	1140

Resolution No. 11-1631

PASSED, APPROVED, AND ADOPTED this 22th day of June, 2011, by the following vote to wit:

AYES: (0)
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)

Harry Schwarz, Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

EXHIBIT A

CITY OF AGOURA HILLS

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

DEFINITION

Under administrative direction, plans, organizes, directs and integrates the City's engineering and public works activities and functions; provides expert professional assistance to the City's management staff in technical areas, including engineering, permit processing, street maintenance, NPDES compliance, public works contract administration and inspection, subdivision map/improvement plan processing; establish conditions of approval for development projects in the area of engineering and public works; development and implementation of the capital improvement program; administer the City's Federal Flood Insurance Program; and additional responsibilities assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Plans, organizes, evaluates and coordinates engineering and public works activities engaged in by City staff or contractors to insure compliance with appropriate ordinances, codes, or regulations. Develops comprehensive plans to satisfy the City's long-term and short-term needs for engineering and public works services. Establishes appropriate service levels and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
2. Assists members of the City Council, City staff, and the public by responding to requests, technical questions, and concerns relating to engineering and public works issues. Prepares and presents reports of a complex technical nature regarding engineering and public works activities. Provides technical direction and oversight for the City's NPDES program. Administers the Federal Flood Insurance program. Coordinates engineering and public works activities during emergencies. Acts as City liaison with F.E.M.A., O.E.S., and other agencies on engineering and public works activities during and following emergencies.
3. Prepares, reviews, and recommends ordinances, regulations, standards and policies relating to engineering and public works activities.
4. Plans, organizes, evaluates, and coordinates the development and implementation of the capital improvement program and budget. Develops, reviews and evaluates plans, specifications and contract estimates for engineering and public works projects.

Makes recommendations to City management and the City Council on such projects as required.

5. Researches or directs the research of programs involving new innovations for engineering or public works projects. Attends and participates in professional group meetings; stays abreast of new technology and innovations in the field of engineering and public works.
6. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from a four-year college or university with major coursework in civil engineering and five years of progressively responsible municipal civil engineering and/or public works experience, at least three years of which were at the supervisory level.

Knowledge, Skills and Abilities

Knowledge of: theories, principles, practices and techniques of public works and municipal civil engineering, applicable federal, state, and local law, codes and regulations governing the administration of public work activities and municipal engineering; principles and practices of public administration, including budgeting, contracting and the maintenance of public records.

Ability to: plan, direct and integrate broad comprehensive engineering and public works activities; analyze complex engineering and maintenance issues and problems; evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, and explain local, state, and federal law and regulations governing engineering and public works activities; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, representatives of other agencies, the public, and City employees.

License or Certificate

A valid Class C California driver's license at the time of appointment.

A valid California Registration as a Professional Engineer at the time of appointment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to perform the essential functions of the class in a successful manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel objects, or operate standard office equipment; reach with hands and arms. The employee is frequently required to stand and walk.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use mathematics and mathematical reasoning; perform highly detailed work within tight deadlines, on multiple concurrent tasks; interact with City staff and other organizations; and deal with customer relations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee generally works under typical office conditions. The noise level in the typical office work environment is usually quiet. However there is a requirement for field work where the environment is dependent upon site location, type of activity being performed, and weather conditions. The noise level in the field is frequently loud.

EXHIBIT B
CITY OF AGOURA HILLS
DEPUTY CITY MANAGER

DEFINITION

Under administrative direction, performs wide variety of highly responsible and complex administrative and analytical functions in support of the City Manager. Responsible for programs related to general administration; public information and relations, legislative analysis, cable casting, telecommunications, disaster preparedness, CERT program administration. Manages city transportation programs and funding. Administers franchise agreements for cable television and waste management, and other assigned contracts, and monitors performance. Performs related duties as required.

CLASS CHARACTERISTICS

This class is distinguished from the Assistant to the City Manager position by increased responsibility, supervising the work of others, and managing complex programs.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to the following:

1. May serve as acting City Manager in the City Manager's and Assistant City Manager's absence, consistent with written authorization of the City Manager.
2. Manage and supervise assigned programs within the City Manager's office and provide responsible staff assistance and support to the City Manager.
3. Assist the City Manager in coordination and preparation of the annual City budget.
4. Perform a variety of administrative support functions for the City Manager including facilitating meetings, conducting research and preparing correspondence, reports and related material.
5. Research, compile, and analyze information from various sources; prepare reports which present and interpret data and identify alternatives; make and justify recommendations; draft resolutions and ordinances.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training. Work with employees to correct deficiencies.

7. Explain and interpret programs, policies, and activities related to assigned area; negotiate and resolve sensitive and controversial issues.
8. Facilitate executive team meetings; collaborate and confer with department heads; prepare action summaries.
9. Represent the City of Agoura Hills to the public, elected officials and outside agencies; coordinate activities with other departments, outside agencies, and organizations. Serve as the City's liaison to regional organizations.
10. Represent the City in relations with the community, advisory committees, local, county, state, and federal agencies and professional organizations.
11. Prepare staff reports, resolutions, ordinances, contracts, agendas, correspondence, and other related documents, and make verbal staff presentations.
12. Perform related duties and responsibilities as required.

QUALIFICATIONS AND GUIDELINES

Education and Experience

Equivalent to a Bachelors degree from an accredited college or university with major course work in Public Administration or related field, plus 5 years of increasingly responsible experience in municipal government, preferable with previous administrative work experience with a City Manager's office and at least one other department. A Master's degree is desired.

Knowledge, Skills and Abilities

Principles, practices, and procedures of public administration and management, including methods of analysis; evaluation of administrative procedures, effective analytical and writing skills, and public relations. Principles of contract administration, principles and practices of program development and administration, principles and practices of municipal budget preparation and administration, understanding of pertinent federal, state, and local laws, codes and regulations.

Ability to provide administrative and professional leadership and direction; effectively analyze problems and make sound recommendations in a clear and concise manner; prepare and present comprehensive reports, both verbally and in writing; demonstrate excellent analytical and writing skills; establish effective and cooperative working relationships with those encountered in the performance of duties. Supervise and direct the work of assigned staff.

License or Certificate

A valid Class C California driver's license at the time of appointment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to perform the essential functions of the class in a successful manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel objects or operate standard office equipment; reach with hands and arms. The employee is frequently required to stand and walk.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communications skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use mathematics and mathematical reasoning; perform highly detailed work within tight deadlines, on multiple concurrent tasks; interact with City staff and other organizations; and deal with customer relations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee generally works under typical office conditions. The noise level in the typical office work environment is usually quiet.

EXHIBIT C
CITY OF AGOURA HILLS
FINANCE MANAGER

DEFINITION

Under administrative direction, performs professional accounting and reporting activities in the implementation of financial activities involving accounts payable, receivable, payroll, business registration, cash management and other financial and statistical records and reports, requiring the application of Generally Accepted Accounting Principles; assists in the preparation of the annual budget and other annual reporting; performs revenue analysis; manages cash flow; reconciles data to the general ledger; supervises the work of others involved in related accounting activities; serves as manager over assigned contracts and performs related duties as required.

CLASS CHARACTERISTICS

This class is distinguished from the Accountant position by the increased responsibility for providing technical expertise, supervising the work of others, managing projects, and performing the most difficult accounting work.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinate, supervise and/or perform financial activities including payroll, accounts receivable, accounts payable, redevelopment, cash flow and other related programs.
2. Processes documents and performs data entry relating to accounts payable and accounts receivable; reviews, edits documents and corrects errors; prepares warrants and demand registers, and billings; reconciles accounts to the general ledger; maintains related files.
3. Assist in the development and implementation of departmental goals, objectives, policies and procedures.
4. Responsible for timely deposit at bank of cash receivables and electronic transfers as approved. Monitors daily cash position.
5. Prepares journal entries relating to year-end closing; performs complex adjusting entries affecting several funds; and assists with the year-end close of the City's financial records.
6. Performs grant accounting functions.

7. Assists in the preparation of the comprehensive Annual Financial Report, State controller reports, and related year-end financial statements, schedules, notes and reports; ensures selected general ledger accounts and annual reports accurately reflect City's financial position at fiscal year-end; assists staff and City auditors with the pre-audit and audit.
8. Responds to questions and provides information regarding established policy or procedures; provides liaison to vendors to resolve problems.
9. Prepares journal entries on fixed assets and Construction in Progress additions/deletions; updates the fixed asset subsidiary ledgers; prepare annual depreciation schedule; prepares fiscal year end reports on fixed asset balance sheet accounts.
10. Represents the department at City Council meetings, staff meetings, conferences, task force meetings, state and local organizations and associations as needed.
11. Operates the City's computer network system and functions as liaison to the contract network manager. Coordinates the installation, operation, maintenance of the desktop equipment and peripherals; provides support for administrative software and computer equipment; troubleshoots user applications; performs daily backup procedures; and identifies installed hardware and software problems.

QUALIFICATIONS AND GUIDELINES

Education and / or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or related field and five years of experience in accounting or a related field, which involved preparation of a comprehensive annual financial report and annual budget; maintaining financial and statistical records, including grant accounting, and year-end closing procedures; performance of complex financial record keeping, especially as they pertain to municipal accounting systems; two years of experience in a computer network system support field.

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of financial record keeping; general office procedures; related laws and ordinances. Skill in the operation of a variety of office equipment, including skill in the preparation of complex spreadsheets and the operation of a network system. Ability to understand, interpret, and apply complex financial record keeping, especially as they pertain to municipal accounting systems; related policies and procedures; identify and reconcile differences within the record keeping system; analyze situations accurately and adopt an effective course of action; requiring and understanding of the relationship among accounting records and documents; understand and coordinate the operation of a computer network system; and

prepare manual and computerized financial reports, and maintain ledgers and journals; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain California driver's license and a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to perform the essential functions of the class in a successful manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel objects or operate standard office equipment; reach with hands and arms. The employee is frequently required to stand and walk.

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While performing the duties of this class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use mathematics and mathematical reasoning; perform highly detailed work within tight deadlines, on multiple concurrent tasks; interact with City staff and other organizations; and deal with customer relations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee generally works under typical office conditions. The noise level in the typical office work environment is usually quiet.

**AMENDMENT NO. 7 TO EMPLOYMENT AGREEMENT BETWEEN
THE CITY OF AGOURA HILLS, CALIFORNIA, AND GREG RAMIREZ**

That certain Employment Agreement dated February 24, 2004, as amended in February 2005, May 2006, August 2007, July 2008, August 2008, and June 2009, by and between the City of Agoura Hills (“City”) and Greg Ramirez (“City Manager”) (collectively the “Amended Agreement”) is hereby further amended as follows:

1. Section 4(A)(1)(a) of the Amended Agreement is amended in its entirety to read as follows:

“(a) Base Salary. Effective July 1, 2011, City agrees to pay City Manager for the services required by this Agreement to a monthly base salary of fifteen thousand nine hundred eighty-one dollars (\$15,981) per month.”

2. The foregoing amendments, when approved by the City Council and duly executed by the Mayor and City Manager, shall be made a part of the Amended Agreement. Except as amended herein, the terms and conditions of the Amended Agreement shall remain in full force and effect.

IN WITNESS WHEREOF the parties have executed the Amendment No. 7 to the Agreement as of June 22, 2011.

CITY MANAGER

Greg Ramirez

CITY OF AGOURA HILLS

Harry Schwarz, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

APPROVED AS TO FORM:

Craig A. Steele, City Attorney