

REPORT TO CITY COUNCIL

DATE: JUNE 27, 2012

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. 12-1671; AMENDING THE COMPENSATION PLAN BY SETTING THE SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 3% COLA RATE INCREASE, INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS, AND APPROVE AMENDMENT NO. 8 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 such as this is a means to attract and retain quality employees. Over the past few years, the City has experienced some attrition and has proposed to keep those positions vacant as a costs savings measure. As a means to insure that the level of service provided to the community did not falter, existing staff members have picked up the duties and responsibilities of those vacant positions. Based on that and as a result of the 2012–2013 consultation sessions with the City employees, it is proposed that the City agree to a two-year compensation package which includes a 3% Cost of Living Adjustment (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 2011, for the first-year, which will be effective the pay period of June 29, 2012, and an increase to the employer contribution towards health care premiums to provide for the increased costs in 2013.

It is proposed that the Flexible Benefits Plan offered by the City to its employees be amended to include the new healthcare rates as provided by CALPERS; an employer contribution amount up to the 2013 Blue Shield Advantage family rate (effective January 1, 2013, through December 31, 2013), the 2013 minimum contribution required under PEMHCA, and the Vision Service Provider (VSP) family rate, which will increase by 3.3% in July, 2012. The second-year compensation of the COLA rate increase and the increase to the employer contribution to healthcare premiums will be conditioned on the ability to achieve a balanced budget. Staff has budgeted for the 2012-2013 proposed changes and is presenting a balanced Fiscal Year 2012-2013 budget for approval.

Pursuant to the employment agreement between the City and City Manager, it is being recommended that the agreement be amended to increase the City Manager's pay by 5%. Staff

has prepared an amendment to the City Manager's employment agreement for the City Council's consideration. The attached proposed Amendment No. 8, would change Mr. Ramirez' existing base monthly salary from \$15,981 to \$16,780. This amendment, if adopted, would be effective July 1, 2012 and cover the corresponding pay period.

RECOMMENDATION

Staff recommends the City Council adopt Resolution 12-1671, amending the compensation plan by setting salary ranges for City employees to include a 3% COLA rate increase, increasing the employer contribution to health care premiums, and approve Amendment No. 8 to City Manager Greg Ramirez' employment agreement, increasing his base salary from \$15,981 to \$16,780.

Attachments: (1) Resolution Nos. 12-1671
 (2) Amendment No. 8 to the City Manager's Employment Agreement

RESOLUTION 12-1671

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 3% COLA RATE INCREASE AND INCREASING THE EMPLOYER CONTRIBUTION TO HEALTH CARE PREMIUMS

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 June 29, 2012.

<u>CLASSIFICATION</u>	<u>RANGE</u>
ACCOUNTANT	1051
ACCOUNTING SPECIALIST II	966
ADMINISTRATIVE ANALYST	1075
ADMINISTRATIVE INTERN	124
ADMINISTRATIVE INTERN II	435
ADMINISTRATIVE SECRETARY I	796
ADMINISTRATIVE SECRETARY II	880
ASSISTANT CITY MANAGER	1632
ASSISTANT DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT	1413
ASSISTANT ENGINEER	1100
ASSISTANT PLANNER	1081
ASSISTANT TO THE CITY MANAGER	1244
ASSOCIATE CIVIL ENGINEER	1232
ASSOCIATE PLANNER	1157
BUILDING OFFICIAL	1446
BUILDING PERMIT TECHNICIAN	821
CITY CLERK	1330
CITY ENGINEER	1446
CODE COMPLIANCE OFFICER	968
COMMUNITY SERVICES COORDINATOR	958
DEPUTY CITY MANAGER	1446
DIRECTOR OF COMMUNITY SERVICES	1488
DIRECTOR OF FINANCE	1479
DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT	1488

Resolution No. 12-1671

DIRECTOR OF PUBLIC WORKS	1488
EMERGENCY OPERATIONS/MEDIA COORDINATOR	Ref Reso No. 06-1403 Sec 1
ENGINEERING AIDE	821
EXECUTIVE ASSISTANT	970
FINANCE MANAGER	1164
INSTRUCTOR I	1.0
OFFICE ASSISTANT I	350
PARKS & LANDSCAPE SUPERINTENDENT	1042
PLANNING TECHNICIAN	821
PRINCIPAL PLANNER	1244
PROGRAM TECHNICIAN	474.0
PUBLIC WORKS INSPECTOR II	985
PUBLIC WORKS PROJECT MANAGER	1232
RECREATION LEADER I	474.0
RECREATION LEADER II	265
RECREATION MANAGER	1164
RECREATION SPECIALIST	435
RECREATION SUPERVISOR	1054
SENIOR BUILDING INSPECTOR	985
SENIOR CIVIL ENGINEER	1334
SENIOR INSTRUCTOR	452
SENIOR PLANNER	1239
SPECIAL EVENTS WORKER	Ref Reso 09-1533

SECTION 2. The City will increase the employer contribution amount up to the 2013 Blue Shield Advantage family rate, which will include the 2013 minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), plus the new Vision Service Provider (VSP) rate effective July 1, 2012.

Resolution No. 12-1671

PASSED, APPROVED, AND ADOPTED this 27th day of June, 2012, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

John M. Edelston, Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

AMENDMENT NO. 8 TO EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF AGOURA HILLS, CA AND GREG RAMIREZ

That certain Employment Agreement dated February 24, 2004, as amended in February 2005, May 2006, August 2007, July 2008, August 2008, June 2009, and June 2011 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, 2012, City agrees to pay City Manager for the services required by this Agreement to a monthly base salary of sixteen thousand seven hundred and eighty dollars (\$16,780) 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. 8 to the Agreement as of June 27, 2012.

CITY MANAGER

Greg Ramirez

CITY OF AGOURA HILLS

John M. Edelston, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

APPROVED AS TO FORM:

Craig A. Steele, City Attorney