

**REPORT TO CITY COUNCIL**

**DATE:** JUNE 25, 2014

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER *GR*

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

**SUBJECT:** ADOPT RESOLUTION NO. 14-1749; AMENDING THE COMPENSATION PLAN BY SETTING THE SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 1.1% COLA RATE INCREASE, INCREASE THE RANGE OF THE RECREATION LEADER I, PROGRAM TECHNICIAN AND INSTRUCTOR I TO BE IN COMPLIANCE WITH THE 2014 CALIFORNIA MINIMUM WAGE, AND INCREASE THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR EMPLOYEES; ADOPT RESOLUTION NO. 14-1750 INCREASING THE EMPLOYER CONTRIBUTION TO HEALTH CARE AND VISION FOR COUNCILMEMBERS; AND ADOPT RESOLUTION NO. 14-1751, APPROVING AMENDMENT NO. 10 TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT

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The City follows the practice of meeting and consulting with City employees on matters such as working conditions, classifications, and compensation, including salaries and benefits. Providing benefits consistent with other employers in the area and the professional field is a means to retain a high level of quality employees. Over the past few years, the City has experienced some attrition and has proposed to keep those positions vacant as a cost savings measure. As a means to insure that the level of service provided to the community did not falter, existing staff members have taken on additional duties and responsibilities of those vacant positions. Based on that and as a result of the 2014-2016 consultation sessions with the City employees, it is proposed that the City agree to a compensation package which includes a 1.1% 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 2013, which will be effective the pay period of June 27, 2014, and an increase to the employer contribution towards healthcare premiums to provide for the increased costs in 2015. In addition, an increase to the range for the part-time positions of Recreation Leader I, Program Technician, and Instructor I classifications to be in compliance with the 2014 California Minimum Wage of \$9.00 per hour. All other part-time/temporary positions will remain at their current range and rate of pay.

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 2015 Blue Shield Advantage family rate (effective January 1, 2015, through December 31, 2015), which includes the 2015 minimum contribution required under PEMHCA, plus the Vision Service Provider (VSP) family rate, which will increase by 5% in July, 2014. The agreement is contingent on the ability to achieve a balanced budget. Staff has budgeted for the proposed changes and is presenting a balanced Fiscal Year 2014-2015 budget for approval.

Consistent with past practice, the City Councilmembers are offered the ability to participate in the healthcare plan offered by the City. It is proposed that the same amendments to the Flexible Benefits Plan stated above, be offered to the Councilmembers through the adoption of Resolution No. 14-1750.

Pursuant to the employment agreement between the City and City Manager, the City Council has recommended that the agreement be amended to increase the City Manager's pay, which would establish Mr. Ramirez' existing base monthly salary to \$17,630. Staff has prepared an amendment to the City Manager's employment agreement for the City Council's consideration. This amendment, if adopted, would be effective the pay period beginning June 27, 2014.

## **RECOMMENDATION**

Staff recommends the City Council adopt Resolution No. 14-1749, amending the compensation plan by setting salary ranges for City employees to include a 1.1% COLA rate increase, increase the range of the Recreation Leader I, Program Technician and Instructor I in compliance with the 2014 California Minimum Wage of \$9.00 per hour, and the increase the employer contribution to health care premiums for employees; adopt Resolution No. 14-1750 to increase the employer contribution to healthcare premiums for City Councilmembers; adopt Resolution No. 14-1751, approving Amendment No. 10 to City Manager Greg Ramirez' employment agreement.

Attachments: (1) Resolution No. 14-1749  
(2) Resolution No. 14-1750  
(3) Resolution No. 14-1751

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Attachments: (1) Resolution No. 14-1749  
(2) Resolution No. 14-1750  
(3) Resolution No. 14-1751

**RESOLUTION NO. 14-1749**

**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 1.1% COLA RATE, INCREASE THE RANGE OF THE RECREATION LEADER I, PROGRAM TECHNICIAN, AND INSTRUCTOR I TO BE IN COMPLIANCE WITH THE 2014 CALIFORNIA MINIMUM WAGE RATE OF \$9.00 PER HOUR AND INCREASE THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR EMPLOYEES**

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

**SECTION 1.** The classifications and salary ranges as shown on Exhibit "A," attached hereto and incorporated herein as though set forth in full, are hereby authorized in City service effective the pay period beginning June 27, 2014.

**SECTION 2.** The City will increase the employer contribution amount up to the 2015 Blue Shield Advantage family rate, which will include the 2015 minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), effective January 1, 2015, plus the new Vision Service Provider (VSP) rate, effective July 1, 2014.

**PASSED, APPROVED, AND ADOPTED** this 25<sup>th</sup> day of June, 2014, by the following vote to wit:

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

\_\_\_\_\_  
William D. Koehler, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC

**EXHIBIT "A"**

**SALARIES AND POSITIONS 2014-2015**

**EXHIBIT "A"**  
**Salaries and Positions 2014-2015**

POSITIONS	RANGE	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
<b>FULL-TIME</b>							
ACCOUNTANT	1076	67,860	82,680	5,655	6,890	32.6250	39.7500
ACCOUNTING SPECIALIST II	993	61,104	74,448	5,092	6,204	29.3769	35.7923
ADMINISTRATIVE ANALYST	1101	69,960	85,236	5,830	7,103	33.6346	40.9788
ADMINISTRATIVE SECRETARY I	821	49,404	60,192	4,117	5,016	23.7519	28.9385
ADMINISTRATIVE SECRETARY II	904	54,696	66,648	4,558	5,554	26.2962	32.0423
ASSISTANT CITY MANAGER	1658	140,160	170,760	11,680	14,230	67.3846	82.0962
ASSISTANT ENGINEER	1127	72,156	87,912	6,013	7,326	34.6904	42.2654
ASSISTANT PLANNER	1108	70,548	85,944	5,879	7,162	33.9173	41.3192
ASSISTANT TO THE CITY MANAGER	1269	86,304	105,156	7,192	8,763	41.4923	50.5558
ASSOCIATE CIVIL ENGINEER	1257	85,008	103,584	7,084	8,632	40.8692	49.8000
ASSOCIATE PLANNER	1182	77,436	94,344	6,453	7,862	37.2288	45.3577
ASST DIR OF COMMUNITY DEVELOPMENT	1438	106,548	129,816	8,879	10,818	51.2250	62.4115
BUILDING OFFICIAL	1472	111,084	135,324	9,257	11,277	53.4058	65.0596
BUILDING PERMIT TECHNICIAN	848	51,024	62,148	4,252	5,179	24.5308	29.8788
CITY CLERK	1355	96,072	117,048	8,006	9,754	46.1885	56.2731
CITY ENGINEER	1472	111,084	135,324	9,257	11,277	53.4058	65.0596
CODE COMPLIANCE OFFICER	995	61,248	74,628	5,104	6,219	29.4462	35.8788
COMM SERV COORDINATOR	987	60,672	73,932	5,056	6,161	29.1692	35.5442
DEPUTY CITY MANAGER	1472	111,084	135,324	9,257	11,277	53.4058	65.0596
DIRECTOR COMMUNITY DEVELOPMENT	1513	116,988	142,548	9,749	11,879	56.2442	68.5327
DIRECTOR COMMUNITY SERVICES	1513	116,988	142,548	9,749	11,879	56.2442	68.5327
DIRECTOR OF FINANCE	1504	115,692	140,976	9,641	11,748	55.6212	67.7769
DIRECTOR OF PUBLIC WORKS	1513	116,988	142,548	9,749	11,879	56.2442	68.5327
ENGINEERING AIDE	848	51,024	62,148	4,252	5,179	24.5308	29.8788
EXECUTIVE ASSISTANT	997	61,392	74,796	5,116	6,233	29.5154	35.9596
FINANCE MANAGER	1189	78,108	95,172	6,509	7,931	37.5519	45.7558
PARKS & LANDSCAPE SUPERINTENDENT	1067	67,104	81,756	5,592	6,813	32.2615	39.3058
PLANNING TECHNICIAN	848	51,024	62,148	4,252	5,179	24.5308	29.8788
PRINCIPAL PLANNER	1269	86,304	105,156	7,192	8,763	41.4923	50.5558
PUBLIC WORKS INSPECTOR II	1012	62,484	76,128	5,207	6,344	30.0404	36.6000
PUBLIC WORKS PROJECT MANAGER	1257	85,008	103,584	7,084	8,632	40.8692	49.8000
RECREATION MANAGER	1189	78,108	95,172	6,509	7,931	37.5519	45.7558
RECREATION SUPERVISOR	1079	68,112	83,004	5,676	6,917	32.7462	39.9058
SENIOR BUILDING INSPECTOR	1012	62,484	76,128	5,207	6,344	30.0404	36.6000
SENIOR CIVIL ENGINEER	1359	96,552	117,636	8,046	9,803	46.4192	56.5558
SENIOR PLANNER	1264	85,764	104,484	7,147	8,707	41.2327	50.2327
<b>PART-TIME</b>							
ADMINISTRATIVE INTERN	124	20,952	25,530	1,746	2,128	10.0731	12.2740
ADMINISTRATIVE INTERN II	435	30,624	37,308	2,552	3,109	14.7231	17.9365
EMERGENCY OPERATION/MEDIA CO-ORD				50	PER HOUR		
INSTRUCTOR I	1	18,720		1,560		9.0000	
OFFICE ASSISTANT I	350	27,564	33,576	2,297	2,798	13.2519	16.1423
PROGRAM TECHNICIAN	31	18,720	22,800	1,560	1,900	9.0000	10.9615
RECREATION LEADER I	31	18,720	22,800	1,560	1,900	9.0000	10.9615
RECREATION LEADER II	265	24,504	29,856	2,042	2,488	11.7808	14.3538
RECREATION SPECIALIST	435	30,624	37,308	2,552	3,109	14.7231	17.9365

SENIOR INSTRUCTOR	452	31,236	38,052	2,603	3,171	15.0173	18.2942
SPECIAL EVENT WORKER			150-1,050		PER EVENT		



**RESOLUTION NO. 14-1750**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR CITY COUNCILMEMBERS**

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

**SECTION 1.** The City will increase the employer contribution amount up to the 2015 Blue Shield Advantage family rate, which will include the 2015 minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), effective January 1, 2015, plus the new Vision Service Provider (VSP) rate, effective July 1, 2014.

**PASSED, APPROVED, AND ADOPTED** this 25<sup>th</sup> day of June, 2014, by the following vote to wit:

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

\_\_\_\_\_  
William D. Koehler, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk

**RESOLUTION NO. 14-1751**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, APPROVING AMENDMENT NO. 10 TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT**

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

**SECTION 1.** The City Council of the City of Agoura Hills hereby approves Amendment No. 10 to the City Manager's Employment Agreement to increase the City Manager's pay. The attached amendment as shown on Exhibit "A", attached hereto and incorporated herein as though set forth in full, will change Mr. Ramirez' existing base monthly salary from \$17,116 to \$17,630. The amendment will be effective the pay period beginning June 27, 2014.

**SECTION 2.** The City Council of the City of Agoura Hills hereby acknowledges that Section 4(B)(4) of the City Manager's Employment Agreement will include a change in health benefits that will increase the employer contribution amount up to the 2015 Blue Shield Advantage family rate, effective January 1, 2015, and the new Vision Service Provider (VSP) rate effective July 1, 2014, consistent with that approved for the City's general employees and Department Heads.

**PASSED, APPROVED, AND ADOPTED** this 25<sup>th</sup> day of June, 2014, by the following vote to wit:

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

\_\_\_\_\_  
William D. Koehler, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk

**EXHIBIT "A"**

**AMENDMENT NO. 10 TO EMPLOYMENT AGREEMENT  
BETWEEN THE CITY OF AGOURA HILLS, CA AND GREG RAMIREZ**

**AMENDMENT NO. 10 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, June 2011, June 2013, and June 2013 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 June 27, 2014, City agrees to pay City Manager for the services required by this Agreement to a monthly base salary of seventeen thousand six hundred and thirty dollars (\$17,630) 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. 10 to the Agreement as of June 25, 2014.

CITY MANAGER

\_\_\_\_\_  
Greg Ramirez

CITY OF AGOURA HILLS

\_\_\_\_\_  
William D. Koehler, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice Lee, City Attorney