



## REPORT TO CITY COUNCIL

**DATE:** JUNE 23, 2015

**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. 15-1789; AMENDING THE COMPENSATION PLAN BY SETTING THE SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 1.3% COLA RATE INCREASE, INCREASE THE RANGE OF THE ASSISTANT CITY MANAGER, ESTABLISH THE POSITION OF PLANNING DIRECTOR, ASSISTANT PLANNING DIRECTOR, ASSISTANT DIRECTOR OF COMMUNITY SERVICES, CULTURAL EVENT COORDINATOR AND ENGINEERING AIDE II, INCREASE THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR EMPLOYEES; ADOPT RESOLUTION NO. 15-1790 INCREASING THE EMPLOYER CONTRIBUTION TO HEALTH CARE FOR COUNCILMEMBERS

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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. As a result of the 2014-2016 consultation sessions with the City employees, the City agreed to a two-year compensation package. This reports implements the second year of that compensation package which includes a 1.3% 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 2014, which will be effective the pay period of June 26, 2015, and an increase to the employer contribution towards healthcare premiums to provide for the increased costs in 2016. The City Council approved the COLA rate increase, conditioned on the ability to achieve a balanced budget. Staff has budgeted for the 2015-2016 increases and has presented a balanced budget for Fiscal Year 2015-2016.

As a result of the recent retirement of the Director of Planning and Community Development, the Planning Department has been restructured and reorganized to include the new positions of Planning Director and Assistant Planning Director, and the elimination of the positions of Director of Planning and Community Development and Assistant Director of Planning and Community Development. These new positions will

manage the day-to-day operations, with the Assistant City Manager providing oversight. This restructuring provides for an overall cost savings for the Planning Department.

With the opening of the new Agoura Hills Recreation and Event center come the additional maintenance requirements, including, but not limited to: managing building maintenance contracts, landscaping contracts, facility repairs, personnel management, oversight of the Event Center, and the programs and projects related to the Cultural Arts Council. In order to better manage these additional responsibilities, staff proposes the addition of the position of Assistant Director of Community Services. Although it is proposed that this position be added to the salary schedule now, the position will not be filled until January 2016.

As mentioned above, staff anticipates a large increase in the number of cultural, private, and city events to be held in the Event Center. Rather than hire an outside firm to manage the event planning, staff feels that creating the new full-time position of Cultural Events Coordinator will, in the long run, be more cost effective, and will better serve the needs of both the City and the public.

The Engineering department is currently working on, or preparing for, several large capital projects such as the Agoura Road Widening, U.S. 101/Palo Comado Interchange, and the Kanan/Agoura Road intersection design. These capital projects, in addition to our customer request management program (See Click Fix), require an increase of staff time in the field performing technical inspections, monitoring projects, and responding to issues and concerns from the public. The position of Engineering Aide II has been added to assist with this need. With the resignation of a Public Works Project Manager, the retirement of the Administrative Secretary, and the addition of the new position of Engineering Aide II, the department will see an overall cost savings.

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 2016 Blue Shield Advantage family rate (effective January 1, 2016, through December 31, 2016), which includes the 2016 minimum contribution required under PEMHCA, plus the Vision Service Provider (VSP) family rate, which will increase by 5% in July, 2015. The agreement was contingent on the ability to achieve a balanced budget. Staff has budgeted for the proposed changes and is presenting a balanced Fiscal Year 2015-2016 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. 15-1790.

## **RECOMMENDATION**

Staff recommends the City Council adopt Resolution No. 15-1789, amending the compensation plan by setting salary ranges for City employees to include a 1.3% COLA rate increase, increase the range of the Assistant City Manager, establish the position of Planning Director, Assistant Planning Director, Assistant Director of Community Services, Cultural Event Coordinator and Engineering Aide II; increase the employer contribution to health care premiums for employees; adopt Resolution No. 15-1790 to increase the employer contribution to healthcare premiums for City Councilmembers.

Attachments: (1) Resolution No. 15-1789  
(2) Resolution No. 15-1790

**RESOLUTION NO. 15-1789**

**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 1.3% COLA RATE, INCREASE THE RANGE OF THE ASSISTANT CITY MANAGER, ESTABLISH THE POSITIONS OF PLANNING DIRECTOR, ASSISTANT PLANNING DIRECTOR, ASSISTANT DIRECTOR OF COMMUNITY SERVICES, CULTURAL EVENT COORDINATOR AND ENGINEERING AIDE II, 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 are amended to include the classifications of Planning Director, Assistant Planning Director, Assistant Director of Community Services, Cultural Event Coordinator and Engineering Aide II as shown on Exhibit "A", and Attachments 1A, 1B, 1C, 1D, and 1E, attached hereto and incorporated herein as though set forth in full, are hereby authorized in City service effective the pay period beginning June 26, 2015.

**SECTION 2.** The City will increase the employer contribution amount up to the 2016 Blue Shield Advantage family rate, which will include the 2016 minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), effective January 1, 2016, plus the new Vision Service Provider (VSP) rate, effective July 1, 2015.

**PASSED, APPROVED, AND ADOPTED** this 23<sup>th</sup> day of June, 2015, by the following vote to wit:

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

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Illece Buckley Weber, Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC  
City Clerk

**EXHIBIT "A"**

**SALARIES AND POSITIONS 2015-2016**

**EXHIBIT "A"**  
**Salaries and Positions 2015-2016**

POSITIONS	RANGE	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
<b>FULL-TIME</b>							
ACCOUNTANT	1087	68,784	83,796	5,732	6,983	33.0692	40.2865
ACCOUNTING SPECIALIST II	1004	61,896	75,408	5,158	6,284	29.7577	36.2538
ADMINISTRATIVE ANALYST	1112	70,884	86,364	5,907	7,197	34.0788	41.5212
ADMINISTRATIVE AIDE	859	51,684	62,976	4,307	5,248	24.8481	30.2769
ADMINISTRATIVE SECRETARY I	832	50,064	60,996	4,172	5,083	24.0692	29.3250
ADMINISTRATIVE SECRETARY II	914	55,416	67,500	4,618	5,625	26.6423	32.4519
ASSISTANT CITY MANAGER	1712	149,952	182,712	12,496	15,226	72.0923	87.8423
ASSISTANT DIRECTOR OF COMM SERVICES	1449	108,000	131,580	9,000	10,965	51.9231	63.2596
ASSISTANT ENGINEER	1137	73,116	89,076	6,093	7,423	35.1519	42.8250
ASSISTANT PLANNER	1119	71,472	87,072	5,956	7,256	34.3615	41.8615
ASSISTANT PLANNING DIRECTOR	1449	108,000	131,580	9,000	10,965	51.9231	63.2596
ASSISTANT TO THE CITY MANAGER	1280	87,492	106,596	7,291	8,883	42.0635	51.2481
ASSOCIATE CIVIL ENGINEER	1268	86,196	105,012	7,183	8,751	41.4404	50.4865
ASSOCIATE PLANNER	1193	78,492	95,652	6,541	7,971	37.7365	45.9865
BUILDING OFFICIAL	1482	112,524	137,088	9,377	11,424	54.0981	65.9077
BUILDING PERMIT TECHNICIAN	859	51,684	62,976	4,307	5,248	24.8481	30.2769
CITY CLERK	1366	97,392	118,668	8,116	9,889	46.8231	57.0519
CITY ENGINEER	1482	112,524	137,088	9,377	11,424	54.0981	65.9077
CITY MANAGER		211,560		17,630		101.7115	
CODE COMPLIANCE OFFICER	1006	62,040	75,588	5,170	6,299	29.8269	36.3404
COMM SERV COORDINATOR	998	61,464	74,892	5,122	6,241	29.5500	36.0058
CULTURAL EVENT COORDINATOR	998	61,464	74,892	5,122	6,241	29.5500	36.0058
DEPUTY CITY MANAGER	1482	112,524	137,088	9,377	11,424	54.0981	65.9077
DIRECTOR COMMUNITY SERVICES	1524	118,572	144,492	9,881	12,041	57.0058	69.4673
DIRECTOR OF FINANCE	1515	117,276	142,872	9,773	11,906	56.3827	68.6885
DIRECTOR OF PUBLIC WORKS	1524	118,572	144,492	9,881	12,041	57.0058	69.4673
ENGINEERING AIDE	859	51,684	62,976	4,307	5,248	24.8481	30.2769
ENGINEERING AIDE II	1006	62,040	75,588	5,170	6,299	29.8269	36.3404
EXECUTIVE ASSISTANT	1009	62,256	75,852	5,188	6,321	29.9308	36.4673
FINANCE MANAGER	1200	79,164	96,456	6,597	8,038	38.0596	46.3731
PARKS & LANDSCAPE SUPERINTENDENT	1078	68,028	82,872	5,669	6,906	32.7058	39.8423
PLANNING DIRECTOR	1482	112,524	137,088	9,377	11,424	54.0981	65.9077
PLANNING TECHNICIAN	859	51,684	62,976	4,307	5,248	24.8481	30.2769
PRINCIPAL PLANNER	1280	87,492	106,596	7,291	8,883	42.0635	51.2481
PUBLIC WORKS INSPECTOR II	1022	63,324	77,160	5,277	6,430	30.4442	37.0962
PUBLIC WORKS PROJECT MANAGER	1268	86,196	105,012	7,183	8,751	41.4404	50.4865
RECREATION MANAGER	1200	79,164	96,456	6,597	8,038	38.0596	46.3731
RECREATION SUPERVISOR	1090	69,036	84,120	5,753	7,010	33.1904	40.4423
SENIOR BUILDING INSPECTOR	1022	63,324	77,160	5,277	6,430	30.4442	37.0962
SENIOR CIVIL ENGINEER	1370	97,872	119,244	8,156	9,937	47.0538	57.3288
SENIOR PLANNER	1275	86,952	105,936	7,246	8,828	41.8038	50.9308
<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		

**ATTACHMENT NO. 1A**  
**CITY OF AGOURA HILLS**  
**PLANNING DIRECTOR**

**DEFINITION**

Under general direction of the City Manager, and Assistant City Manager, plans, directs and coordinates the activities of the Planning department; implements policies and establishes procedures relating to planning, code enforcement, and assists with economic development activities; administers contract planning and environmental services; develops and administers the department budget; establishes and maintains liaison to the public; performs related duties as required.

**EXAMPLES OF DUTIES**

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

1. Develops and implements policies and regulations relating to the use of land in the City of Agoura Hills, including land development, zoning, the general plan; ensures that policies are administered equitably.
2. Plans, directs, and coordinates department activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations; develops comprehensive plans to satisfy future needs for department services.
3. Assists Assistant City Manager/Director of Community Development in preparing and administering the budget for the Planning Department.
4. Advises, and otherwise provides assistance to the Assistant City Manager, the City Council, the Planning Commission, the Architectural Review Board, other citizen committees, other City personnel, and the public regarding department related issues.
5. Conducts or directs the conduct of studies and the preparation of reports regarding the use, development, or redevelopment of land.
6. Administers consultant and contract services; assists with negotiating developers' agreements; maintains liaison with services providers and ensures adherence to contract provisions.



7. Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.
8. Represents the City, or delegates such authority, in relation with the community, advisory committees, local, country, state, and federal agencies, other planning and community development departments, and professional organizations.

## 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 possession of a four year college curriculum with major course work in planning, or a related field; and six years of progressively responsible experience in current and advance planning, code enforcement and economic development ; including at least two years in a supervisory or administrative capacity. A master's degree in planning, public administration, or a related field is preferred.

### Knowledge, Skills, and Abilities

Extensive knowledge of the principles, practices, and techniques of planning; laws, ordinances, rules and regulations regarding local government operations related to planning, and building and safety; principles and practices of supervision. Ability to plan, organize, and coordinate department activities; draft project plans; prepare and analyze requests for proposal; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; supervise assigned staff.

### Special Requirements

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

## WORKING CONDITIONS

### Environmental Conditions

Office and field environment; exposure to computer screen; some exposure to dust and noise.

### Physical Conditions

Essential functions require maintaining physical condition necessary for moderate lifting and carrying; sitting for prolonged periods of time.

**ATTACHMENT NO. 1B**  
**CITY OF AGOURA HILLS**  
**ASSISTANT PLANNING DIRECTOR**

**DEFINITION**

Under administrative direction, performs the most difficult professional work related to current and/or long-range planning, economic development, or housing; supervises the work of others involved in related planning activities; acts as program and project manager; performs related duties as required.

**CLASS CHARACTERISTICS**

The Assistant Planning Director classification is distinguished from the Principal Planner classification by its increased responsibility for providing technical expertise, supervising the work of others, managing programs and projects, and performing the most difficult planning work. This position reports directly to the Department Head and assists in managing the operations of the Planning Department.

**EXAMPLES OF DUTIES**

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

1. Conducts the most complex assignments, or directs the work of others involved in the preparation and review of current or long-range planning projects; ensures that planning activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations.
2. Supervises or directs major projects and programs; prepares or coordinates the preparation of project reports and recommendations; reviews and edits report drafts; leads or participates in oral presentations.
3. Assigns permit applications and reviews reports prepared by lower level staff; schedules items and coordinates Planning Commission and Architectural Review Panel meetings; conducts inspections prior to project review, during construction and upon finalization of project to ensure conformance with City requirements.
4. Prepares interpretations of planning policies and local ordinances; may draft policy statements and ordinances according to general instructions; provides technical assistance to the Director of Planning, other City personnel, and the public regarding current or long-range planning issues.

5. Coordinates the conduct of environmental impact studies, including the preparation of requests for proposal; coordinates project review by other agencies; evaluates conclusions of environmental impact reports and prepares recommendations. Able to read and interpret plans.
6. Plans and organizes work, and may alter work methods and schedules to meet operational needs and ensure achievement of work objectives.
7. Assists in employee selection, training, and evaluation; assists in the preparation and administration of the department budget.
8. As a designated representative of the department, or in the absence of the Director, attends conferences, meetings, or other public functions; may provide information or participate in discussions regarding department activities.
9. Performs related duties and responsibilities as required.

## 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 completion of a four-year college curriculum with major work in planning, architecture, landscape architecture, environmental design, or a related field; and five years of progressively responsible experience in current or long-range planning. A master's degree in planning, architecture, landscape architecture, environmental design, or a related field is desirable and may substitute for one year of experience.

### Knowledge, Skills, and Abilities

Extensive knowledge of the principles, practices, and techniques of planning; related state and federal laws, ordinances, rules and regulations. Considerable knowledge of environmental impact report administration. Working knowledge of the methods and techniques of supervision. Ability to plan, organize, and coordinate planning activities; prepare and present reports; communicate effectively, both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; supervise assigned staff; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

### Special Requirements

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

## WORKING CONDITIONS

### Environmental Conditions

Office and field environment; exposure to computer screen; some exposure to dust and noise.

### Physical Conditions

Essential functions require maintaining physical condition necessary for moderate lifting and carrying; sitting for prolonged periods of time.

## **ATTACHMENT NO. 1C**

### **CITY OF AGOURA HILLS**

#### **ASSISTANT DIRECTOR OF COMMUNITY SERVICES**

##### **DEFINITION**

Under general direction of the Director of Community Services, manage and plan the City's Department of Community Services, providing direct and indirect supervision over professional and specialized staff, to assist in the planning and administration functions of the Department, and to represent the Department to the community and its citizens.

##### **CLASS CHARACTERISTICS**

The Assistant Director of Community Services classification is distinguished from the Recreation Manager classification by its increased responsibility, supervising the work of others, managing programs and projects, oversight over the Agoura Hills Recreation and Event Center and the Cultural Arts Council.

##### **EXAMPLES OF DUTIES**

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

1. Assigns, coordinates and supervises the work of contract personnel engaged in the care and maintenance of park and street planning areas, maintenance of the equestrian/hiking trails.
2. Supervises work involved in the maintenance, repair and minor construction of park and recreation facilities including walkways, restrooms, painting and repairing playground equipment, irrigation systems, landscapes, and buildings.
3. Supervises the inspection of the City's landscape areas, street medians, equestrian/hiking trails, and the Recreation and Event Center to insure proper care and maintenance.
4. Reads and interprets landscape plans and public works plans and oversees the installation of irrigation, plant material, and equestrian/hiking trail improvements, in accordance with the plans and specifications.
5. Directs and supervises the preparation, application and required reporting. Maintains appropriate work records and documents, which may include: timesheets, work orders, playground safety inspections, prepares statistical and/or analytical reports.

6. Directs, manages and administers all programs, events and activities falling within the parameters of assigned program areas within the Department of Community Services.
7. Prepares, and administers budget recommendations for the allocation of personnel, supplies and equipment for program activity areas: participates in budget administration: submits purchase requisitions for supplies and equipment: negotiates and prepares contracts for contract employees.
8. Plans, manages, supervises, hires, schedules and delegates duties of full-time department staff; reviews and processes staff time sheets; trains staff on policies and procedures: trains, evaluates, appraises performance of staff (fulltime, part time and volunteer), umpires and officials; rewards and disciplines staff; addresses complaints and resolves problems.
9. Reviews operating activity reports and other documents from staff; develops reports and summaries of programs activities and services, identification of trends, potential problems and recommendations to alleviate deficiencies and problems.
10. Reviews and evaluates service delivery methods and systems, including administrative and support systems and internal relationships; identifies opportunities for improvement and implement changes to standard operating procedures to enhance services.
11. Develops, implements and monitors department's visions, goals, objectives, policies and priorities reflective of City Council directives, City's overall goals and objectives, community needs, and in compliance with pertinent governing laws, regulations and guidelines.
12. Develops and maintains department's promotional material and publicity methods. Reviews and approves the production and dissemination of various advertisements and informational materials, develops and manages outreach efforts and activities to enhance programs/services visibility within the community; makes presentations, attends meetings and events, and participates in community organizations as a representative of the City and its recreation programs and special events.
13. Establishes and maintains working relationships with other City staff, volunteers, school and community officials, and professional organizations.
14. Has oversight and facilitates the meetings and activities of the Cultural Arts Council.
15. Represents the department at City Council meetings, staff meetings, conferences, task force meetings, state and local organizations and associations as needed.
16. Performs other related duties as assigned.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience:

Bachelor's degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications or closely related field; five (5) years of full time experience in recreation, including three (3) years of supervisory experience; or an equivalent combination of education and experience.

Considerable knowledge of the theories, principles, practices, and programs common to parks, recreation and leisure services and community center operations and management; budget management as pertaining to recreation programs; human behavior common to group and individual interaction in recreation activities; first aid methods and safety practices related to recreational programs; methods and techniques of supervision. Ability to plan, manage, implement, promote, supervise and evaluate recreation program activities; work independently; maintain records and prepare reports; supervise the work of others engaged in recreation activity; communicate effectively both orally and in writing; analyze unusual situations and resolve through application of City and departmental policy; meet the public in situations requiring diplomacy and tact; manage and control budget expenditures; establish and maintain cooperative working relationships.

### WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work, reading work related documents and operate a computer. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is sometimes required. Additionally, the incumbent may work outdoors in all weather conditions including, wet, hot, and cold and be exposed to heavy dust and pollen. The nature of the position may also require the incumbent to use power and noise producing tools and equipment and drive motorized vehicles and equipment.

### CERTIFICATES AND LICENSES:

California Driver's License, possession of or ability to obtain American Red Cross certificates in First Aid certificate and CPR.

**ATTACHMENT NO. 1D**  
**CITY OF AGOURA HILLS**  
**CULTURAL EVENT COORDINATOR**

**DEFINITION**

Under general supervision, the Cultural Event Coordinator performs responsible professional work in the development, administration, implementation, and evaluation of specific community service programs; coordinates and implements programs and activities including, but not limited to cultural arts; administers functions of The Event Center and City owned facilities; supervises assigned staff; performs related duties as assigned.

**CLASS CHARACTERISTICS**

This classification is distinguished from other classifications in the Recreation series, in that it has a higher level of responsibility for a variety of related recreation and community activities and events.

**EXAMPLES OF DUTIES**

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

1. Plans, organizes and directs specific cultural arts program(s); for example: classes, camps, special events, workshops, or specific art events, programs, and activities.
2. Participates in the selection, assignment, scheduling, and supervision of subordinate program staff, including contract staff or volunteers, conducts staff orientation or training.
3. Responsible for the collection and accounting of fees for program registration; prepares the program budget recommendation for the allocation of personnel, supplies and equipment for program activity areas; participates in budget administration; submits purchase requisitions for program supplies and equipment.
4. Prepares or assists in the preparation of news releases, brochures or other program related materials. Responsible for marketing The Event Center by doing community and industry outreach, attending exhibits, meeting with professionals, and any social media related activities.
5. Coordinates reservations for The Event Center, including, but not limited to, advertising, confirming, and completing reservations for all private, non-profit, and commercial events.



6. Coordinate assigned recreation and/or community service activities or programs with other City Departments, and outside agencies, and services providers.
7. Represents the city in relations with other local agencies, community groups, students, private citizens, workshops, seminars, school organizations, while discussing program-related issues.
8. Evaluates program attendance, participant response and cost; maintains related records; prepares program related reports; and, makes recommendations on the program.
9. Performs other related duties as assigned.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Graduation from college with a Bachelor's degree in recreation or related field and two years of experience coordinating and planning a variety of recreation programs, special and private events involving the direction of seasonal, contract, and volunteer personnel. Any equivalent combination of training and experience that provides the required skills will be considered

### Knowledge, Skills and Abilities

The ideal candidate will have the ability to; build and maintain positive working relationships with co-workers, other City Employees, and the public utilizing principals of good customer service; Working knowledge of theories, principles, practices and programs that are common to community service programs, community center operations, management, private party and special events; budget management as it pertains to program activities; human behavior common to group and individual community service activities; first aid and safety practices related to program activities; methods and techniques of supervision; the methods required to plan, implement, promote, supervise and evaluate program activities; ability to work independently; maintain records and prepare reports; supervise the work of others engaged in program activities; communicate effectively, both orally and in writing; analyze unusual situations and resolve through application of City and department policies; meet the public in situations requiring diplomacy and tact.

### Special Requirements

Possession of a valid California Class C drivers license at the time of hire and have a satisfactory driving record based upon specific program needs.

Possession of or ability to obtain American Red Cross certificates in first aid and CPR within six (6) months.

## PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those to be met by an employee to perform the essential functions of this 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 or on the telephone, and operate standard office equipment. The employee is frequently required to stand and walk. The need to lift, carry and push tools, equipment and supplies weighing up to 50 lbs is sometimes required. Specific vision abilities required by the job include close vision, color vision and the ability to focus.

### 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; interact with City staff and other organizations; and deal with customer relations.

## WORK ENVIRONMENT

The work environment characteristics 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 works in both typical office conditions and in a recreational setting. The noise level of the office work environment is usually quiet. However, the environment for the recreational setting is dependent upon site location, type of activity being performed, and weather conditions. The noise level in the recreational setting is frequently loud.

The employee may work outdoors in all weather conditions including wet, hot, cold and may be exposed to heavy dust and pollen.

**ATTACHMENT NO. 1E**  
**CITY OF AGOURA HILLS**  
**ENGINEERING AIDE II**

**DEFINITION**

Under general supervision , participates in a variety of civil engineering work involving both field and office support of engineering projects; prepares exhibits and bid specifications; collaborates and confers with developers, architects and engineers; and provides support to professional engineering staff.

**CLASS CHARACTERISTICS**

The Engineering Aide II classification is distinguished from the Engineering Aide I classification by its increased responsibility to contribute more in the way of project management and field work. The position is assigned duties such as, but not limited to, managing specific land development projects from entitlement to issuance of occupancy, prepares bids and specifications for capital improvement projects, physically conducts field inspections of public infrastructure, and administers various professional services contracts for the department.

**EXAMPLE OF DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide staff assistance on engineering projects; conduct research to determine available data; prepare preliminary designs and plans; review with professional engineering staff.
2. Collaborate and confer with developers, architects, engineers, contractors and the general public; provide information and assistance; interpret and explain laws, codes and regulations related to development activities.
3. Maintain official maps, drawings and master plans; research and reference material for public and staff use.
4. Prepare conditions of approval for development projects; review and comment on the progress of development projects.
5. Perform field investigations and gather data for the preparation of the design phase of in-house projects.

6. Participate in the reproduction of plans and the preparation, filing and retrieval of engineering maps, documents and records.
7. Respond to inquiries from contractors, utility companies, consultants and the general public regarding City construction projects.
8. Assist engineers in the preparation of bid specifications and construction design specifications for capital improvement projects; prepare exhibits and reports as required.
9. Assist in administering less complex engineering projects; process approval of contractor payments; draft resolutions and ordinances.
10. Prepare and review various reports for a variety of engineering activities.
11. Research project files for staff and the general public; provide information on improvements, status of land divisions, easements, fees and agreements.
12. Perform a variety of related office or field tasks to gather, analyze and record data; prepare a variety of memos, letters and other correspondence related to plan reviews.
13. Conduct field inspections as necessary.
14. Assist in counter staff duties, which includes, but is not limited to, performing the role of primary back-up for department counter staff when needed.
15. Perform related duties as required.

## QUALIFICATIONS GUIDELINES

### Knowledge, Skills, and Abilities

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties: Principles of civil engineering and design; engineering maps and records; construction plans and specifications; customer service methods and techniques; techniques for development and maintenance of data archives and map libraries; office procedures, methods, and equipment including computers and applicable software applications; applicable laws, regulations, codes, department policies, governing assigned engineering duties. Ability to analyze and compile technical and statistical information and prepare reports; respond to difficult and sensitive public inquiries; interpret and apply state and local policies, procedures, laws, codes, and regulations; understand and interpret engineering plans and specifications; maintain accurate engineering records; perform research related to

computer mapping, database descriptions, and geographic information systems; prepare and maintain accurate engineering records; read plans and maps; prepare clear and concise reports; operate office equipment including computers and supporting software applications; work independently in the absence of supervision; adapt to changing technologies and learn functionality of new equipment and systems; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education and/or Experience

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include the equivalent of completion of the twelfth grade supplemented by college level course work in engineering, drafting or related area; and two years of increasingly responsible engineering experience.

License or Certificate:

Requires a valid California driver's license at the time of appointment and throughout, the period of employment.

WORKING CONDITIONS

Physical and Environmental Conditions

Office/field environment; travel from site to site; construction site environment; exposure to noise, dust, inclement weather conditions. Physical condition necessary for standing or sitting for prolonged periods of time.

**RESOLUTION NO. 15-1790**

**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 2016 Blue Shield Advantage family rate, which will include the 2016 minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), effective January 1, 2016, plus the new Vision Service Provider (VSP) rate, effective July 1, 2015.

**PASSED, APPROVED, AND ADOPTED** this 23<sup>th</sup> day of June, 2015, by the following vote to wit:

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

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Illece Buckley Weber, Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC  
City Clerk