

REPORT TO CITY COUNCIL

DATE: JUNE 22, 2016

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER *JR*

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

SUBJECT: ADOPT RESOLUTION NO. 16-1818; AMENDING THE COMPENSATION PLAN BY SETTING THE SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 1% COLA RATE INCREASE, INCREASE THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR EMPLOYEES; ADOPT RESOLUTION NO. 16-1819 INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE FOR COUNCILMEMBERS, AND ADOPT RESOLUTION NO. 16-1820, APPROVING AMENDMENT NO. 11 TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT

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 2016-2018 consultation sessions with the City employees, it is proposed that the City agree to a compensation package which includes a 1% Cost of Living Adjustment (COLA) rate 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 2015, which will be effective the pay period of June 24, 2016, and an increase to the employer contribution towards healthcare premiums to provide for the increased costs in 2017.

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 2017 Blue Shield Access+ family rate (effective January 1, 2017, through December 31, 2017), which includes the 2017 minimum contribution required under Public Employees' Medical and Hospital Care Act (PEMHCA), plus the Vision Service Provider (VSP) family rate, which will increase by 3% in July 2016. 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 2016-2017 budget for approval.

Consistent with past practice, the City Councilmembers are offered the ability to participate in the healthcare plans 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. 16-1819.

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 \$18,333.33. 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 24, 2016.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 16-1818, amending the compensation plan by setting salary ranges for City employees to include a 1% COLA rate increase, increase the employer contribution to health care premiums for employees; adopt Resolution No. 16-1819 to increase the employer contribution to healthcare premiums for City Councilmembers, adopt Resolution No. 16-1820, approving Amendment No. 11 to City Manager Greg Ramirez' employment agreement.

- Attachments: (1) Resolution No. 16-1818
(2) Resolution No. 16-1819
(3) Resolution No. 16-1820

RESOLUTION NO. 16-1818

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% COLA RATE 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 24, 2016.

SECTION 2. The City will increase the employer contribution amount up to the 2017 Blue Shield Access+ family rate, which will include the 2017 minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), effective January 1, 2017, plus the new Vision Service Provider (VSP) rate, effective July 1, 2016.

PASSED, APPROVED, AND ADOPTED this 22nd day of June, 2016, by the following vote to wit:

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

Harry Schwarz, Mayor

ATTEST:

Nathan Hamburger
Assistant City Manager

EXHIBIT "A"

SALARIES AND POSITIONS 2016-2017

EXHIBIT "A"

Salaries and Positions 2016-2017

POSITIONS	RANGE	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
FULL-TIME							
ACCOUNTANT	1096	69,540	84,732	5,795	7,061	33.4327	40.7365
ACCOUNTING SPECIALIST II	1013	62,568	76,224	5,214	6,352	30.0808	36.6462
ADMINISTRATIVE ANALYST	1121	71,640	87,288	5,970	7,274	34.4423	41.9654
ADMINISTRATIVE AIDE	859	52,224	63,624	4,352	5,302	25.1077	30.5885
ADMINISTRATIVE SECRETARY I	841	50,604	61,644	4,217	5,137	24.3288	29.6365
ADMINISTRATIVE SECRETARY II	922	55,992	68,244	4,666	5,687	26.9192	32.8096
ASSISTANT CITY MANAGER	1720	151,488	184,584	12,624	15,382	72.8308	88.7423
ASSISTANT DIRECTOR OF COMM SERVICES	1458	109,188	133,020	9,099	11,085	52.4942	63.9519
ASSISTANT ENGINEER	1145	73,884	90,036	6,157	7,503	35.5212	43.2865
ASSISTANT PLANNER	1128	72,252	88,032	6,021	7,336	34.7365	42.3231
ASSISTANT PLANNING DIRECTOR	1458	109,188	133,020	9,099	11,085	52.4942	63.9519
ASSISTANT TO THE CITY MANAGER	1289	88,464	107,784	7,372	8,982	42.5308	51.8192
ASSOCIATE CIVIL ENGINEER	1276	87,060	106,068	7,255	8,839	41.8558	50.9942
ASSOCIATE PLANNER	1202	79,356	96,684	6,613	8,057	38.1519	46.4827
BUILDING OFFICIAL	1490	113,676	138,516	9,473	11,543	54.6519	66.5942
BUILDING PERMIT TECHNICIAN	868	52,224	63,624	4,352	5,302	25.1077	30.5885
CITY CLERK	1375	98,472	119,976	8,206	9,998	47.3423	57.6808
CITY ENGINEER	1490	113,676	138,516	9,473	11,543	54.6519	66.5942
CITY MANAGER		220,000		18,333.33		105.7692	
CODE COMPLIANCE OFFICER	1015	62,736	76,440	5,228	6,370	30.1615	36.7500
COMM SERV COORDINATOR	1007	62,112	75,672	5,176	6,306	29.8615	36.3808
CULTURAL EVENT COORDINATOR	1007	62,112	75,672	5,176	6,306	29.8615	36.3808
DEPUTY CITY MANAGER	1490	113,676	138,516	9,473	11,543	54.6519	66.5942
DIRECTOR COMMUNITY SERVICES	1533	119,868	146,064	9,989	12,172	57.6288	70.2231
DIRECTOR OF FINANCE	1524	118,572	144,492	9,881	12,041	57.0058	69.4673
DIRECTOR OF PUBLIC WORKS	1533	119,868	146,064	9,989	12,172	57.6288	70.2231
ENGINEERING AIDE	868	52,224	63,624	4,352	5,302	25.1077	30.5885
ENGINEERING AIDE II	1015	62,736	76,440	5,228	6,370	30.1615	36.7500
EXECUTIVE ASSISTANT	1017	62,904	76,644	5,242	6,387	30.2423	36.8481
FINANCE MANAGER	1209	80,028	97,512	6,669	8,126	38.4750	46.8808
PARKS & LANDSCAPE SUPERINTENDENT	1087	68,784	83,796	5,732	6,983	33.0692	40.2865
PLANNING DIRECTOR	1490	113,676	138,516	9,473	11,543	54.6519	66.5942
PLANNING TECHNICIAN	868	52,224	63,624	4,352	5,302	25.1077	30.5885
PRINCIPAL PLANNER	1289	88,464	107,784	7,372	8,982	42.5308	51.8192
PUBLIC WORKS INSPECTOR II	1030	63,996	77,988	5,333	6,499	30.7673	37.4942
PUBLIC WORKS PROJECT MANAGER	1276	87,060	106,068	7,255	8,839	41.8558	50.9942
RECREATION MANAGER	1209	80,028	97,512	6,669	8,126	38.4750	46.8808
RECREATION SUPERVISOR	1099	69,792	85,056	5,816	7,088	33.5538	40.8923
SENIOR BUILDING INSPECTOR	1030	63,996	77,988	5,333	6,499	30.7673	37.4942
SENIOR CIVIL ENGINEER	1379	98,952	120,564	8,246	10,047	47.5731	57.9635
SENIOR PLANNER	1283	87,816	106,992	7,318	8,916	42.2192	51.4385
PART-TIME							
ADMINISTRATIVE INTERN	265	24,504	29,856	2,042	2,488	11.7808	14.3538
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	124	20,952	25,536	1,746	2,128	10.0731	12.2769
OFFICE ASSISTANT I	350	27,564	33,576	2,297	2,798	13.2519	16.1423
PROGRAM TECHNICIAN	124	20,952	25,536	1,746	2,128	10.0731	12.2769
RECREATION LEADER I	124	20,952	25,536	1,746	2,128	10.0731	12.2769
RECREATION LEADER II	350	27,564	33,576	2,297	2,798	13.2519	16.1423
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. 16-1819

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 2017 Blue Shield Access+ family rate, which will include the 2017 minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), effective January 1, 2017, plus the new Vision Service Provider (VSP) rate, effective July 1, 2016.

PASSED, APPROVED, AND ADOPTED this 22nd day of June, 2016, by the following vote to wit:

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

Harry Schwarz, Mayor

ATTEST:

Nathan Hamburger
Assistant City Manager

RESOLUTION NO. 16-1820

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, APPROVING AMENDMENT NO. 11 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. 11 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 \$17,630 to \$18,333.33. The amendment will be effective the pay period beginning June 24, 2016.

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 2017 Blue Shield Access+ family rate, effective January 1, 2017, and the new Vision Service Provider (VSP) rate effective July 1, 2016, consistent with that approved for the City's general employees and Department Heads.

PASSED, APPROVED, AND ADOPTED this 22nd day of June, 2016, by the following vote to wit:

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

Harry Schwarz, Mayor

ATTEST:

Nathan Hamburger
Assistant City Manager

EXHIBIT "A"

**AMENDMENT NO. 11 TO EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF AGOURA HILLS, CA AND GREG RAMIREZ**

**AMENDMENT NO. 11 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 2014 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 with the pay period beginning June 24, 2016, City agrees to pay City Manager for the services required by this Agreement to a monthly base salary of eighteen thousand three hundred and thirty-four dollars (\$18,333.33) 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. 11 to the Agreement as of June 22, 2016.

CITY MANAGER

Greg Ramirez

CITY OF AGOURA HILLS

Harry Schwarz, Mayor

ATTEST:

Nathan Hamburger, Assistant City Manager

APPROVED AS TO FORM:

Candice Lee, City Attorney