

REPORT TO CITY COUNCIL

DATE: NOVEMBER 28, 2018

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER *GR*

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

SUBJECT: ADOPT RESOLUTION NO. 18-1887; AMENDING THE COMPENSATION PLAN BY INCREASING THE RANGE OF THE RECREATION LEADER I, INSTRUCTOR, ADMINISTRATIVE INTERN I, RECREATION LEADER II, OFFICE ASSISTANT, ADMINISTRATIVE INTERN II, SENIOR PROGRAM INSTRUCTOR, AND RECREATION SPECIALIST IN COMPLIANCE WITH THE 2019 CALIFORNIA MINIMUM WAGE INCREASE TO \$12.00 PER HOUR

On January 1, 2019, the California Minimum Wage will increase to \$12.00 per hour. In order to insure compliance, the City is required to increase the ranges of two of our part-time/temporary classifications: Recreation Leader I and Instructor, which currently start at \$11.12 per hour, and in order to maintain a similar percentage separation between related classifications, the ranges of Administrative Intern I, Recreation Leader II, Office Assistant, Administrative Intern II, Senior Program Instructor, and Recreation Specialist will need to be increased effective December 29, 2018.

All of the affected salary range increases were considered and included as part of the 2018-2019 budget adoption, and no further appropriations are required. The part-time position of Special Event Worker remains unaffected by the new minimum wage law.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 18-1887, amending the compensation plan by increasing the range of the Recreation Leader I, Instructor, Administrative Intern I, Recreation Leader II, Office Assistant, Administrative Intern II, Senior Program Instructor, and Recreation Specialist in compliance with the 2019 California Minimum wage increase to \$12.00 per hour, effective December 29, 2018.

Attachments: Resolution No. 18-1887

RESOLUTION NO. 18-1887

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY INCREASING THE RANGE OF THE RECREATION LEADER I, INSTRUCTOR, ADMINISTRATIVE INTERN I, RECREATION LEADER II, OFFICE ASSISTANT, ADMINISTRATIVE INTERN II, SENIOR PROGRAM INSTRUCTOR, AND RECREATION SPECIALIST IN COMPLIANCE WITH THE 2019 CALIFORNIA MINIMUM WAGE INCREASE TO \$12.00 PER HOUR EFFECTIVE DECEMBER 29, 2018

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 December 29, 2018.

PASSED, APPROVED, AND ADOPTED this 28th day of November 2018, by the following vote to wit:

AYES: ()

NOES: ()

ABSENT: ()

ABSTAIN: ()

William D. Koehler, Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

EXHIBIT A

PART-TIME POSITIONS AND SALARIES							
EFFECTIVE 12/29/2018							
POSITIONS	RANGE	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
ADMINISTRATIVE INTERN I	14	28,883	35,191	2,407	2,933	13.8858	16.9186
ADMINISTRATIVE INTERN II	21	34,332	41,831	2,861	3,486	16.5059	20.1108
INSTRUCTOR	9	25,528	31,103	2,127	2,592	12.2731	14.9535
OFFICE ASSISTANT	19	32,678	39,815	2,723	3,318	15.7106	19.1418
RECREATION LEADER I	9	25,528	31,103	2,127	2,592	12.2731	14.9535
RECREATION LEADER II	17	31,103	37,896	2,592	3,158	14.9535	18.2194
RECREATION SPECIALIST	24	36,972	45,047	3,081	3,754	17.7751	21.6572
SENIOR PROGRAM INSTRUCTOR	22	35,191	42,876	2,933	3,573	16.9186	20.6136
SPECIAL EVENT WORKER	425		150-1,050	PER EVENT			