

REPORT TO CITY COUNCIL

DATE: JUNE 26, 2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER *GR*

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER *h7H*
CHRISTY PINUELAS, DIRECTOR OF FINANCE *C.P.*
CELESTE BIRD, ADMINISTRATIVE ANALYST *CB*

SUBJECT: DISCUSSION TO CONSIDER THE ADOPTION OF RESOLUTION NO. 19-1902; ESTABLISHING FISCAL YEAR 2019-20 APPROPRIATIONS LIMITATIONS, RESOLUTION NO. 19-1903; ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2019-20, INCLUDING FISCAL YEAR 2019-20 APPROPRIATIONS AND APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2020-21 AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2018-19 BUDGET; RESOLUTION NO. 19-1904; AMENDING THE COMPENSATION PLAN BY SETTING THE SALARY RANGES FOR CITY FULL-TIME EMPLOYEES TO INCLUDE A 3.9% COST OF LIVING ADJUSTMENT; AMENDING THE RANGE FOR THE POSITIONS OF COMMUNITY DEVELOPMENT DIRECTOR, COMMUNITY SERVICES DIRECTOR AND DIRECTOR OF PUBLIC WORKS/CITY ENGINEER; INCREASE THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR FULL-TIME EMPLOYEES; INCREASE THE CITY'S MATCHING CONTRIBUTION TO THE DEFERRED COMPENSATION PLAN TO A DOLLAR-FOR-DOLLAR MATCH NOT TO EXCEED EIGHTY (\$80.00) DOLLARS PER PAY PERIOD; AND ESTABLISH THE PART-TIME POSITION OF LAND USE TECHNICIAN; RESOLUTION NO. 19-1905 INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE FOR COUNCILMEMBERS, AND RESOLUTION NO. 19-1906, APPROVING AMENDMENT NO. 14 TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT

Article 13-b of the California State Constitution, known as Proposition 4, the Gann Initiative, was passed by the citizens of California on November 6, 1979. Proposition 4 placed limitations on the amount of annual appropriations "from the proceeds of taxes" for state and local governments. The legislation also provided a method to calculate the annual appropriation limit, using a growth factor comprised of the Consumer Price Index (CPI) for California per capital income and the percentage change in population. The City of Agoura Hills appropriation limit for the General Fund from the "proceeds of taxes" for fiscal year 2019-20 is \$18,339,732.

The City has a two-year budget plan. This year, staff will recommend the adoption and appropriation of the fiscal year 2019-20 annual budget. Furthermore, staff recommends the approval of the fiscal year 2020-21 annual budget. The General Fund operational budget is balanced. Revenues are projected to be \$16.8 million. Proposed expenditures are recommended at \$15.8 million, with operating transfers of \$987,253 (\$16.8 million total).

Public safety continues to be one of the highest priorities, at 31% of the General Fund budget, to fund various programs. These include patrol and traffic personnel, a juvenile intervention team, a shared crime analyst, school crossing guards, youth drug awareness education programs, and animal control services.

On June 12, 2019, the City Council held a budget workshop, extensively covering all budget matters, and direction by the City Council has been incorporated into the final budget.

Some of the proposed adjustments include: A pilot program providing before school supervision for Willow and Sumac elementary schools, to improve traffic flow on major thoroughfares, has been included in the fiscal year 2019-20 budget. The cost of the Kanan shuttle has been amended to \$35,000 in each year. In the Proposition A fund, the budgeted number for the cost of Dial-A-Ride has been amended and the cost of the bus stop upgrades has been spread across both fiscal years (\$36,000 in each year). Finally the redesign of the Kanan/Agoura Road Intersection has been budgeted in the first fiscal year.

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 salaries and 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 2019-2020 consultation sessions with the City employees, the City agreed to a two-year compensation package. The compensation package includes a 3.9% Cost of Living Adjustment (COLA) 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 2018, which will be effective the pay period of June 21, 2019, and the COLA for fiscal year 2020-21 will be determined over the next calendar year, an increase to the employer contribution towards healthcare premiums to provide for the increased costs in 2020, effective January 1, 2020, increase the salary ranges for the positions of Community Development Director (effective July 6, 2019), Community Services Director, and Director of Public Works/City Engineer, which will more accurately reflect the market salary rates and will assist in the recruitment and the ability to retain a high level and skilled employee in these vital positions. Also included in the agreement is an increase to the City's Contribution to the ICMA 457 Deferred Compensation Plan to a dollar-for-dollar match for non-management employees, not to exceed eighty (\$80.00) dollars per pay period, effective the pay period of June 21, 2019.

The part-time position of Land Use Technician is being established to allow for a cross departmental front counter position that better reflects the variety of services that are provided via the City's public service counter.

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 2020 Blue Shield Access+ family rate (effective January 1, 2020, through December 31, 2020), which includes the 2020 minimum contribution required under Public Employees' Medical and Hospital Care Act (PEMHCA), plus the Vision Service Provider (VSP) family rate effective July 1, 2019. 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 2019-2020 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. 19-1905.

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 \$20,821.00 per month. 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 21, 2019.

The above recommendations are incorporated within the 2019-20 budget. The fiscal year 2019-20 budget for the City of Agoura Hills is \$33.4 million, which includes approximately \$23.8 million in day-to-day operational/service costs, with an additional \$9.6 million in capital projects. The capital improvement projects include the Roadside Bridge widening and the Palo Comado Interchange.

For the budget year 2019-20 the General Fund projected ending fund balance is \$9.4 million, or 54% of operating expenditures and transfers. It is important to note that the General Fund reserves serve as a temporary funding source for the many grants the City receives, as they come in the form of reimbursements. Additionally, the City utilizes the reserve for cash flow and emergency reserves.

RECOMMENDATION

Staff respectfully recommends the City Council adopt:

Resolution No. 19-1902; Establishing fiscal year 2019-20 Appropriations Limitations;

Resolution No. 19-1903; Adopting the Annual Budget for fiscal year 2019-20, including fiscal year 2019-20 appropriations and approving the annual budget for

fiscal year 2020-21 and authorizing amendments to the fiscal year 2018-19 Budget;

Resolution No. 19-1904, amending the compensation plan by setting salary ranges for City full-time employees to include a 3.9% COLA rate increase; amend the range for the positions for Community Development Director, Community Services Director and Director of Public Works/City Engineer; increase the employer contribution to health care premiums for full-time employees, increase the City's match to employee's contributions to the ICMA 457 deferred compensation plan for non-management employees; and establish the part-time position of Land Use Technician;

Resolution No. 19-1905 to increase the employer contribution to healthcare premiums for City Councilmembers; and

Resolution No. 19-1906, approving Amendment No. 14 to City Manager Greg Ramirez' employment agreement

Attachments: Sources and Uses

City Council Resolution No. 19-1902

City Council Resolution No. 19-1903

City Council Resolution No. 19-1904

City Council Resolution No. 19-1905

City Council Resolution No. 19-1906

RESOLUTION NO. 19-1902

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
AGOURA HILLS, CALIFORNIA, ESTABLISHING FISCAL
YEAR 2019-20 APPROPRIATIONS LIMITATIONS**

WHEREAS, Article 13-b of the California Constitution refers to a government entity's requirement for the establishment of an appropriations limit; and

WHEREAS, Senate Bill 1352, Chapter 1205, 1980, statute adds Revenue and Taxation Code, Section 7910, which requires each local government to establish its appropriation limits by resolution each year at a regularly scheduled meeting.

NOW, THEREFORE, BE IT RESOLVED, that the City of Agoura Hills' appropriation limitation for Fiscal Year 2019-20 shall be \$18,339,732.

BE IT FURTHER RESOLVED, that any challenge to the appropriations limits, as per the above mentioned government codes, must be brought to the City of Agoura Hills' attention within sixty (60) days of the effective date of this resolution.

PASSED, APPROVED, AND ADOPTED, this 26th day of June, 2019, by the following vote to wit;

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

Linda L. Northrup, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

**CITY OF AGOURA HILLS
GANN APPROPRIATION LIMIT
FY 2019-20**

Appropriation Limitation Calculation				Schedule 1	Appropriation Subject to Limit				Schedule 2
% Change in		Population per DOF	Growth Factor	Appropriation Limit by Fiscal Year	Source	Estimated Revenues	Proceeds of Tax	Non Proceeds of Tax	
Personal Income	in								
1981-82 Base Year Approp Subject to Limit:				\$2,200,000	Unrestricted:				
Allowed Growth Rate:									
1992-93	0.9936	1.0133	1.0068149	5,920,556	Taxes	\$14,066,736	\$13,200,736	\$866,000	
1993-94	1.0272	1.0080	1.0354176	6,130,248	License and Permits	458,000		458,000	
1994-95	1.0071	1.0028	1.0099199	6,191,060	Charges for Services	1,116,300		1,116,300	
1995-96	1.0472	0.9969	1.0439537	6,463,180	Fines and Forfeitures	64,000		64,000	
1996-97	1.0467	1.0034	1.0502588	6,788,011	Interest Earnings	130,000	102,700	27,300	
1997-98	1.0467	1.0104	1.0575857	7,178,904	Miscellaneous	956,474		956,474	
1998-99	1.0415	1.0120	1.0539980	7,566,550	Total Unrestricted	16,791,510	13,303,436	3,488,074	
1999-00	1.0453	1.0158	1.0618157	8,034,282	Restricted:				
2000-01	1.0491	1.0148	1.0646267	8,553,511	Taxes	36,000	36,000	0	
2001-02	1.0782	1.0137	1.0929713	9,348,742	License and Permits	9,000		9,000	
2002-03	0.9873	1.0400	1.0267920	9,599,213	Intergovernmental	14,882,577		14,882,577	
2003-04	1.0231	1.0157	1.0391627	9,975,145	Charges for Services	120,000		120,000	
2004-05	1.0328	1.0102	1.0433346	10,407,413	Fines and Forfeitures	50,000		50,000	
2005-06	1.0526	1.0540	1.1094404	11,546,405	Interest Earnings	73,229		73,229	
2006-07	1.0396	1.0017	1.0413673	12,024,049	Miscellaneous	980,555		980,555	
2007-08	1.0442	1.0034	1.0477503	12,598,200	Total Restricted	16,151,361	36,000	16,115,361	
* 2008-09	1.0429	1.0056	1.0487402	13,212,239	Total Source of Funds	\$32,942,871	\$13,339,436	\$19,603,435	
* 2009-10	1.0062	1.0058	1.0120360	13,371,262					
2010-11	0.9746	1.0059	0.9803501	13,108,518					
* 2011-12	1.0251	1.0025	1.0276628	13,471,136					
* 2012-13	1.0377	1.0021	1.0398792	14,008,354					
2013-14	1.0512	1.0045	1.0559304	14,791,847					
2014-15	0.9977	1.0047	1.0023892	14,827,188					
2015-16	1.0382	1.0064	1.0448445	15,492,106					
2016-17	1.0537	1.0068	1.0608652	16,435,036					
2017-18	1.0369	1.0001	1.0370037	17,043,191					
2018-19	1.0367	1.0010	1.0377367	17,686,345					
2019-20	1.0385	0.9985	1.0369430	18,339,732					
2019-20 Appropriation Limit				\$18,339,732					
Less Appropriations subject to limit (Sched 2)				13,339,436					
2019-20 Appropriations Under Allowed Limit				\$5,000,296					

* Revised

RESOLUTION NO. 19-1903

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2019-20, INCLUDING FISCAL YEAR 2019-20 APPROPRIATIONS AND APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2020-21 AND AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2018-19 ANNUAL BUDGET

WHEREAS, the City Council has reviewed the preliminary budget for Fiscal Years 2019-20 and 2020-21 and the amended budget for Fiscal Year 2018-19; and

WHEREAS, a Budget Workshop concerning the Fiscal Year 2019-20 and 2020-21 proposed budget was held on Wednesday, June 12, 2019.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Agoura Hills, as follows:

1. That the Fiscal Year 2019-20 Budget be adopted, pursuant to Chapter 6, Section 2603 (Ordinance No. 22) of the City of Agoura Hills Municipal Code,
2. That the amounts shown on Exhibit "A" for the Fiscal Year 2019-20 Budget are hereby appropriated.
3. That the Fiscal Year 2020-21 Budget be approved, subject to modification prior to the commencement of Fiscal Year 2020-21.
4. That the proposed amendments to the Fiscal Year 2018-19 Budget be approved.
5. Any unused appropriations from the Fiscal Year 2018-19 Adopted Budget at the end of Fiscal Year 2018-19 may be re-appropriated by the City Manager for continued use in Fiscal Year 2019-20.

PASSED, APPROVED, AND ADOPTED, this 26th day of June 2019, by the following vote to wit;

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

Linda L. Northrup, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

**City of Agoura Hills
Sources and Uses
Estimated Budget 2018-19**

----- Estimate 2018/19-----					
Fund	Fund Balance 6/30/2018	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2019
<u>City of Agoura Hills</u>					
10 General Fund	10,529,728	16,400,178	16,154,292	(1,387,011)	9,388,603
20 Gas Tax	108,697	448,888	547,300	0	10,285
22 RRAA	3,440	331,563	325,000	0	10,003
30 Retirement Rate Stablization	146,975	3,000	0	45,000	194,975
40 Traffic Safety	5,079	50,200	50,000	0	5,279
60 Proposition A	662,038	582,034	525,115	0	718,957
61 Proposition C	(84,104)	941,729	674,332	0	183,293
63 Measure R	37,339	258,427	249,543	0	46,223
64 Measure M	3,342	290,500	244,585	0	49,257
70 SCAQMD	37,940	54,000	36,200	0	55,740
110 Traffic Improvement	1,194,208	407,000	380,000	0	1,221,208
111 Utility Undergrounding	50,768	750	0	0	51,518
240 Suppl. Law Encfcm	63,435	100,700	100,000	0	64,135
250 CDBG	(4,507)	9,658	9,658	0	(4,507)
260 Misc. Grants	(147,075)	261,168	261,246	0	(147,153)
520 Waste Management	185,781	112,000	99,200	0	198,581
420 Inc. Housing In-Lieu	2,824,797	50,000	1,100,000	0	1,774,797
300 Public Fin Auth Debt Service	1,626	25	0	0	1,651
305 Improvement Authority Debt Ser	269,592	1,500	908,675	913,025	275,442
620 Successor Housing	463,989	96,000	61,470	103,986	602,505
11 Capital Projects Fund	49,986	0	370,000	325,000	4,986
12 Facilities Fund	203,053	2,500	0	0	205,553
15 Rec Center Capital Projects	1,960	15,004	15,200	0	1,764
16 Stormwater Capital Projects	591,740	10,000	0	0	601,740
18 Measure R Capital Projects	(3,263,055)	6,687,500	6,777,161	0	(3,352,716)
19 Measure M Capital Projects	0	0	0	0	0
Total City of Agoura Hills	13,936,769	27,114,324	28,888,977	0	12,162,116

**City of Agoura Hills
Sources and Uses
Estimated Budget 2019-20**

----- Estimate 2019/20-----					
Fund	Fund Balance 6/30/2019	Revenues	Expenditures	Transfers (Out)/In	Fund Balance 6/30/2020
<u>City of Agoura Hills</u>					
10 General Fund	9,388,603	16,791,510	15,804,163	(987,253)	9,388,697
20 Gas Tax	10,285	549,655	540,100	0	19,840
22 RRAA	10,003	346,055	345,555	0	10,503
30 Retirement Rate Stablization	194,975	3,000	0	0	197,975
40 Traffic Safety	5,279	50,200	50,000	0	5,479
60 Proposition A	718,957	633,753	736,887	0	615,823
61 Proposition C	183,293	929,744	755,700	0	357,337
63 Measure R	46,223	271,933	240,614	0	77,542
64 Measure M	49,257	305,857	296,728	0	58,386
65 Measure W	0	185,000	160,000	0	25,000
70 SCAQMD	55,740	27,000	1,200	0	81,540
110 Traffic Improvement	1,221,208	4,000	300,000	0	925,208
111 Utility Undergrounding	51,518	500	0	0	52,018
240 Suppl. Law Enfcmnt	64,135	100,700	152,866	0	11,969
250 CDBG	(4,507)	210,200	210,200	0	(4,507)
260 Misc. Grants	(147,153)	3,076,235	3,079,975	0	(150,893)
520 Waste Management	198,581	113,000	102,500	0	209,081
420 Inc. Housing In-Lieu	1,774,797	20,000	25,000	0	1,769,797
300 Public Fin Auth Debt Service	1,651	25	0	0	1,676
305 Improvement Authority Debt Sei	275,442	1,500	908,725	913,025	281,242
620 Successor Housing	602,505	10,000	102,000	74,228	584,733
11 Capital Projects Fund	4,986	0	0	0	4,986
12 Facilities Fund	205,553	2,500	0	0	208,053
15 Rec Center Capital Projects	1,764	4	0	0	1,768
16 Stormwater Capital Projects	601,740	10,000	600,000	0	11,740
18 Measure R Capital Projects	(3,352,716)	5,000,500	4,540,500	0	(2,892,716)
19 Measure M Capital Projects	0	4,300,000	4,492,192	0	(192,192)
Total City of Agoura Hills	12,162,116	32,942,871	33,444,905	0	11,660,082

**City of Agoura Hills
Sources and Uses
Estimated Budget 2020-21**

Fund	----- Estimate 2020/21-----				Fund Balance 6/30/2021
	Fund Balance 6/30/2020	Revenues	Expenditures	Transfers (Out)/In	
<u>City of Agoura Hills</u>					
10 General Fund	9,388,697	17,744,303	16,736,049	(1,001,025)	9,395,926
20 Gas Tax	19,840	549,655	555,300	0	14,195
22 RRAA	10,503	346,055	345,555	0	11,003
30 Retirement Rate Stabilization	197,975	3,000	0	0	200,975
40 Traffic Safety	5,479	50,200	50,000	0	5,679
60 Proposition A	615,823	663,077	744,874	0	534,026
61 Proposition C	357,337	974,114	741,505	0	589,946
63 Measure R	77,542	282,710	347,363	0	12,889
64 Measure M	58,386	318,071	300,227	0	76,230
65 Measure W	25,000	370,000	160,000	0	235,000
70 SCAQMD	81,540	27,000	1,200	0	107,340
110 Traffic Improvement	925,208	4,000	0	0	929,208
111 Utility Undergrounding	52,018	500	0	0	52,518
240 Suppl. Law Encmnt	11,969	100,700	100,000	0	12,669
250 CDBG	(4,507)	50,200	50,200	0	(4,507)
260 Misc. Grants	(150,893)	462,447	462,575	0	(151,021)
520 Waste Management	209,081	113,000	102,500	0	219,581
420 Inc. Housing In-Lieu	1,769,797	20,000	0	0	1,789,797
300 Public Fin Auth Debt Service	1,676	25	0	0	1,701
305 Improvement Authority Debt Ser	281,242	1,500	908,025	913,025	287,742
620 Successor Housing	584,733	10,000	106,302	88,000	576,431
11 Capital Projects Fund	4,986	0	0	0	4,986
12 Facilities Fund	208,053	2,500	0	0	210,553
15 Rec Center Capital Projects	1,768	4	0	0	1,772
16 Stormwater Capital Projects	11,740	10,000	0	0	21,740
18 Measure R Capital Projects	(2,892,716)	1,424,850	0	0	(1,467,866)
19 Measure M Capital Projects	(192,192)	3,895,436	3,279,049	0	424,195
Total City of Agoura Hills	11,660,083	27,423,347	24,990,724	0	14,092,706

RESOLUTION NO. 19-1904

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY SETTING SALARY RANGES FOR CITY FULL-TIME EMPLOYEES TO INCLUDE A 3.9% COST OF LIVING ADJUSTMENT, AMENDING THE RANGE FOR THE POSITIONS OF COMMUNITY DEVELOPMENT DIRECTOR, DIRECTOR OF COMMUNITY SERVICES AND DIRECTOR OF PUBLIC WORKS/CITY ENGINEER, INCREASE THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR FULL-TIME EMPLOYEES, INCREASE THE CITY'S MATCHING CONTRIBUTION TO THE DEFERRED COMPENSATION PLAN TO A DOLLAR-FOR-DOLLAR MATCH NOT TO EXCEED EIGHTY (\$80.00) DOLLARS PER PAY PERIOD AND ESTABLISH THE PART-TIME POSITION OF LAND USE TECHNICIAN

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 21, 2019, except for the position of Community Development Director, which will be effective July 6, 2019.

SECTION 2. The City will increase the employer contribution amount up to the 2020 Blue Shield Access+ family rate, which will include the 2020 minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), effective January 1, 2020, plus the Vision Service Provider (VSP) rate, effective July 1, 2019.

SECTION 3. The City will increase the dollar-for-dollar match towards the City's designated Deferred Compensation Program for non-management employees to a maximum of eighty (\$80.00) dollars per pay period.

SECTION 4. The classification of Land Use Technician is hereby established as a Part-Time position and is assigned the salary range of 46.

PASSED, APPROVED, AND ADOPTED this 26th day of June 2019, by the following vote to wit:

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

Linda L. Northrup, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

EXHIBIT "A"

SALARIES AND POSITIONS 2019-2020

EXHIBIT A

FULL-TIME POSITIONS AND SALARIES EFFECTIVE 6/21/2019

COMMUNITY DEVELOPMENT DIRECTOR EFFECTIVE 7/6/2019

POSITIONS	RANGE	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
EXEMPT							
ACCOUNTANT	50	76,094	92,713	6,341	7,726	36.5834	44.5734
ADMINISTRATIVE ANALYST	51	77,996	95,030	6,500	7,919	37.4980	45.6877
ASSISTANT CITY MANAGER	82	167,692	204,316	13,974	17,026	80.6210	98.2289
ASSISTANT DIRECTOR OF COMM SERVICE	68	118,680	144,600	9,890	12,050	57.0577	69.5193
ASSISTANT PLANNING DIRECTOR	68	118,680	144,600	9,890	12,050	57.0577	69.5193
ASSISTANT TO THE CITY MANAGER	60	97,406	118,680	8,117	9,890	46.8299	57.0577
ASSOCIATE CIVIL ENGINEER	59	95,030	115,785	7,919	9,649	45.6877	55.6660
BUILDING OFFICIAL	70	124,688	151,920	10,391	12,660	59.9462	73.0387
CITY CLERK	64	107,518	131,001	8,960	10,917	51.6914	62.9810
CITY ENGINEER	71	127,805	155,718	10,650	12,977	61.4449	74.8646
CITY MANAGER		249,852		20,821		120.1212	
COMMUNITY DEVELOPMENT DIRECTOR	78	151,920	185,100	12,660	15,425	73.0387	88.9905
DEPUTY CITY MANAGER	73	134,276	163,602	11,190	13,633	64.5555	78.6547
DIRECTOR COMMUNITY SERVICES	78	151,920	185,100	12,660	15,425	73.0387	88.9905
DIRECTOR OF FINANCE	74	137,632	167,692	11,469	13,974	66.1694	80.6210
DIRECTOR OF PUBLIC WORKS/CITY ENGIN	78	151,920	185,100	12,660	15,425	73.0387	88.9905
EXECUTIVE ASSISTANT	46	68,937	83,993	5,745	6,999	33.1428	40.3813
FINANCE MANAGER	61	99,841	121,647	8,320	10,137	48.0006	58.4841
PLANNING DIRECTOR	72	131,001	159,611	10,917	13,301	62.9810	76.7362
PRINCIPAL PLANNER	62	102,337	124,688	8,528	10,391	49.2007	59.9462
PUBLIC WORKS PROJECT MANAGER	59	95,030	115,785	7,919	9,649	45.6877	55.6660
RECREATION MANAGER	59	95,030	115,785	7,919	9,649	45.6877	55.6660
RECREATION SUPERVISOR	50	76,094	92,713	6,341	7,726	36.5834	44.5734
SENIOR PLANNER	58	92,713	112,961	7,726	9,413	44.5734	54.3083
HOURLY							
ACCOUNTING SPECIALIST II	46	68,937	83,993	5,745	6,999	33.1428	40.3813
ADMINISTRATIVE AIDE	38	56,580	68,937	4,715	5,745	27.2018	33.1428
ADMINISTRATIVE ASSISTANT I	37	55,200	67,256	4,600	5,605	26.5384	32.3344
ADMINISTRATIVE ASSISTANT II	41	60,930	74,238	5,078	6,186	29.2934	35.6912
ASSISTANT ENGINEER	53	81,944	99,841	6,829	8,320	39.3964	48.0006
ASSISTANT PLANNER	51	77,996	95,030	6,500	7,919	37.4980	45.6877
ASSOCIATE PLANNER	55	86,093	104,896	7,174	8,741	41.3908	50.4307
BUILDING PERMIT TECHNICIAN	38	56,580	68,937	4,715	5,745	27.2018	33.1428
CODE COMPLIANCE OFFICER	46	68,937	83,993	5,745	6,999	33.1428	40.3813
COMM SERV COORDINATOR	46	68,937	83,993	5,745	6,999	33.1428	40.3813
CULTURAL EVENT COORDINATOR	46	68,937	83,993	5,745	6,999	33.1428	40.3813
ENGINEERING AIDE I	38	56,580	68,937	4,715	5,745	27.2018	33.1428
ENGINEERING AIDE II	46	68,937	83,993	5,745	6,999	33.1428	40.3813
PLANNING TECHNICIAN	38	56,580	68,937	4,715	5,745	27.2018	33.1428
SENIOR BUILDING INSPECTOR	47	70,660	86,093	5,888	7,174	33.9714	41.3908
SENIOR CIVIL ENGINEER	64	107,518	131,001	8,960	10,917	51.6914	62.9810
PART-TIME POSITIONS AND SALARIES							
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
LAND USE TECHNICIAN	46	68,937	83,993	5,745	6,999	33.1428	40.3813
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		150-1,050		PER EVENT			

CITY OF AGOURA HILLS

LAND USE TECHNICIAN

DEFINITION

Under general supervision of the Community Development Director, performs paraprofessional and clerical duties required to assist operations of the Planning and Building and Safety counter; provides information of a technical and general nature to the public, including but not limited various land use ordinances, permit requirements, building codes, maintains records and prepares reports as required; explains the requirements of relative codes, regulations and ordinances to owners, contractors and the public; reviews applications and processes plans and permits; collects fees, manages cash register and daily cash receipts; and performs other related duties as assigned.

CLASS CHARACTERISTICS

The Land Use Technician assists the public regarding the routine planning and building and safety matters including construction plan requirements, plan check and permit requirements, fees assessed and the issuance of permits.

EXAMPLES OF DUTIES

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

1. Interpret and apply various City land use ordinances as they relate to construction and use of structures and land; receives and checks applicants' proposed plans for planning and building permits and determine if plans are in accordance with land use ordinances and regulations.
2. Research zoning maps, general and community plans, specific plans to answer questions relating to specific use.
3. Maintains department records and prepares reports as required, including data entry in the permit tracking system.
4. Reviews less complex applications; collects data; determines compliance with applicable codes, ordinances, and regulations.
5. Assists applicants and the public in preparing and submitting plans, documents and calculations for planning and building and safety permits, any required review, and plan check.
6. Explains the requirements of the applicable codes and ordinances affecting the issuance of planning and building and safety permits to owners, contractors and members of the public.

7. Manages cash register and daily cash receipts.
8. May review applications for completeness and process permits, including staff report production, as authorized. May compute and collect planning and building and safety permit fees as authorized.
9. Conduct research and prepare general reports and routine correspondence.
10. Perform other related duties as assigned including assisting other City departments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

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 graduation from high school or vocational school training. Two years of experience with a municipal planning, public works or building and safety department, other governmental agency or contractor to such an agency with exposure to land use, zoning, planning, code enforcement, building inspection (completion of an undergraduate degree from an accredited college or university may substitute for the required experience. Certification by the International Code Council as a Permit Technician is desirable.

Knowledge, Skills and Abilities

Knowledge of the general principles of urban and regional planning; general planning, engineering or construction terminology, policies, ordinances and/or regulations of assigned area; read and interpret plans, maps, and legal descriptions, such as zoning, subdivision and parcel maps; deal tactfully and courteously with the public and staff; permit issuing process including familiarity with codes ordinances and regulations; the theories and practice of good customer relations; operation of specialized computer applications for mapping and land use research for planning and building and safety; working knowledge of permit program applications including Word, G.I.S., and Excel.

Organizes and maintains department records; computes fee amounts based upon set formulas; maintains an effective relationship with the public and the city staff; write clear and precise reports, correspondence and other written materials; uses and understands permit program applications.

License or Certificate

A valid Class C California driver's license at the time of appointment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to perform the essential functions of the 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 stand at a counter location while working with the public; talk and hear, both in person and by telephone; use hands to finger, handle and feel objects and operate standard office equipment; reach with hands and arms; visually inspect documents submitted for processing.

Specific vision abilities required by the job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use mathematics and mathematical reasoning; observe and interpret situations; perform highly detailed work on multiple concurrent tasks; work with constant interruptions; interact with the public, City officials, City staff and other organizations; and deal with customer service.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee generally works under typical office conditions. The work environment is usually quiet.

RESOLUTION NO. 19-1905

**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 2020 Blue Shield Access+ family rate, which will include the 2020 minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), effective January 1, 2020, plus the Vision Service Provider (VSP) rate, effective July 1, 2019.

PASSED, APPROVED, AND ADOPTED this 26th day of June 2019, by the following vote to wit:

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

Linda L. Northrup, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

RESOLUTION NO. 19-1906

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, APPROVING AMENDMENT NO. 14 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. 14 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 \$20,020.00 to \$20,821.00. The amendment will be effective the pay period beginning June 21, 2019.

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 2020 Blue Shield Access+ family rate, effective January 1, 2020, including the Vision Service Provider (VSP) rate effective July 1, 2019, consistent with that approved for the City's general employees and Department Heads.

SECTION 3. T

PASSED, APPROVED, AND ADOPTED this 26th day of June 2019, by the following vote to wit:

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

Linda L. Northrup, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

EXHIBIT "A"

**AMENDMENT NO. 14 TO EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF AGOURA HILLS, CALIFORNIA, AND GREG RAMIREZ**

**AMENDMENT NO. 14 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, June 2016, June 2017 and June 2018 and 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 21, 2019, City agrees to pay City Manager for the services required by this Agreement to a monthly base salary of twenty thousand eight hundred and twenty-one dollars and no cents (\$20,821.00) 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. 14 to the Agreement as of June 26, 2019.

CITY MANAGER

Greg Ramirez

CITY OF AGOURA HILLS

Linda L. Northrup, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

APPROVED AS TO FORM:

Candice Lee, City Attorney