




## REPORT TO CITY COUNCIL

**DATE:** DECEMBER 11, 2019

**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. 19-1918; 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 2020 CALIFORNIA MINIMUM WAGE INCREASE TO \$13.00 PER HOUR

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On January 1, 2020, the California Minimum Wage will increase to \$13.00 per hour. In order to insure compliance, the City is required to increase the ranges of two part-time/temporary classifications: Recreation Leader I and Instructor, which currently start at \$12.27 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 also need to be increased, effective December 28, 2019.

All of the affected salary range increases were considered and included as part of the 2019-2020 budget adoption, and no further appropriations are required. The part-time positions of Land Use Technician and Special Event Worker remain unaffected by the new minimum wage law.

In anticipation of future federal minimum wage increases, Human Resources staff will be conducting a review of the part-time classifications for 2020 and bring any recommendations for changes to the City Council for consideration.

### RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 19-1918, 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 2020 California Minimum wage increase to \$13.00 per hour, effective December 28, 2019.

Attachments: Resolution No. 19-1918

**RESOLUTION NO. 19-1918**

**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 2020 CALIFORNIA MINIMUM WAGE INCREASE TO \$13.00 PER HOUR, EFFECTIVE DECEMBER 28, 2019**

**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 28, 2019.

**PASSED, APPROVED, AND ADOPTED** this 11<sup>th</sup> day of December 2019, by the following vote to wit:

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

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Illece Buckley Weber, Mayor

ATTEST:

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

**EXHIBIT A**

<b>PART-TIME POSITIONS AND SALARIES</b>							
<b>EFFECTIVE 12/28/2019</b>							
<b>POSITIONS</b>	<b>RANGE</b>	<b>ANNUAL</b>		<b>MONTHLY</b>		<b>HOURLY</b>	
		<b>LOW</b>	<b>HIGH</b>	<b>LOW</b>	<b>HIGH</b>	<b>LOW</b>	<b>HIGH</b>
ADMINISTRATIVE INTERN I	17	31,103	37,896	2,592	3,158	14.9535	18.2194
ADMINISTRATIVE INTERN II	24	36,972	45,047	3,081	3,754	17.7751	21.6572
INSTRUCTOR	12	27,491	33,495	2,291	2,791	13.2167	16.1033
OFFICE ASSISTANT	22	35,191	42,876	2,933	3,573	16.9186	20.6136
RECREATION LEADER I	12	27,491	33,495	2,291	2,791	13.2167	16.1033
RECREATION LEADER II	20	33,495	40,810	2,791	3,401	16.1033	19.6203
RECREATION SPECIALIST	27	39,815	48,511	3,318	4,043	19.1418	23.3224
SENIOR PROGRAM INSTRUCTOR	25	37,896	46,173	3,158	3,848	18.2194	22.1986
LAND USE TECHNICIAN	46	68,937	83,993	5,745	6,999	33.1428	40.3813
SPECIAL EVENT WORKER	425		160-1,060	PER EVENT			