

REPORT TO CITY COUNCIL

DATE: DECEMBER 16, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: CHRISTY PINULAS, DIRECTOR OF FINANCE
CELESTE BIRD, ADMINISTRATIVE ANALYST

SUBJECT: ADOPT RESOLUTION NO. 20-1962; AMENDING THE COMPENSATION PLAN BY ESTABLISHING A SIX STEP RANGE FOR THE RECREATION LEADER I AND INSTRUCTOR POSITIONS

On January 1, 2021, the California Minimum Wage will increase to \$14.00 per hour. In order to insure compliance with the new minimum wage law, the City recommends changing the current nine step range of the part-time positions of Recreation Leader I and Instructor, the only part-time positions effected, to six step ranges, with the new step one starting at \$14.23 per hour, effective December 26, 2020.

Minimum wage increases in previous years increased the entire nine step range of all impacted part-time classifications in order to maintain continuity between classifications. A recent survey showed that the City's part-time recreation classifications remained one of the highest compared to neighboring agencies. In light of current budget constraints, due to the COVID-19 pandemic, and in an effort to keep part-time recreation salaries consistent with neighboring agencies, staff believes using a six step range for the two part-time positions impacted by the 2021 wage increase, is the both cost effective and practical.

In anticipation of the California minimum wage increase to \$15.00 per hour, effective January 1, 2022, Human Resources staff will conduct another review of the part-time classifications for 2022, and bring any recommendations for changes to the City Council for consideration.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 20-1962, amending the compensation plan by changing the current nine step range, of the Recreation Leader I and Instructor positions, to a six step range in order to remain in compliance with the 2021 California Minimum wage increase to \$14.00 per hour, effective December 26, 2020.

Attachment: Resolution No. 20-1962

RESOLUTION NO. 20-1962

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY ESTABLISHING A SIX STEP RANGE FOR THE RECREATION LEADER I AND INSTRUCTOR POSITIONS, EFFECTIVE DECEMBER 26, 2020

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 26, 2020.

PASSED, APPROVED, AND ADOPTED this 16th day of December 2020, by the following vote to wit:

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

Denis Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

EXHIBIT A

FULL-TIME POSITIONS AND SALARIES

EFFECTIVE 7/4/2020 (*CITY MANAGER EFFECTIVE 7/1/2020)

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 SERVICES	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*		235,000		19,583		112.9808	
COMMUNITY DEVELOPMENT DIRECTOR	75	141,073	171,884	11,756	14,324	67.8237	82.6365
DEPUTY CITY MANAGER	73	134,276	163,602	11,190	13,633	64.5555	78.6547
DIRECTOR COMMUNITY SERVICES	75	141,073	171,884	11,756	14,324	67.8237	82.6365
DIRECTOR OF FINANCE	75	141,073	171,884	11,756	14,324	67.8237	82.6365
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER	75	141,073	171,884	11,756	14,324	67.8237	82.6365
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

EFFECTIVE 12/26/2020

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	29,605	33,495	2,467	2,791	14.2330	16.1033
OFFICE ASSISTANT	22	35,191	42,876	2,933	3,573	16.9186	20.6136
RECREATION LEADER I	12	29,605	33,495	2,467	2,791	14.2330	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			