

REPORT TO CITY COUNCIL

DATE: NOVEMBER 10, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: RAMIRO ADEVA, ASSISTANT CITY MANAGER
CELESTE BIRD, ADMINISTRATIVE ANALYST

SUBJECT: ADOPT RESOLUTION NO. 21-1991; AMENDING THE COMPENSATION PLAN BY INCREASING THE RANGE OF THE ADMINISTRATIVE INTERN I, ADMINISTRATIVE INTERN II, INSTRUCTOR, OFFICE ASSISTANT, RECREATION LEADER I, RECREATION LEADER II, RECREATION SPECIALIST, AND SENIOR PROGRAM INSTRUCTOR, IN COMPLIANCE WITH THE 2022 CALIFORNIA MINIMUM WAGE INCREASE TO \$15.00 PER HOUR

On January 1, 2022, the California Minimum Wage will increase to \$15.00 per hour. As a result, the City must increase the ranges of the following two part-time/temporary classifications, which both currently have starting wage rates below \$15.00 per hour:

- Recreation Leader I
- Instructor

Additionally, staff recommends an adjustment to the following classifications in order to maintain an even percentage separation between ranges:

- Administrative Intern I
- Administrative Intern II
- Office Assistant
- Recreation Leader II
- Recreation Specialist
- Senior Program Instructor

Lastly, the following part-time classifications remain unchanged and are already compliant with the new minimum wage law:

- Land Use Technician
- Public Safety Liaison Officer
- Special Event Worker

The City's effective date of these wage adjustments will be December 25, 2021, which is the first pay period inclusive of the State's effective date of January 1, 2022.

All of the affected salary range increases were included as part of the approved Fiscal Year 2021-2022 budget, and no further appropriations are required.

The Resolution has been reviewed by the City Attorney and approved it as to form.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 21-1991, amending the compensation plan by increasing the range of the Administrative Intern I, Administrative Intern II, Instructor, Office Assistant, Recreation Leader I, Recreation Leader II, Recreation Specialist, and Senior Program Instructor, in compliance with the 2022 California Minimum wage increase to \$15.00 per hour, effective December 25, 2021.

Attachments: Resolution No. 21-1991

RESOLUTION NO. 21-1991

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY INCREASING THE RANGE OF THE ADMINISTRATIVE INTERN I, ADMINISTRATIVE INTERN II, INSTRUCTOR, OFFICE ASSISTANT, RECREATION LEADER I, RECREATION LEADER II, RECREATION SPECIALIST, AND SENIOR PROGRAM INSTRUCTOR, IN COMPLIANCE WITH THE 2022 CALIFORNIA MINIMUM WAGE INCREASE TO \$15.00 PER HOUR, EFFECTIVE DECEMBER 25, 2021

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 25, 2021.

PASSED, APPROVED, AND ADOPTED this 10th day of November, 2021, by the following vote to wit:

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

Denis Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

Exhibit A

PART-TIME POSITIONS AND SALARIES EFFECTIVE 12/25/2021	P/T RANGES	HOURLY	
		ADMINISTRATIVE INTERN I	6
ADMINISTRATIVE INTERN II	13	20.61	25.12
INSTRUCTOR	1	15.33	18.67
OFFICE ASSISTANT	11	19.62	23.91
PUBLIC SAFETY LIAISON OFFICER	49	32.95	40.15
RECREATION LEADER I	1	15.33	18.67
RECREATION LEADER II	9	18.67	22.75
RECREATION SPECIALIST	16	22.20	27.05
SENIOR PROGRAM INSTRUCTOR	14	21.13	25.74
LAND USE TECHNICIAN	49	32.95	40.15
SPECIAL EVENT WORKER	425	160-1,060 per event	