

## REPORT TO CITY COUNCIL

**DATE:** DECEMBER 13, 2023

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** NATHAN HAMBURGER, CITY MANAGER

**BY:** RAMIRO ADEVA, ASSISTANT CITY MANAGER  
CELESTE BIRD, HUMAN RESOURCES MANAGER

**SUBJECT:** ADOPT RESOLUTION NO. 23-2050; 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 2024 CALIFORNIA MINIMUM WAGE INCREASE TO \$16.00 PER HOUR

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On January 1, 2024, the California Minimum Wage will increase to \$16.00 per hour. In order to ensure compliance, the City will be required to increase the ranges of two part-time/temporary classifications: Recreation Leader I and Instructor, both of which currently start at \$15.50 per hour. In an effort to maintain a similar percentage separation between related classifications, the ranges of Administrative Intern I, Administrative Intern II, Office Assistant, Recreation Leader II, Recreation Specialist and Senior Program Instructor will also need to be increased, effective December 23, 2023.

### **FISCAL IMPACT**

All of the affected salary range increases were considered and included as part of the 2023-24 budget adoption, and no further appropriations are required.

### **RECOMMENDATION**

Staff recommends the City Council adopt Resolution No. 23-2050, 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 2024 California Minimum wage increase to \$16.00 per hour, effective December 23, 2023.

Attachment: Resolution No. 23-2050

**RESOLUTION NO. 23-2050**

**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 2024 CALIFORNIA MINIMUM WAGE INCREASE TO \$16.00 PER HOUR, EFFECTIVE DECEMBER 23, 2023**

**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 23, 2023.

**PASSED, APPROVED, AND ADOPTED** this 13<sup>th</sup> day of December 2023, by the following vote to wit:

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

\_\_\_\_\_  
Illece Buckley Weber, Mayor

ATTEST:

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

**EXHIBIT A**

<b>FULL-TIME POSITIONS AND SALARIES</b>							
<b>EFFECTIVE PAY PERIOD BEGINNING 07/01/2023</b>							
<b>POSITIONS</b>	<b>F/T RANGES</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>
<b>EXEMPT</b>							
ACCOUNTANT	50	86,654	105,580	7,221	8,798	41.66	50.76
ADMINISTRATIVE ANALYST	51	88,821	108,219	7,402	9,018	42.70	52.03
ASSISTANT CITY MANAGER	82	190,965	232,672	15,914	19,389	91.81	111.86
ASSISTANT DIRECTOR OF COMM SERVICES	68	135,151	164,668	11,263	13,722	64.98	79.17
ASSISTANT PLANNING DIRECTOR	68	135,151	164,668	11,263	13,722	64.98	79.17
ASSISTANT TO THE CITY MANAGER	60	110,925	135,151	9,244	11,263	53.33	64.98
ASSOCIATE CIVIL ENGINEER	59	108,219	131,855	9,018	10,988	52.03	63.39
BUILDING OFFICIAL	70	141,993	173,005	11,833	14,417	68.27	83.18
CITY CLERK	64	122,440	149,181	10,203	12,432	58.87	71.72
CITY ENGINEER	71	145,543	177,330	12,129	14,777	69.97	85.25
CITY MANAGER		273,200		22,767		131.35	
COMMUNITY DEVELOPMENT DIRECTOR	78	173,005	210,789	14,417	17,566	83.18	101.34
DEPUTY CITY MANAGER	73	152,911	186,307	12,743	15,526	73.51	89.57
DIRECTOR COMMUNITY SERVICES	78	173,005	210,789	14,417	17,566	83.18	101.34
DIRECTOR OF FINANCE	78	173,005	210,789	14,417	17,566	83.18	101.34
DIRECTOR OF PUBLIC WORKS/CITY ENG	78	173,005	210,789	14,417	17,566	83.18	101.34
EXECUTIVE ASSISTANT	46	78,504	95,650	6,542	7,971	37.74	45.99
FINANCE MANAGER	61	113,698	138,530	9,475	11,544	54.66	66.60
HUMAN RESOURCES MANAGER	59	108,219	131,855	9,018	10,988	52.03	63.39
MANAGEMENT ANALYST	51	88,821	108,219	7,402	9,018	42.70	52.03
MEDIA ANALYST	51	88,821	108,219	7,402	9,018	42.70	52.03
PLANNING DIRECTOR	72	149,181	181,763	12,432	15,147	71.72	87.39
PRINCIPAL PLANNER	62	116,540	141,993	9,712	11,833	56.03	68.27
PUBLIC WORKS PROJECT MANAGER	59	108,219	131,855	9,018	10,988	52.03	63.39
RECREATION MANAGER	59	108,219	131,855	9,018	10,988	52.03	63.39
RECREATION SUPERVISOR	50	86,654	105,580	7,221	8,798	41.66	50.76
SENIOR CIVIL ENGINEER	64	122,440	149,181	10,203	12,432	58.87	71.72
SENIOR CODE COMPLIANCE OFFICER	51	88,821	108,219	7,402	9,018	42.70	52.03
SENIOR PLANNER	58	105,580	128,639	8,798	10,720	50.76	61.85
<b>HOURLY</b>							
ACCOUNTING SPECIALIST II	46	78,504	95,650	6,542	7,971	37.74	45.99
ADMINISTRATIVE AIDE	38	64,432	78,504	5,369	6,542	30.98	37.74
ADMINISTRATIVE ASSISTANT I	37	62,861	76,590	5,238	6,382	30.22	36.82
ADMINISTRATIVE ASSISTANT II	41	69,386	84,541	5,782	7,045	33.36	40.64
ASSISTANT ENGINEER	53	93,317	113,698	7,776	9,475	44.86	54.66
ASSISTANT PLANNER	51	88,821	108,219	7,402	9,018	42.70	52.03
ASSOCIATE PLANNER	55	98,041	119,454	8,170	9,954	47.14	57.43
BUILDING PERMIT TECHNICIAN	38	64,432	78,504	5,369	6,542	30.98	37.74
CODE COMPLIANCE OFFICER	46	78,504	95,650	6,542	7,971	37.74	45.99
COMM SERV COORDINATOR	46	78,504	95,650	6,542	7,971	37.74	45.99
CULTURAL EVENT COORDINATOR	46	78,504	95,650	6,542	7,971	37.74	45.99
ENGINEERING AIDE I	38	64,432	78,504	5,369	6,542	30.98	37.74
ENGINEERING AIDE II	46	78,504	95,650	6,542	7,971	37.74	45.99
LAND USE TECHNICIAN	46	78,504	95,650	6,542	7,971	37.74	45.99
PLAN EXAMINER	46	78,504	95,650	6,542	7,971	37.74	45.99
PLANNING TECHNICIAN	38	64,432	78,504	5,369	6,542	30.98	37.74
PUBLIC SAFETY LIAISON OFFICER	46	78,504	95,650	6,542	7,971	37.74	45.99
SENIOR BUILDING INSPECTOR	47	80,467	98,041	6,706	8,170	38.69	47.14
<b>PART-TIME POSITIONS AND SALARIES</b>							
<b>EFFECTIVE 12/23/2023</b>							
	<b>P/T RANGES</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>
INSTRUCTOR	1	33,280	40,548	2,773	3,379	16.00	19.49
RECREATION LEADER I	1	33,280	40,548	2,773	3,379	16.00	19.49
ADMINISTRATIVE INTERN I	6	37,653	45,877	3,138	3,823	18.10	22.06
RECREATION LEADER II	9	40,548	49,404	3,379	4,117	19.49	23.75
OFFICE ASSISTANT	11	42,601	51,905	3,550	4,325	20.48	24.95
ADMINISTRATIVE INTERN II	13	44,758	54,533	3,730	4,544	21.52	26.22
SENIOR PROGRAM INSTRUCTOR	14	45,877	55,896	3,823	4,658	22.06	26.87
RECREATION SPECIALIST	16	48,199	58,726	4,017	4,894	23.17	28.23
SPECIAL EVENT WORKER		160-1,060		PER EVENT			