

## REPORT TO CITY COUNCIL

**DATE: JUNE 26, 2024**

**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. 24-2071 AMENDING THE COMPENSATION PLAN BY SETTING THE SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 4.3% COLA RATE INCREASE, INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR FULL-TIME EMPLOYEES;**

**ADOPT RESOLUTION NO. 24-2072 INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR COUNCILMEMBERS**

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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 competitive salaries and benefits is a means to retain high performing employees. Fiscal Year 2024-25 is the second year of the two-year compensation package, previously approved by the City council. The following is what was agreed to for Fiscal Year 2024-25.

### Fiscal Year 2024-25

- Full-Time employee salaries will include a 4.3% Cost of Living Adjustment (COLA) increase effective the pay period beginning June 29, 2024.
- Amend the Flexible Benefits Plan offered by the City to its employees to include an increase to the employer healthcare contribution amount up to \$2,750 per month per employee, effective January 1, 2025, which will include the minimum contribution required under Public Employee's Medical and Hospital Care Act (PEMHCA), plus the Vision Service Provider (VSP) family rate effective July 1, 2024.

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 Flexible Benefits Plan stated above, with the same effective dates as the employees, be offered to the Councilmembers.

## **FISCAL IMPACT**

These numbers were already included in the Fiscal Year 2024-25 Salary Schedule Budget. No additional appropriations are needed.

## **RECOMMENDATION**

Staff recommends that the City Council adopt: 1) Resolution No. 24-2071; amending the compensation plan by setting the salary ranges for City employees to include a 4.3% COLA rate increase, increasing the employer contribution to healthcare premiums for full-time employees; and 2) adopt Resolution No. 24-2072; increasing the employer contribution to healthcare premiums for Councilmembers.

Attachments: (1) Resolution No. 24-2071  
(2) Resolution No. 24-2072

**RESOLUTION NO. 24-2071**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY SETTING SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 4.3% COLA RATE INCREASE, INCREASING THE EMPLOYER CONTRIBUTION TO HEALTHCARE PREMIUMS FOR FULL-TIME EMPLOYEES**

**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 29, 2024.

**SECTION 2.** Effective January 1, 2025, through December 31, 2025, the City's employer contribution toward healthcare premiums for full-time employees will be up to \$2,750 per month, which will include the minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), plus the Vision Service Provider (VSP) benefit effective July 1, 2024.

**PASSED, APPROVED, and ADOPTED** this 26<sup>th</sup> day of June, 2024, by the following vote to wit:

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

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

ATTEST:

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

**EXHIBIT "A"**

**SALARIES AND POSITIONS 2024-2025**

**EXHIBIT A**

FULL-TIME POSITIONS AND SALARIES							
EFFECTIVE PAY PERIOD BEGINNING 07/01/2024							
POSITIONS	F/T RANGES	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
<b>EXEMPT</b>							
ACCOUNTANT	50	90,380	110,120	7,532	9,177	43.45	52.94
ADMINISTRATIVE ANALYST	51	92,640	112,873	7,720	9,406	44.54	54.27
ASSISTANT CITY MANAGER	82	199,176	242,677	16,598	20,223	95.76	116.67
ASSISTANT DIRECTOR OF COMM SERVICES	68	140,962	171,749	11,747	14,312	67.77	82.57
ASSISTANT PLANNING DIRECTOR	68	140,962	171,749	11,747	14,312	67.77	82.57
ASSISTANT TO THE CITY MANAGER	60	115,694	140,962	9,641	11,747	55.62	67.77
ASSOCIATE CIVIL ENGINEER	59	112,873	137,524	9,406	11,460	54.27	66.12
BUILDING OFFICIAL	70	148,099	180,444	12,342	15,037	71.20	86.75
CITY CLERK	64	127,705	155,596	10,642	12,966	61.40	74.81
CITY ENGINEER	71	151,801	184,955	12,650	15,413	72.98	88.92
CITY MANAGER							
COMMUNICATIONS MANAGER	59	112,873	137,524	9,406	11,460	54.27	66.12
COMMUNITY DEVELOPMENT DIRECTOR	78	180,444	219,853	15,037	18,321	86.75	105.70
DEPUTY CITY MANAGER	73	159,486	194,318	13,290	16,193	76.68	93.42
DIRECTOR COMMUNITY SERVICES	78	180,444	219,853	15,037	18,321	86.75	105.70
DIRECTOR OF FINANCE	78	180,444	219,853	15,037	18,321	86.75	105.70
DIRECTOR OF PUBLIC WORKS/CITY ENG	78	180,444	219,853	15,037	18,321	86.75	105.70
EXECUTIVE ASSISTANT	46	81,880	99,763	6,823	8,314	39.37	47.96
FINANCE MANAGER	61	118,587	144,486	9,882	12,041	57.01	69.46
HUMAN RESOURCES MANAGER	59	112,873	137,524	9,406	11,460	54.27	66.12
MANAGEMENT ANALYST	51	92,640	112,873	7,720	9,406	44.54	54.27
MEDIA ANALYST	51	92,640	112,873	7,720	9,406	44.54	54.27
PLANNING DIRECTOR	72	155,596	189,579	12,966	15,798	74.81	91.14
PRINCIPAL PLANNER	62	121,551	148,099	10,129	12,342	58.44	71.20
PUBLIC WORKS PROJECT MANAGER	59	112,873	137,524	9,406	11,460	54.27	66.12
RECREATION MANAGER	59	112,873	137,524	9,406	11,460	54.27	66.12
RECREATION SUPERVISOR	50	90,380	110,120	7,532	9,177	43.45	52.94
SENIOR CIVIL ENGINEER	64	127,705	155,596	10,642	12,966	61.40	74.81
SENIOR CODE COMPLIANCE OFFICER	51	92,640	112,873	7,720	9,406	44.54	54.27
SENIOR PLANNER	58	110,120	134,170	9,177	11,181	52.94	64.50
<b>HOURLY</b>							
ACCOUNTING SPECIALIST II	46	81,880	99,763	6,823	8,314	39.37	47.96
ADMINISTRATIVE AIDE	38	67,203	81,880	5,600	6,823	32.31	39.37
ADMINISTRATIVE ASSISTANT I	37	65,564	79,883	5,464	6,657	31.52	38.41
ADMINISTRATIVE ASSISTANT II	41	72,370	88,176	6,031	7,348	34.79	42.39
ASSISTANT ENGINEER	53	97,330	118,587	8,111	9,882	46.79	57.01
ASSISTANT PLANNER	51	92,640	112,873	7,720	9,406	44.54	54.27
ASSOCIATE PLANNER	55	102,257	124,590	8,521	10,383	49.16	59.90
BUILDING PERMIT TECHNICIAN	38	67,203	81,880	5,600	6,823	32.31	39.37
CODE COMPLIANCE OFFICER	46	81,880	99,763	6,823	8,314	39.37	47.96
COMM SERV COORDINATOR	46	81,880	99,763	6,823	8,314	39.37	47.96
CULTURAL EVENT COORDINATOR	46	81,880	99,763	6,823	8,314	39.37	47.96
ENGINEERING AIDE I	38	67,203	81,880	5,600	6,823	32.31	39.37
ENGINEERING AIDE II	46	81,880	99,763	6,823	8,314	39.37	47.96
LAND USE TECHNICIAN	46	81,880	99,763	6,823	8,314	39.37	47.96
PLAN EXAMINER	46	81,880	99,763	6,823	8,314	39.37	47.96
PLANNING TECHNICIAN	38	67,203	81,880	5,600	6,823	32.31	39.37
PUBLIC SAFETY LIAISON OFFICER	46	81,880	99,763	6,823	8,314	39.37	47.96
SENIOR BUILDING INSPECTOR	47	83,927	102,257	6,994	8,521	40.35	49.16
<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			

**RESOLUTION NO. 24-2072**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
AGOURA HILLS, CALIFORNIA, INCREASING THE  
EMPLOYER CONTRIBUTION TO HEALTHCARE  
PREMIUMS FOR COUNCILMEMBERS**

**THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS,  
RESOLVES, AND ORDERS AS FOLLOWS:**

**SECTION 1.** Effective January 1, 2025, through December 31, 2025, the City's employer contribution toward healthcare premiums for councilmembers will be up to \$2,750 per month, which will include the minimum contribution required under the Public Employees' Medical and Hospital Care Act (PEMHCA), plus the Vision Service Provider (VSP) rate.

**PASSED, APPROVED, and ADOPTED** this 26<sup>th</sup> day of June, 2024, by the following vote to wit:

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NOES:        (  
ABSENT:      (  
ABSTAIN:     (  
                  )

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Illece Buckley Weber, Mayor

ATTEST:

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Kimberly M. Rodrigues, City Clerk