

REPORT TO THE CITY COUNCIL

DATE: JUNE 25, 2008

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: RESOLUTION NO. 08-1483; AMENDING THE COMPENSATION PLAN BY: (A) SETTING SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 3.3% COLA RATE INCREASE, EFFECTIVE JULY 1, 2008. INCREASE THE RANGE OF THE PROGRAM TECHNICIAN IN COMPLIANCE WITH THE 2008 CALIFORNIA MINIMUM WAGE OF \$8.00 PER HOUR AND ESTABLISH THE POSITION OF PRINCIPAL PLANNER, APPROVING THE CLASSIFICATION SPECIFICATION, AND SETTING THE SALARY RANGE. (B) ESTABLISH A FLEXIBLE BENEFIT PLAN TO ALLOW FOR BETTER MANAGEMENT OF EMPLOYER CONTRIBUTIONS TO HEALTHCARE PREMIUMS FOR ACTIVE FULL-TIME EMPLOYEES AND SPECIAL DISTRICT MEMBERS (C) ESTABLISH A MEDICAL REIMBURSEMENT PLAN FOR RETIREES, AND (D) APPROVE THE PURCHASE OF SUPPLEMENTAL INSURANCE BENEFITS BY FULL-TIME EMPLOYEES.

The City follows a practice of consulting with City employees on matters such as working conditions, classifications, and compensation, including salaries and benefits. As a result of the 2008–2009 consultation sessions with the City employees, the City tentatively agreed to a two-year compensation package that provides salary range adjustments including a 3.3% Cost of Living Adjustment (COLA) rate increase for the 2008-2009 FY and a rate increase for the 2009-2010 FY based on the annual average of the Consumer Price Index (CPI) as listed by the U.S. Department of Labor Statistics, Urban Wage Earners & Clerical Workers for Los Angeles, Riverside, and Orange Counties for year ending 2008. In addition, staff recommends an increase to the range for the Program Technician classification to be in compliance with the 2008 California Minimum Wage of \$8.00 per hour. The new range, effective July 1, 2008 will be 474.0. Staff recommends the establishment of a full-time Principal Planner position (upgrading an existing Senior Planner position) to manage the increased responsibilities associated with completing and overseeing more difficult advance and current planning projects and programs including Redevelopment Affordable Housing, General Plan, and the Agoura Village Specific Plan implementation. The salary range for this position will be set at 1176.

In an effort to better manage the active employees health care benefits program, staff recommends establishing a Flexible Benefit Plan. The Flexible Benefit Plan allows the City greater flexibility in providing medical and vision benefits for current full-time employees and special district members, while maintaining compliance with the minimum employer contribution requirement of the Public Employees' Medical and Hospital Care Act (PEMHCA).

As outlined in Resolution No. 08-1478 and Resolution No. 08-1479 approved on May 14, 2008, the City will make the minimum contribution required under PEMHCA of \$97.00 per month for all active employees, special district members, and retirees effective July 1, 2008 through December 31, 2008. The statutory minimum contribution is adjusted annually to reflect medical inflation and is also subject to change by the California Legislature.

In addition to the minimum contribution required under PEMHCA of \$97.00, effective July 1, 2008 through December 31, 2008, the City will contribute, through a Flexible Benefit Plan, an additional amount equal to the actual cost of the medical plan of their choice, and the actual cost of the vision plan, not to exceed \$973.80 per month. The benefits under this paragraph apply to all eligible full-time employees and special district members. This employer contribution amount will be revisited during the last quarter of this calendar year in anticipation of the new PEMHCA statutory minimum and increased medical premiums, if approved, that will become effective January 1, 2009 or as otherwise determined by the City Council.

In addition to the minimum contribution required under PEMHCA of \$97.00, The City will contribute, to all current and future retirees, through December 31, 2008, an additional amount, through a Medical Reimbursement Plan, not to exceed \$803 per month toward a PEMHCA health plan of their choice, which is consistent with the current level of coverage.

Government agencies across California are looking at methods to limit the long-term financial liability tied to retiree benefits, and to put accounting standards in place to be compliant with the GASB 45 requirements. In keeping with these goals, staff will continue to review and analyze this retirement medical contribution in terms of its long term financial impact. As before, the City reserves the right to change or discontinue its medical plan and contribution at any time. Employees, special district member, and retirees are not vested in any element of this benefit.

Finally, staff recommends the approval of the purchase of supplemental insurance at the employee's expense. Staff has met with Aflac and is comfortable with the quality and price of the supplemental insurance products which include: personal accident, cancer, hospital, disability and life insurance. An Aflac representative will meet individually with employees who have an interest in purchasing supplemental insurance. The payment of these products will come out of the employees' paycheck, requiring minor administration from our Finance Department.

RECOMMENDATION

It is respectfully recommended the City Council:

1. Set salary ranges for City employees to include a 3.3% COLA rate increase, effective July 1, 2008. Increase the range of the Program Technician in compliance with the 2008

California Minimum Wage of \$8.00 per hour to range 474.0. Establish the position of Principal Planner, approving the classification specification and setting the salary range.

2. Establish a Flexible Benefit Plan to allow for better management of employer contributions to health care benefits, which includes medical and vision premiums for active full-time employees, and special district members.
3. Establish a Medical Reimbursement Plan for retirees.
4. Approve the purchase of supplemental insurance benefits by full-time employees.

Attachments:

Resolution No. 08-1483

Job Classification – Principal Planner

RESOLUTION 08-1483

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 3.3% COLA RATE INCREASE, EFFECTIVE JULY 1, 2008; INCREASE THE RANGE OF THE PROGRAM TECHNICIAN IN COMPLIANCE WITH THE 2008 CALIFORNIA MINIMUM WAGE OF \$8.00 PER HOUR; ESTABLISH A FLEXIBLE BENEFIT PLAN TO ALLOW FOR BETTER MANAGEMENT OF EMPLOYER CONTRIBUTIONS TO HEALTHCARE PREMIUMS FOR ACTIVE FULL-TIME EMPLOYEES AND SPECIAL DISTRICT MEMBERS; ESTABLISH A MEDICAL REIMBURSEMENT PLAN FOR RETIREES; APPROVE THE PURCHASE OF SUPPLEMENTAL INSURANCE BENEFITS BY FULL-TIME EMPLOYEES

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

SECTION 1. The following classifications and salary ranges are hereby authorized in City service.

<u>CLASSIFICATION</u>	<u>RANGE</u>
ACCOUNTING SPECIALIST II	900
ACCOUNTING SPECIALIST III	983
ADMINISTRATIVE ANALYST	1009
ADMINISTRATIVE INTERN	124
ADMINISTRATIVE SECRETARY I	731
ADMINISTRATIVE SECRETARY II	812
ASSISTANT CITY MANAGER	1564
ASSISTANT DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT	1345
ASSISTANT ENGINEER	1034
ASSISTANT PLANNER	1015
ASSISTANT TO THE CITY MANAGER	1176
ASSOCIATE CIVIL ENGINEER	1164
ASSOCIATE PLANNER	1089
BUILDING OFFICIAL	1379
BUILDING PERMIT TECHNICIAN	755
CITY CLERK	1262
CITY ENGINEER	1379
CODE COMPLIANCE OFFICER	902
COMMUNITY SERVICES COORDINATOR	892
DIRECTOR OF COMMUNITY SERVICES	1368
DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT	1420
DIRECTOR OF FINANCE	1411

EMERGENCY OPERATIONS/MEDIA	See Reso No. 06-1403 Sec 1
COORDINATOR	
ENGINEERING AIDE	755
EXECUTIVE ASSISTANT	904
INSTRUCTOR I	1.0
OFFICE ASSISTANT I	350
PARKS & LANDSCAPE SUPERINTENDENT	973
PLANNING TECHNICIAN	755
PRINCIPAL PLANNER	1176
PROGRAM TECHNICIAN	474.0
PUBLIC WORKS INSPECTOR II	919
RECREATION LEADER I	474.0
RECREATION LEADER II	265
RECREATION MANAGER	1095
RECREATION SPECIALIST	435
RECREATION SUPERVISOR	986
SENIOR BUILDING INSPECTOR	917
SENIOR CIVIL ENGINEER	1266
SENIOR INSTRUCTOR	452
SENIOR PLANNER	1171
SPECIAL EVENTS WORKER	See Reso No. 97-1039 Sec 2

SECTION 2. A Flexible Benefit Plan is hereby established for current full-time employees and special district members which will provide a monthly employer contribution amount in addition to the minimum contribution required under PEMHCA of \$97.00. Effective July 1, 2008 through December 31, 2008, the City will contribute, through a Flexible Benefit Plan, to all eligible full-time employees, and special district members, an additional amount equal to the actual cost of the medical plan, and the actual cost of the vision plan, not to exceed \$973.80 per month. This employer contribution amount will be reviewed during the last quarter of this calendar year in anticipation of the new PEMHCA statutory minimum and may be adjusted effective January 1, 2009.

SECTION 3. A Medical Reimbursement Plan is hereby established for current and future retirees. Effective July 1, 2008 through December 31, 2008, the City will contribute, to all eligible current and future retirees, through a Medical Reimbursement Plan, an additional amount to not exceed \$803.00 per month toward a PEMHCA health plan of their choice.

SECTION 4. The City Council acknowledges that staff will continue to review and analyze the retirement medical contribution in terms of its long term financial impact. The City reserves the right to change or discontinue its medical plan and contribution at any time. Employees, special district members, and retirees are not vested in any element of the active or retiree medical benefit.

SECTION 5. Full-time employees will be permitted to purchase optional supplemental insurance benefits through Aflac at their own expense, subject to the terms and conditions of the

applicable plan document and procedures the City Manager may establish. This authorization may be changed or discontinued at any time.

SECTION 6. The effective date of this resolution is July 1, 2008.

PASSED, APPROVED, AND ADOPTED this 25th day of June, 2008 by the following vote to wit:

AYES: (0)
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)

John M. Edelston, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

CITY OF AGOURA HILLS

PRINCIPAL PLANNER

DEFINITION

Under supervision by the Director of Planning and Community Development, performs the more difficult professional current or advance planning work; directs the activities of lower level planning staff; performs related duties as required.

CLASS CHARACTERISTICS

The Senior Planner classification is the advanced level in the professional planner series. It is a single-position class, distinguished from the Assistant, Associate, and Senior Planner classifications by its responsibility for supervising and directing staff activities, and the more difficult planning assignments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Conducts complex assignments involving current or advance planning projects, including environmental impact studies; confers with applicants and agency representatives to identify issues; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental issues; provides liaison to, and coordinates consultant reviews; prepares staff reports and supplemental materials for presentation.
2. Serves as project manager for major assignments and programs, including specific plans, major development projects and special advance planning programs; prepares and presents project reports including related recommendations; directs or performs block grant administration.
3. Supervises and directs the activities of lower level planning and code enforcement staff; assigns and schedules work in accordance with general instructions; conducts training, and employee performance evaluations, as required; ensures that work is performed in accordance with established standards, policies, and procedures. Supervises and directs and coordinates the work of city consultants.
4. Attends Planning Commission, Architectural Review Panel, Development Review Committee, City Council and other meetings as needed.

5. Makes interpretations of City codes and policies; Prepares revision of local ordinances; conducts research; coordinates interdepartmental review; schedules public hearings and participates in the discussion of proposed changes.
6. Responds to inquiries, both orally and in writing; interprets planning policies, state laws and local ordinances, or explains procedures; advises the Director, other City personnel, and the public regarding current or advance planning issues.
7. Coordinates the review, monitor and revision of the General Plan. Coordinates the City's affordable housing program.
8. Coordinates regional planning programs including the annexation process. Participates in the City's redevelopment program activities.
9. Depending upon assignment, schedules and participates in or conducts community meetings; provides information and responds to questions regarding planning matters; advises the Director of meeting results.
10. As a designated representative of the department, attends conferences, meetings, or other public functions; may provide information or participate in discussions regarding planning activities.
11. Assists the Director with the annual budgetary process.
12. Serves as Director of Planning and Community Development in his absence.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a four-year college curriculum with major work in urban planning, or a related field; and at least five years of progressively responsible experience with a minimum of one (1) year supervisory experience in current and advance planning which preferably included experience in development review, block grant administration, environmental impact review, architectural review, specific plans, housing and development agreements. A master's degree in planning, public administration, or a related field and/or membership in American Institute of Certified Planners is desirable.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of planning, related state and federal laws, ordinances, rules and regulations. Ability to plan, organize, and coordinate planning activities; supervise, evaluate, and direct the work of others involved in planning activities; prepare departmental work programs, prepare and present reports, prepare maps, charts, and other supplemental materials; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license, and a satisfactory driving record.