

REPORT TO CITY COUNCIL

DATE: JUNE 24, 2009

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. 09-1533; AMENDING THE COMPENSATION PLAN BY SETTING SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE A 3.9% COLA RATE INCREASE, INCREASING THE EMPLOYER CONTRIBUTION TO PROVIDE FOR INCREASED COSTS TO VISION INSURANCE PREMIUMS, AMENDING THE RANGE OF THE SPECIAL EVENT WORKER, ESTABLISHING THE POSITION OF PUBLIC WORKS PROJECT MANAGER, APPROVING THE CLASSIFICATION SPECIFICATION, SETTING THE SALARY RANGE, AND APPROVING AMENDMENT NO. 6 TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT

As part of the annual personnel review process, staff recommends updates and adjustments to personnel related items, such as departmental staffing needs, coverage and distribution of work, and updates to meet legislative requirements. The staffing recommendations included in this report will not negatively affect the City Council's ability to approve a balanced budget.

The City follows a practice of consulting with City employees on matters, such as working conditions, classifications, and compensation, including salaries and benefits. Providing benefits such as this is a means to attract and retain quality employees. As a result of the 2008-2009 consultation sessions with the City employees, the City agreed to a two-year compensation package. This report implements the second year of that compensation package, which includes a 3.9% COLA rate increase 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, and an increase to the employer contribution towards healthcare benefits to provide for the increased costs in 2009.

In addition, pursuant to the Employment Agreement between the City and City Manager Greg Ramirez, the City Council has recently conducted the City Manager's annual performance evaluation. Following that evaluation, the City Council directed the preparation of an amendment to the City Manager's employment agreement for the City Council's consideration. As requested by Mr. Ramirez, the attached draft of Amendment No. 6 would change Mr. Ramirez' existing base salary by only the same 3.9% COLA increase that has been provided to all other City

employee pay steps. Thus, if this amendment is adopted, effective July 1, 2009, Mr. Ramirez' base monthly salary would increase from \$15,154 to \$15,745.

On January 14, 2009, the City Council approved an employer contribution of up to \$1,022.68, through a Flexible Benefit Plan, equal to the actual cost of a medical plan of an employee's choice and the actual cost of the vision plan, in addition to the minimum contribution required under PEMHCA of \$101.00. Due to a slight increase in vision premiums, staff is recommending that the employer contribution be approved at a maximum of \$1,025.77 a month, in addition to the minimum contribution required under PEMHCA of \$101.00. This benefit applies to all eligible full-time employees and special district members. This is an increase which was anticipated and budgeted for during the City's annual budget process.

Resolution 97-1039, section 2, established a flexible range, but fixed fee, to the classification of Special Events Worker. The range established for this classification was from fifty dollars (\$50.00) per event to five hundred dollars (\$500.00) per event, and the City Manager was the only one approved to determine the amount to be paid for each special event. Staff recommends establishing an amended flexible range for the position of Special Event Worker from one hundred and fifty dollars (\$150.00) per event to one thousand and fifty dollars (\$1,050) per event and authorizing the City Manager, or his designee, to determine the amount to be paid for each special event. This new range will enable staff to remain in compliance with the California Minimum wage of \$8.00 per hour and will provide a wider range to pay for more specialized skills and experience.

Staff recommends the establishment of a full-time Public Works Project Manager to manage the increased responsibilities associated with capital improvements projects, storm water and NPDES program requirements and regulations. The range for the Public Works Project Manager classification would be set at range 1195 which is equivalent to the range of the Associate Civil Engineer classification. This position is a result of the need for City staff to be more involved in the water quality process and implementation of new programs, due to the increasing regulations. There is no net change in the program budget for storm water as staff has recommended paying for this position from funds previously earmarked for consultants.

RECOMMENDATION

It is respectfully recommended the City Council approve Resolution No. 09-1533; amending the compensation plan by setting salary ranges for City employees to include a 3.9% cola rate increase, increasing the employer contribution to provide for increased costs to health insurance premiums, amending the range of the Special Events Worker, establishing the position of Public Works Project Manager, approving the classification specification, setting the salary range; and approve Amendment No. 6 to the City Manager's Employment Agreement.

Attachments: 1. Resolution No. 09-1533
 2. Special Event Worker Job Description
 3. Public Works Project Manager Job Description
 4. Amendment No. 6 to the City Manager's Employment Agreement

RESOLUTION 09-1533

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 3.9% COLA RATE INCREASE, INCREASING THE EMPLOYER CONTRIBUTION TO PROVIDE FOR INCREASED COSTS TO VISION INSURANCE PREMIUMS, AMENDING THE RANGE OF THE SPECIAL EVENTS WORKER, ESTABLISHING THE POSITION OF PUBLIC WORKS PROJECT MANAGER, APPROVING THE CLASSIFICATION SPECIFICATION, AND SETTING THE SALARY RANGE

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	930
ACCOUNTING SPECIALIST III	1015
ADMINISTRATIVE ANALYST	1039
ADMINISTRATIVE INTERN	124
ADMINISTRATIVE INTERN II	435
ADMINISTRATIVE SECRETARY I	760
ADMINISTRATIVE SECRETARY II	843
ASSISTANT CITY MANAGER	1596
ASSISTANT DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT	1376
ASSISTANT ENGINEER	1064
ASSISTANT PLANNER	1045
ASSISTANT TO THE CITY MANAGER	1207
ASSOCIATE CIVIL ENGINEER	1195
ASSOCIATE PLANNER	1121
BUILDING OFFICIAL	1410
BUILDING PERMIT TECHNICIAN	785
CITY CLERK	1293
CITY ENGINEER	1410
CODE COMPLIANCE OFFICER	932
COMMUNITY SERVICES COORDINATOR	922
DIRECTOR OF COMMUNITY SERVICES	1451
DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT	1451
DIRECTOR OF FINANCE	1442

EMERGENCY OPERATIONS/MEDIA	Ref Reso No. 06-1403 Sec 1
COORDINATOR	
ENGINEERING AIDE	785
EXECUTIVE ASSISTANT	934
INSTRUCTOR I	1.0
OFFICE ASSISTANT I	350
PARKS & LANDSCAPE SUPERINTENDENT	1006
PLANNING TECHNICIAN	785
PRINCIPAL PLANNER	1207
PROGRAM TECHNICIAN	474.0
PUBLIC WORKS INSPECTOR II	949
PUBLIC WORKS PROJECT MANAGER	1195
RECREATION LEADER I	474.0
RECREATION LEADER II	265
RECREATION MANAGER	1128
RECREATION SPECIALIST	435
RECREATION SUPERVISOR	1018
SENIOR BUILDING INSPECTOR	948
SENIOR CIVIL ENGINEER	1297
SENIOR INSTRUCTOR	452
SENIOR PLANNER	1202
SPECIAL EVENTS WORKER	Ref Reso 09-1533

SECTION 2. The City will contribute, through the Flexible Benefit Plan, an amount equal to the actual cost of the medical plan of choice, and the actual cost of the vision plan, not to exceed \$1,025.77 per month. These benefits will apply to all full-time employees and special district members.

SECTION 3. A revised flexible range from one hundred fifty dollars (\$150.00) per event to one thousand fifty dollars (\$1,050.00) per event is hereby established and the City Manager or his/her designee is authorized to determine the amount to be paid per special event.

SECTION 4. The effective date of this resolution is July 1, 2009.

PASSED, APPROVED, AND ADOPTED this 24th day of June, 2009 by the following vote to wit:

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

Resolution No. 09-1533

Denis Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

CITY OF AGOURA HILLS

PUBLIC WORKS PROJECT MANAGER

DEFINITION

Under general supervision of the City Engineer, performs complex, professional engineering and public works duties; including processing of land development and capital improvement projects and storm water/NPDES program and project management.

CLASS CHARACTERISTICS

The Public Works Project Manager classification is the intermediate level in the professional public works/engineering series. It is distinguished from the Assistant Engineer classification by increased responsibility for project management, and increasingly difficult engineering assignments, including direct responsibility of the City's storm water and NPDES programs.

EXAMPLES OF DUTIES

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

1. Performs professional public works duties in the field and office for the Public Works/Engineering Division. Includes the coordination and supervision of public works projects, preparation and review of plans, specifications, cost estimates, and reports. Provides field review of on-going projects for design conformance completion. Processes change orders, and approves schedules and payments to contractors. Coordinates and prepares documentation of City projects with other agencies such as Caltrans, MTA, utility companies, and other state and federal agencies.
2. Makes oral and written reports and presentations to citizen groups and acts as the Public Works/Engineering liaison at the Planning Commission meetings for land development projects and City Council meetings. Provides technical support to local groups and supports the City Engineer.
3. Reviews and processes private development subdivision maps, street improvement plans, hydrology studies, geotechnical studies, striping and signing plans, signal plans, sewer plans, and storm drain plans for accuracy, completeness, and conformity to standards and specifications.
4. Issues and supervises the issuance of encroachment permits and grading permits. Coordinates project fees and bonds to ensure completion of work.

5. Supervises subordinate Public Works/Engineering staff, to ensure coordination of development and capital improvement projects, city beautification, trimming of street trees, and major street improvements.
6. Responsible for the City's NPDES program. Includes preparation of annual report, budgeting, field investigation, and spill response. Acts as City's representative through attendance of regional and Malibu Creek Watershed meetings. Keeps abreast of new trends and developments in the water quality field. Designs and develops a variety of materials and activities to promote, implement, and evaluate assigned storm water compliance programs to enhance public awareness, educate citizens, and encourage proactive and cooperative problem solving.
7. Prepares grant applications and handles details of grant administration, including contracts with state, county, and regional agencies.
8. Monitors changes in laws, regulations, and technology that may affect the City's storm water compliance programs; implements policy and procedural changes as required.
9. Investigates and responds to citizen requests and complaints pertaining to storm water regulations; determines and implements corrective action(s) as needed.

QUALIFICATIONS GUIDELINES

Education and/or Experience

A combination equivalent to training, education, and experience to demonstrate the knowledge, skills, and abilities listed above. These would normally be acquired by the completion of requirements for certification in water pollution control, public works, and a minimum of five years of progressively responsible experience in municipal government. Previous experience in project management of large capital projects is highly desirable for the position.

Knowledge, Skills, and Abilities

Current principles and practices of public works pertaining to design and construction of streets and storm drains, street reconstruction, and overlays; principles and practices of public works/engineering in the land development planning, design, and construction process, hydrology and hydraulics, development codes and laws related to processing of subdivision maps and site development. Knowledge of storm water quality issues, FEMA regulations, and other local, state, and federal laws.

Use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use mathematics and mathematical reasoning; perform highly detailed work within tight deadlines, on multiple concurrent tasks; interact with City staff and other organizations;

deal with customer relations; utilize technological equipment to assist in efficiency and accuracy of public works and storm water programs.

Work Environment

The employee generally works under typical office conditions. The noise level in the typical office work environment is usually quiet. However, there is a requirement for field work where the environment is dependent upon site location, type of activity being performed, and weather conditions. The noise in the field is frequently loud.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Requirements

Possession of a valid Class C California driver's license and a satisfactory driving record.

CITY OF AGOURA HILLS
SPECIAL EVENTS WORKER

DEFINITION

Assists with implementation of citywide special events and community services including, but not limited to the Community Concert Band, Reyes Adobe Days, Concerts in the Park, Trashbusters, and performs related duties as required.

CLASS CHARACTERISTICS

The Special Events Worker is a part-time classification, which supports other departmental staff in the execution of departmental activities. Incumbents in this class work under close supervision.

EXAMPLES OF DUTIES

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

1. Assists in the set-up and execution of other and special events.
2. Responsible for representing the Department of Community Services, as it pertains to program registrations prepares records and activity reports in accordance with established procedure.
3. Assists in planning, organizing, promoting, and direction of special events; develops participant interest and enthusiasm.
4. Prepares the venue for special events; directs the use and care of equipment and facilities.
5. Participates in program publicity and promotional activities.
6. Performs related work as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Must be 16 years of age or older and obtain a work permit, if required by law. Experience as a volunteer or participant in recreational activities desirable, or any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

Knowledge, Skills, and Abilities

Communicate effectively orally; set-up equipment and prepare recreation facility for programs; understand and follow verbal and written directions; knowledge of municipal recreation practices, and basic rules and regulations, governing group athletic games and sporting events; establish and maintain cooperative working relationships.

Special Requirements

Possession of, or ability to obtain, American Red Cross certificates in First Aid and CPR.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit, talk or hear, both in person or on the telephone, and operate standard office equipment. The employee is frequently required to stand and walk. The need to lift, carry, and push tools, equipment, and supplies weighing up to 50 pounds is sometimes required. Specific vision abilities required by the position include: close vision, color vision, and the ability to focus.

Mental Demands

While performing the duties of the program, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; interact with City staff and other organizations; and deal with customer relations.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in a recreational setting. The environment of the recreational setting is dependent upon site location, type of activity, and weather conditions. The noise level in the recreational setting is frequently loud. The employee may work outdoors in all weather conditions, including wet, hot, cold and may be exposed to heavy dust and pollen. The position is expected to work primarily nights and weekends.

**AMENDMENT NO. 6 TO EMPLOYMENT AGREEMENT BETWEEN
THE CITY OF AGOURA HILLS, CALIFORNIA, AND GREG RAMIREZ**

That certain Employment Agreement dated February 24, 2004, as amended in February 2005, May 2006, August 2007, July 2008, and August 2008, by and between the City of Agoura Hills ("City") and Greg Ramirez ("City Manager") (collectively the "Amended Agreement") is hereby further amended as follows:

1. Section 4(A)(1)(a) of the Amended Agreement is amended in its entirety to read as follows:

“(a) Base Salary. Effective July 1, 2009, City agrees to pay City Manager for the services required by this Agreement to a monthly base salary of fifteen thousand seven hundred forty-five dollars (\$15,745) per month.”

2. The foregoing amendments, when approved by the City Council and duly executed by the Mayor and City Manager, shall be made a part of the Amended Agreement. Except as amended herein, the terms and conditions of the Amended Agreement shall remain in full force and effect.

IN WITNESS WHEREOF the parties have executed the Amendment No.6 to the Agreement as of June 24, 2009.

CITY MANAGER

Greg Ramirez

CITY OF AGOURA HILLS

Denis Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

APPROVED AS TO FORM:

Craig A. Steele, City Attorney