



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE:** JANUARY 4, 2021

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** RON AHLERS, CHIEF FINANCIAL OFFICER  
JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER  
MICHAEL MCCONVILLE, MANAGEMENT ANALYST  
CAROLINA TIJERINO, HUMAN RESOURCES SPECIALIST

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2021-1711, RESCINDING  
RESOLUTION 2020-1658 AND APPROVING A SALARY SCHEDULE  
FOR HOURLY EMPLOYEES

**MEETING DATE:** JANUARY 13, 2021

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**SUMMARY RECOMMENDATION:**

The City Council adopt Resolution No. 2021-1711 and the associated salary matrix for hourly employees.

**BACKGROUND:**

Effective January 1, 2017, the minimum wage in California increases annually through January 1, 2022.

With each corresponding year, the City's hourly salary matrix has been adjusted to reflect the increase of the California minimum wage requirements. During this time, the City eliminated salary ranges that began lower than the minimum wage requirements by eliminating dollar amounts that fell below the required threshold. The matrix has now reached a point where Step ranges from H1 to H26 need to be reassessed due to past elimination configurations. It is also necessary to adjust the

salary ranges to reflect the increase in the California minimum wage requirement to \$14.00 per hour effective January 1, 2021.

**DISCUSSION/ANALYSIS:**

To comply with California minimum wage requirements, the 2021 salary matrix must eliminate salary ranges that begin lower than \$14.00 per hour. Instead of continuing to eliminate obsolete dollar amounts, staff has recommended updating both Salary and Step Ranges. The current hourly salary matrix has 248 ranges, each with 10 steps. The new hourly salary matrix has 9 ranges without steps. The range for each salary will have starting and ending amounts without any steps which will give the City ease of maintenance and flexibility to adjust to the California minimum wage requirements.

Resolution 2020-1711 also provides for new positions and eliminates some positions as requested by City Departments. Those changes, additions and deletions, are redlined in the new salary matrix.

The City currently has approximately 85 active hourly employees who are an integral and vital part of the staffing with many primarily working evening and weekends and providing for many City services.

For ease of implementation, staff is recommending this increase be effective at the beginning of the pay period, December 25, 2020.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The estimated annual cost increase for the hourly employees is approximately \$1,500. This increase has already been included in the fiscal year 2020-21 budget.

**REQUESTED ACTION:**

The City Council adopt Resolution No. 2021-1711 and its associated salary matrix.

**ATTACHMENTS:**

Resolution No. 2021-1711 with Hourly Salary Matrix.