



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE:** FEBRUARY 24, 2023

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** KINDON MEIK, CITY MANAGER  
RON AHLERS, CHIEF FINANCIAL OFFICER  
MICHAEL MCCONVILLE, INTERIM ADMINISTRATIVE SERVICES  
MANAGER

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2023-1839, RESCINDING  
RESOLUTION NO. 2022-1794, AND APPROVING A SALARY  
SCHEDULE FOR PERMANENT EMPLOYEES

**MEETING DATE:** MARCH 8, 2023

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**SUMMARY RECOMMENDATION:**

The City Council adopt Resolution No. 2023-1839, rescinding Resolution No. 2022-1794, and approving a salary schedule for permanent employees.

**BACKGROUND:**

On an annual basis, the City Council adopts a compensation resolution approving full-time employee positions and salary ranges. For the 2022/23 fiscal year, the City Council adopted Resolution No. 2022-1794 approving a 5.35% cost of living adjustment for all full-time salaries.

**DISCUSSION:**

After the adoption of Resolution No. 2022-1794, the City Council directed staff to analyze the competitiveness of full-time City salaries and return with recommended adjustments.

To that end, staff compared Calabasas position titles and salary ranges with the following market cities: Agoura Hills, Camarillo, Malibu, Moorpark, Simi Valley, Santa Clarita, Thousand Oaks, Westlake Village. Significant findings from the salary survey included:

- Calabasas salary ranges are most competitive at the starting salary rate, and are least competitive at the ending salary rate.
  - a. 80% of starting salaries are within 10% of the comparable market rate.
  - b. 61% of ending salaries are within 10% of the comparable market rate.
- Calabasas salary range variation is 25%, which is significantly below the market average of 32% salary range variation.
- Calabasas is above average in the benefits it provides to full-time employees.

Based on the results of the salary survey, staff is recommending the following actions:

1. At or above market classifications receive no salary range adjustment.
2. Under market classifications be adjusted by the percentage the ending salary rate falls under market, not to exceed 17%.
3. Under market classifications receive at least a 2% salary adjustment on the revised salary range.

If adopted, 39 classifications will have their salary range adjusted. As a consequence, all full-time salary ranges will fall within 10% of their respective market rate.

In addition to adjustments for current salary ranges, the following classifications have been added or removed from the salary schedule resolution:

<u>ADDED</u>	<u>REMOVED</u>
<ul style="list-style-type: none"> <li>• Assistant City Manager</li> <li>• Deputy City Manager</li> <li>• Planner</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Services Manager</li> <li>• Emergency Services Manager</li> <li>• Facility Maintenance Technician</li> <li>• Public Works Maintenance Tech.</li> <li>• Assistant Transportation Planner</li> <li>• Maintenance Assistant</li> </ul>

These revised salary ranges are detailed in Resolution 2023-1839, and will have an effective date of the March 24, 2023 paycheck.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The fiscal impact for staff's proposed adjustments to the 2022/23 budget is approximately \$162,000, inclusive of benefit costs. A budget amendment is not required at this time as there are sufficient savings in the 2022/23 budget to absorb these costs.

**REQUESTED ACTION:**

The City Council adopt Resolution No. 2023-1839, rescinding Resolution No. 2022-1794, and approving a salary schedule for permanent employees.

**ATTACHMENTS:**

Resolution No. 2023-1839