



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

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**DATE:** AUGUST 22, 2023

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** MICHAEL MCCONVILLE, DEPUTY CITY MANAGER  
CAROLINA TIJERINO, SENIOR HUMAN RESOURCES ANALYST

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2023-1866, RESCINDING  
RESOLUTION NO. 2023-1832, AND APPROVING POSITION TITLES  
AND HOURLY WAGE RANGE SCHEDULE FOR HOURLY EMPLOYEES.

**MEETING  
DATE:** SEPTEMBER 13, 2023

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**SUMMARY RECOMMENDATION:**

Staff recommends the City Council approve Resolution No. 2023-1866, rescinding Resolution No. 2023-1832, approving position titles and hourly wage range schedule for hourly employees.

**BACKGROUND/DISCUSSION:**

The Community Services department is struggling to hire hourly staff to perform facility set-up, light maintenance, and janitorial care at City recreation facilities. The City currently utilizes the Recreation Leader position for such needs, but has determined that the Recreation Leader job description does not adequately portray the duties required to support daily recreational facility activities.

To attract candidates that better align with the Community Services Department's facility set-up, maintenance, and janitorial needs, staff is requesting the addition of the Recreation Attendant classification to the hourly salary schedule. The Recreation Attendant will provide these services at all City recreation facilities,

buildings, and parks, allowing the Community Services Department to continue providing high quality recreation services to Calabasas residents.

**FISCAL IMPACT/SOURCE OF FUNDING:**

There is no fiscal impact. Funding for Recreation Attendant positions have already been appropriated in the FY 2023/24 budget under the Recreation Leader classification.

**REQUESTED ACTION:**

It is requested the City Council approve and adopt Resolution No. 2023-1866, amending Resolution No. 2023-1832, approving position titles and hourly wage range schedule for hourly employees.

**Attachment:**

Resolution No. 2023-1866