



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: SEPEMBER 12, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER
MICHAEL MCCONVILLE, DEPUTY CITY MANAGER

SUBJECT: ADOPTION OF RESOLUTION NO. 2024-1924 APPROVING A SALARY SCHEDULE FOR FULL-TIME PERMANENT EMPLOYEES AND RESCINDING RESOLUTION NO. 2024-1908; AND ADOPTION OF RESOLUTION NO. 2024-1925 APPROVING A SALARY SCHEDULE FOR HOURLY EMPLOYEES AND RESCINDING RESOLUTION NO. 2023-1866

MEETING

DATE: SEPTEMBER 25, 2024

SUMMARY RECOMMENDATION:

That the City Council consider the adoption of Resolution No. 2024-1924, approving a salary schedule for full-time permanent employees and rescinding Resolution No. 2024-1908; and adoption of Resolution No. 2024-1925 approving a salary schedule for hourly employees and rescinding Resolution No. 2023-1866.

DISCUSSION/ANALYSIS:

The City requires an update to its salary schedules for both full-time and hourly employees. These revisions are necessary to better reflect the City's current staffing, and include the following: 1) removing vacancies that are not anticipated to be filled; 2) issuing corrections to position titles with clerical errors; and 3) amending current position titles that are inconsistent with similar positions in the labor market.

Staff's proposed revisions to the salary schedules do not add any no new positions to the budget, and there will be no increase in employee expenses, including salaries or benefits.

The following positions are being proposed for removal:

Full-Time Positions

- Communications Director
- Environmental Services Supervisor
- Senior Human Resources Analyst
- Grant/contract administrator
- Senior Public Works Inspector

Hourly (Part-Time) Positions

- Assistant Landscape Manager
- Assistant Transportation Planner
- Building Inspector
- Media Production Specialist
- Public Information Officer
- Child Watch
- Engineering Assistant
- Events Specialist
- Fleet Maintenance Assistant
- Production Assistant

The following positions are being proposed for clerical correction and labor market conformity:

Full-Time Positions

- ~~Information Systems Manager~~ Information Technology Manager
- ~~Information Systems Specialist~~ Information Technology Specialist
- ~~Assistant to the City Clerk~~ Deputy City Clerk

Hourly (Part-Time) Positions

- ~~Public Safety & Emergency Preparedness Manager~~ Director of Public Safety and Emergency Preparedness
- Custodian: A new hourly (part-time) classification that will attract candidates with a better aligned skill set for the City's janitorial and custodial needs.

FISCAL IMPACT/SOURCE OF FUNDING:

There is no fiscal impact. Staff's proposed updates to the salary schedules do not add any no new positions to the budget, and there will be no increase in employee expenses, including salaries or benefits.

REQUESTED ACTION:

1) Adopt Resolution No. 2024-1924 approving a salary schedule for full-time permanent employees and rescinding Resolution No. 2024-1908; and 2) adopt Resolution No. 2024-1925 approving a salary schedule for hourly employees and rescinding Resolution No. 2023-1866.

ATTACHMENTS:

- A. Resolution No. 2024-1924
- B. Resolution No. 2024-1925