

TO: Andrew P. Powers, City Manager

FROM: Tim Giles, Human Resources Director

DATE: June 18, 2024

SUBJECT: Benefits and Compensation for Executive Managers

RECOMMENDATION:

1. Adopt resolution amending the schedule of positions in the Executive Managers' benefits and compensation resolution and rescinding Resolution No. 2023-042.
2. Find that is action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: Yes

FINANCIAL IMPACT:

No Additional Funding Requested. Minimal staff time required to prepare the report is included in the Adopted FY 2023-24 General Fund Budget. Budget is included in the Adopted FY 2024-25 Operating Budget for the change in the Auto Allowance Benefit. The creation of a new job classification does not have a budgetary impact.

BACKGROUND:

On June 20, 2023, City Council approved Resolution No. 2023-042, the Comprehensive Benefits and Compensation Resolution for Executive Managers, for FY 2023-24 and FY 2024-25. Executive Managers are not covered by a collective bargaining agreement or contract. Benefits and compensation for Executive Managers are established by resolution. The revised Comprehensive Benefits and Compensation Resolution for Executive Managers is within the authority provided by City Council for these unrepresented employees and is presented herein for adoption. The City desires to modify the resolution for FY 2024-25 to provide flexibility for a new classification.

DISCUSSION/ANALYSIS:

The City Manager has determined that the organization would benefit from an administrative realignment. The theater, library and community services functions will be aligned as a single department under the oversight of a single executive level position. The amended resolution (Attachment #1) would accommodate the reorganization of the Cultural Affairs and Library Departments' structures to enhance operations and increase efficiency by aligning similar City services within a single department. A summary of the proposed adjustment to Executive Manager Benefits and Compensation Resolution is presented below.

Executive Manager Benefits and Compensation Resolution

The resolution contains the following revisions:

- 1. Cultural and Community Services Director classification:** The City Manager desires to restructure and enhance the organization's operations and accomplish City Council goals through the creation of a Cultural and Community Services Department. This change would authorize the creation of a Cultural and Community Services Director classification. Consistent with City policy, the decision to fill the position and assign responsibilities would rest with the City Manager. The creation of the Cultural and Community Services Director does not increase the City's total position count authorized by City Council and there is adequate budget to effectuate the change.
- 2. Library Services Director classification:** With the creation of the Cultural and Community Services Department, the Library Services Director classification will be removed from the schedule of positions in the Executive Managers' benefits and compensation resolution.
- 3. Cultural Affairs Director classification:** With the creation of the Cultural and Community Services Department, the Cultural Affairs Director classification will be removed from the schedule of positions in the Executive Managers' benefits and compensation resolution.
- 4. Car Allowance:** Section 22 is updated to reflect the adjusted monthly car allowance of \$559.72 effective July 1, 2024. The resolution specifies that this allowance is adjusted by the consumer price index.
- 5. No additional adjustments to the benefits and compensation provisions approved by City Council on June 20, 2023.**

LEVINE ACT (California Government Code § 84308):

This item is subject to the Levine Act. City Councilmembers who have received a campaign contribution of more than \$250 (aggregated) within the preceding 12 months from a party or their agent/representative, or a financially interested participant involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; or if applicable (2) return the portion of the contribution that exceeds \$250 within 30 days from the time the official knew or should have known about the contribution, and participate in the proceeding.

All parties and their agents/representatives must disclose on the record of this proceeding any aggregated contribution of more than \$250 made to any Councilmember within the preceding 12 months. Councilmembers are prohibited from accepting, soliciting, or directing a campaign contribution of more than \$250 (aggregated) from a party, their agent/representative, or a financially-interested participant during a proceeding and for 12 months following the date a final decision is made. In addition, a party, their agent/representative, or a financially interested participant is prohibited from contributing more than \$250 (aggregated) to a Councilmember during a proceeding and for 12 months following the date a final decision is made.

COUNCIL GOAL COMPLIANCE:

Meets the following City Council goals:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

K. Prepare for transition of City workforce by ensuring that sufficient succession planning takes place to develop an employment base which is reflective of the community's demographics.

Attachments:

Attachment #1 – Resolution