

**City of Culver City, California
Agenda Item Report**

Meeting Date: 08/26/2013		Item Number: <u>C-2</u>
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Approving an Updated Executive Compensation Plan.		
Contact Person/Dept.: Serena Wright	Phone Number: 310-253-5640	
Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☒ No ☐	
Public Hearing: ☐	Action Item: ☐	Attachments: ☒
Commission Action Required: Yes ☐ No ☒ Dates:		
Public Notification: (E-Mail) Agenda and Meetings – City Council (08/20/13)		
Department Approval: Serena Wright (08/14/13)	City Attorney Approval: Carol Schwab (by H. Baker) (08/19/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (08/20/13)	City Manager Approval: John M. Nachbar (08/20/13)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council adopt a Resolution approving an updated Executive Compensation Plan. <u>BACKGROUND:</u> In June 2011, the City Council approved carving out Executive Management (EM) level classifications from the Culver City Management Group (CCMG) and placing those classifications in a non-represented capacity. The City Council subsequently adopted an Executive Compensation Plan which outlines the terms and conditions of employment for EM. <u>DISCUSSION:</u> The City Council recently adopted Memoranda of Understanding (MOU) with the Culver City Employees Association (CCEA) and the Culver City Management Group (CCMG). Staff is recommending that the City Council consider providing EM with the same benefits granted to CCMG by adopting a resolution approving an updated Executive Compensation Plan. In summary, those benefits include: • 2% lump sum bonus • Increase annual administrative leave by 6 hours • Increase deferred compensation contribution by \$17.75 per pay period • Increase cafeteria allowance up to \$49 per month based on family status		

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FISCAL ANALYSIS:

The estimated one-time cost for the 2% bonus is \$39,650 City-wide, and \$36,280 of that is for the General Fund. The increase in the administrative leave bank will not result in a direct payment to employees, but will likely be used in lieu of vacation time which does have a cash value of approximately \$2,500 per year. The increased deferred compensation match is estimated to cost \$5,000 City-wide, with \$4,560 of that from the General Fund. The increased cafeteria benefit allowance will cost \$2,540 City-wide, with \$2,200 from the General Fund.

ATTACHMENTS:

1. Proposed Resolution with Updated Executive Compensation Plan (Effective July 1, 2013)

MOTION:

That the City Council:

Adopt a Resolution approving an updated Executive Compensation Plan.