

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

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| Meeting Date: 08/12/2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | Item Number: <u>C-6</u>                                                                |  |
| <b>CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Approving a One (1) Year Memorandum of Understanding with the Culver City Management Group for the Period of July 1, 2013 through June 30, 2014.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                        |  |
| Contact Person/Dept.: Serena Wright                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Phone Number: 310-253-5640                                                             |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>      |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | Action Item: <input type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Dates:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                        |  |
| Public Notification: (E-Mail) Agenda and Meetings – City Council (08/06/13); Culver City Management Group (08/06/2013)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                        |  |
| Department Approval:<br>Serena Wright (07/29/13)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (08/05/13)                       |  |
| Chief Financial Officer Approval:<br>Jeff Muir (08/06/13)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | City Manager Approval:<br>John M. Nachbar (08/06/13)                                   |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council adopt a resolution approving a one (1) year Memorandum of Understanding (MOU) with the Culver City Management Group (CCMG) for the period of July 1, 2013 through June 30, 2014.</p> <p><b><u>BACKGROUND:</u></b></p> <p>The previous MOU with CCMG expired on June 30, 2013. After months of negotiation discussions, the City and CCMG have reached a tentative agreement resulting in a one (1) year contract. The tentative agreement is submitted to the City Council for consideration. Staff recommends approval of the tentative agreement.</p> <p><b><u>DISCUSSION:</u></b></p> <p>The MOU that is being presented to the City Council for consideration and approval contains the following major provisions:</p> <ul style="list-style-type: none"><li>• 2% lump sum bonus</li><li>• Increase administrative leave bank by 6 hours</li><li>• Increase deferred compensation contribution by \$35.50 per month</li><li>• Increase cafeteria allowance up to \$49 per month based on family status</li></ul> |  |                                                                                        |  |

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**FISCAL ANALYSIS:**

The estimated one-time cost for the 2% bonus is \$154,000 City-wide, and \$128,000 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 \$15,000 per year. The increased deferred compensation match is estimated to cost \$24,000 City-wide, with \$20,000 of that from the General Fund. The increased cafeteria benefit allowance will cost \$17,000 City-wide, with \$14,000 from the General Fund.

**ATTACHMENTS:**

1. Proposed Resolution with Master Memorandum of Understanding

**MOTION:**

That the City Council:

1. Adopt a Resolution approving a one (1) year Memorandum of Understanding between the City and the Culver City Management Group for the period of July 1, 2013 through June 30, 2014. and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.