



# City of Culver City

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## Staff Report

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**File #:** 22-322, **Version:** 1

**Item #:** C-15.

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**CC - Adoption of Resolutions Adopting and Approving (1) a Two-Year Memorandum of Understanding with the Culver City Employees Association and Related Classification and Salary Plan; (2) a Two-Year Memorandum of Understanding with the Culver City Management Group and Related Classification and Salary Plan; and (3) an Amended Executive Compensation Plan and Related Classification and Salary Plan**

**Meeting Date:** September 27, 2021

**Contact Person/Dept:** Serena Wright-Black/Administrative Services  
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**Phone Number:** (310) 253-5640  
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**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐ **Action Item:** ☒ **Attachments:** ☒

**Commission Action Required:** Yes ☐ No ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (09/22/2021); (Email) - Culver City Employees Association (09/22/2021); Culver City Management Group (09/22/2021)

**Department Approval:** John M. Nachbar, City Manager (09/21/2021)

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### **RECOMMENDATION**

Staff recommends the City Council adopt resolutions adopting and approving (1) a two-year Memorandum of Understanding with the Culver City Employees Association and related Classification and Salary Plan; (2) a two-year Memorandum of Understanding with the Culver City Management Group and related Classification and Salary Plan; and (3) an amended Executive Compensation Plan and related Classification and Salary Plan.

### **BACKGROUND / DISCUSSION**

There are six (6) recognized bargaining units within Culver City which represent City employees on matters pertaining to wages, hours, and other terms and conditions of employment. The Memoranda of Understanding (MOUs) with the Culver City Employees Association (CCEA) and the Culver City

Management Group (CCMG) expired on July 1, 2021.

The City has been in active negotiation discussions with CCEA and CCMG since April 2021. The negotiation discussions have recently concluded, and tentative agreement has been reached.

The MOUs that are being presented to the City Council for consideration and recommended approval include the following essential changes:

Culver City Employees Association (CCEA)

- Two-year term: (7/1/21 to 6/30/23)
- 5% cost-of-living adjustment
- Increase longevity pay as follows:
  - 5 years - from \$0 to \$3000
  - 10 years - from \$2100 to \$5000
  - 15 years - from \$3300 to \$7000
  - 20 years - from \$5700 to \$9000
  - 25 years - from \$7200 to \$11000
- Provide five percent (5%) special compensation to employees who hold an American Institute of Certified Planners (AICP) certificate
- Convert certain regular part-time employees to full-time
- Convert 9 hours administrative leave to floating holiday hours in recognition of Juneteenth
- Provide additional compensation to employees who provide training for City employees to obtain a commercial driver license and Vehicle Transit Training (VTT) certificate

Culver City Management Group (CCMG)

- Two-year term: (7/1/21 to 6/30/23)
- 5% cost-of-living adjustment
- Increase longevity pay as follows:
  - 5 years - from \$0 to \$3000
  - 10 years - from \$2100 to \$5000
  - 15 years - from \$3300 to \$7000
  - 20 years - from \$5700 to \$9000
  - 25 years - from \$7200 to \$11000
- Provide five percent (5%) special compensation to employees who possess certain certificates  
Increase IT/Cellphone allowance from \$37.50 to \$60 per pay period
- Convert 9 hours administrative leave to floating holiday hours in recognition of Juneteenth

Executive Compensation Plan

- 5% cost-of-living adjustment

- Increase longevity pay as follows:
  - 5 years - from \$0 to \$3000
  - 10 years - from \$2100 to \$5000
  - 15 years - from \$3300 to \$7000
  - 20 years - from \$5700 to \$9000
  - 25 years - from \$7200 to \$11000
- Provide five percent (5%) special compensation to employees who possess certain certificates
- Add 9 hours floating holiday hours in recognition of Juneteenth

## **FISCAL ANALYSIS**

The estimated additional ongoing cost of the proposed MOUs and Executive Compensation Plan versus status quo over the next two years will be \$4,015,000. The General Fund share of this increase is approximately 56% (\$2.2M). There is currently \$660,000 budgeted in the FY 2021/2022 General Fund Budget. The remaining \$1.6M in the General Fund and \$1.755M in Other Funds will be budgeted into the proper general ledger accounts during the FY 2021/2022 Mid-Year Budget Process.

The cost breakdown is as follows:

CCEA	\$ 2,910,000	7.1% Increase
CCMG	\$ 920,000	6.3% Increase
EXEC	\$ 185,000	5.8% Increase

## **ATTACHMENTS**

1. Proposed Resolution and Exhibit A (Master Memorandum of Understanding with the Culver City Employees Association) and Exhibit B (Classification and Salary Plan)
2. Proposed Resolution and Exhibit A (Master Memorandum of Understanding with the Culver City Management Group) and Exhibit B (Classification and Salary Plan)
3. Proposed Resolution and Exhibit A (Amended Executive Compensation Plan) and Exhibit B (Classification and Salary Plan)

## **MOTION**

That the City Council:

1. Adopt a resolution adopting and approving a Two (2) Year Memorandum of

Understanding with Culver City Employees Association and related Classification and Salary Plan; and

2. Adopt a resolution adopting and approving a Two (2) Year Memorandum of Understanding with Culver City Management Group and related Classification and Salary Plan; and
3. Adopt a resolution adopting and approving an amended Executive Compensation Plan and related Classification and Salary Plan.