

**TO:** Andrew P. Powers, City Manager

**FROM:** Tim Giles, Human Resources Director

**DATE:** June 20, 2023

**SUBJECT:** **Benefits and Compensation for Executive Managers**

**RECOMMENDATION:**

1. Adopt resolution amending the benefits and compensation for Executive Managers and rescinding Resolution No. 2022-041.
2. Find that this action is not a project as defined under the California Environmental Quality Act.

**FINANCIAL IMPACT:**

**No Additional Funding Requested.** The estimated annual total compensation proposed adjustments for Executive Managers is 4.61 percent in FY 2023-24 and 4.05 percent in FY 2024-25. Adequate funding of \$143,295 in FY 2023-24 and \$131,736 in FY 2024-25 is included in the Adopted FYs 2023-25 Operating Budget (all funds) to cover the proposed cost adjustments.

**BACKGROUND:**

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.

**DISCUSSION/ANALYSIS:**

The proposed adjustments are consistent with the negotiated adjustments to the Senior Management Association Memorandum of Understanding (MOU). A summary of the proposed adjustments to Executive Manager Benefits and Compensation Resolution is presented on the following page.

1. Classification Range Adjustments: Effective July 8, 2023, and July 6, 2024, there will be a 5.0 percent range adjustment for all classifications at the 100 percent comparatio midpoint.

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2. Salary and Merit-Based Adjustments: Merit-based performance compensation adjustments will be made effective July 8, 2023, and July 6, 2024, which will range from a minimum of 0 percent to a maximum of 5.0 percent for exceptional performance. In addition to and concurrent with any merit-based adjustment, for those employees who receive a performance rating of at least “good work,” there will be a non-merit-based 2.0 percent fixed salary adjustment effective July 8, 2023, and non-merit-based 1.0 percent fixed salary adjustment effective July 6, 2024. No adjustments in salary will be provided which would result in employee salaries exceeding the 120 percent comparatio.

3. Cafeteria Plan Adjustment: Cafeteria Plan contribution will be adjusted by \$175, from \$980 to \$1,155 per month effective January 1, 2024. Cafeteria Plan contribution will be adjusted by \$175, from \$1,155 to \$1,330 per month effective January 1, 2025. Total City contributions toward health insurance include the Public Employees’ Medical and Hospital Care Act (PEMHCA) contribution of \$435 per month. Effective January 1, 2024, total City contributions toward health and welfare benefits is \$1,590 per month, and effective January 1, 2025, will be \$1,765 per month.

4. Holidays: Addition of a Floating Holiday at 10 hours for a total of 120 holiday hours per calendar year.

5. Dental Plan Insurance: Effective January 1, 2024, adjustment in the annual coverage limit from \$2,000 to \$2,500.

**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.

**PREPARED BY:** Cara Noddings, Assistant HR Analyst

Attachments:

Attachment #1 – Resolution adopting Benefits and Compensation for Executive Managers