



Office of the
**INDIAN RIVER COUNTY
ADMINISTRATOR**

John A. Titkanich, Jr., County Administrator

Michael Zito, Deputy County Administrator
Nancy Bunt, Assistant County Administrator

MEMORANDUM

TO: Board of County Commissioners

FROM: John A. Titkanich, Jr., ICMA-CM, County Administrator

DATE: January 8, 2025

SUBJECT: Addendum to Deputy County Administrator's Employment Agreement providing additional compensation in the form of an employer contribution to County 457 deferred compensation plan.

Background & Discussion

On June 20, 2023, the Board of County Commissioners approved a three-year employment agreement for Deputy County Administrator Michael Zito. Michael served as Assistant County Administrator from February 2005 to June 2023, at which time with the new employment agreement he became the Deputy County Administrator.

As the Board of County Commissioners is aware, the County conducted a compensation and classification study, of which the market range for an Assistant County Administrator was noted at \$141,973 to \$227,156. Michael's current annual salary is \$210,546.96. Additionally, staff reviewed the annual salaries for Deputy and or Assistant County Administrators employed in the Treasure Coast and Space Coast regions. Generally, Michael is being fairly compensated at the appropriate salary for his position and tenure. One benefit enjoyed by colleagues, not currently afforded to either the Deputy or Assistant County Administrator, is employer participation in the County deferred compensation plan.

The proposed addendum provides an employer contribution to the County's 457 deferred compensation plan equal to 50 percent of the normal annual contribution limit and the catch-up contribution limit for those aged 50 and older only. The addendum provides the County's participation will not apply to the special catch up (for those aged between 60 and 63) or the double limit contribution provision. Based on the foregoing, the maximum amount of deferred compensation would be \$15,500 for 2025.

Pursuant to Administrative Policy AM-202.3, exceptions to contract terms set forth in the policy require Board approval.

Staff is seeking approval from the Board regarding the requested addendum to the June 20, 2023, Deputy County Administrator Employment Agreement. Subsequent to BOCC direction, staff will evaluate and present to the BOCC all appropriate employees to whom the benefit may apply and to make the benefit provision language uniform and consistent.

Staff Recommendation

The County Administrator respectfully recommends the Board of County Commissioners approve the attached Addendum to the Deputy County Administrator Employment Agreement.

Attachments:

Addendum to Deputy County Administrator Employment Agreement
Deputy County Administrator Employment Agreement