



CITY OF SIGNAL HILL  
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

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9/24/2024

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**AGENDA ITEM**

**TO: HONORABLE MAYOR  
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO  
CITY MANAGER**

**BY: ALFA LOPEZ  
ASSISTANT TO THE CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER**

**SUBJECT: SECOND AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT**

Summary:

The City Council conducted its annual review of the City Manager and will consider an amendment to the City Manager's Employment Agreement.

Recommendation:

Approve the Second Amendment to the Employment Agreement for the City Manager, in a form approved by the City Attorney.

Fiscal Impact:

Funds are available within the current Administration Department's operations budget.

Strategic Plan Objective:

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Background:

The responsibilities of the City Manager include:

- Providing for the day-to-day management of City functions in accordance with City Council policies, the Signal Hill Municipal Code, and City Charter provisions.

- Implementing the policies and directives of the City Council through the supervision and coordination of various City departments.
- Delivering municipal services to residents and businesses in a cost-effective manner that upholds and maintains a high quality of life.
- Ensuring that the City's interests are effectively represented in decisions made by other governmental agencies.

To evaluate the City Manager's performance in carrying out these and other responsibilities, the City Council completed an evaluation of the City Manager on September 10, 2024.

Analysis:

The City Council recognized the City Manager's exemplary performance and commended the City Manager on his leadership and notable accomplishments through the first part of the year. The proposed amendment to the contract includes the following:

- An adjustment to the annual base salary to \$275,000
- An adjustment to the monthly auto allowance to \$600.
- An adjustment to Executive Leave by a total of 12 hours per year.
- An adjustment to Personal Leave by a total of 9 hours per year.
- The consideration of a rate increase in the event that the City Manager's compensation is within 7.5% of any other employee's compensation.

Subject to approval by the City Council, the proposed Second Amendment would modify the City Manager's contract as noted above.

Reviewed:

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Sharon del Rosario

Attachment:

A. Second Amendment to the City Manager Employment Agreement