



STAFF REPORT

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1/25/2022

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**AGENDA ITEM**

**TO:**

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

**FROM:**

**SYLVIA SOONG  
HUMAN RESOURCES MANAGER**

**SUBJECT:**

**AMENDED EMPLOYMENT AGREEMENT - CITY MANAGER**

**Summary:**

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

**Recommendation:**

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

**Fiscal Impact:**

The cost related to this contract amendment is \$17,211 for Fiscal Year 2021-22. Funds are available within the current Administration Department's operations budget and will be transferred as applicable as part of the mid-year budget review.

**Strategic Plan Objective:**

Objective No. 5.7.1: Evaluate the attractiveness of employee compensation, work environment and employee appreciation programs.

**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 the various City departments;

- Delivering municipal services to residents and businesses in a cost-effective manner that upholds and maintains a high quality of life; and
- 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 December 14, 2021.

Analysis:

The City Council recognized the accomplishments of the City Manager's continuing strong performance and commended the City Manager on her leadership throughout the year, advancing certain City strategic plan goals and objectives. Notable accomplishments during the rating period include:

- Maintained City operations during COVID-19 while ensuring compliance with Los Angeles County Department of Public Health guidelines and State mandates;
- Facilitated the City's first consolidated election in November 2020;
- Negotiated a Development Agreement for the Target/Self-Storage project including a community benefit provision;
- Oversaw the construction and closeout of various capital improvement projects, including the new Library, Los Cerritos Channel Stormwater Capture Project, Orange Avenue Rehabilitation Project, Temple Avenue Reconstruction Project, and PCH/Junipero Avenue Improvement Project;
- Delivered the Annual Comprehensive Financial Report for Fiscal Year 2019-20, reporting a General Fund operation surplus of \$3.9 million; and
- Delivered the balanced Fiscal Year 2021-22 Operating Budget.

As part of the City Manager's evaluation, the City Council reviewed the results of the Compensation Study completed in 2021. The survey concluded that the City Manager's current salary is 8.2% below market median. In addition, the survey identified salary compaction issues between the City Manager and internal senior management positions. In recognition of the City Manager's sustained performance throughout the year, the proposed Second Amendment (Attachment A) will increase the annual salary from \$231,025 to \$253,533. The amendment to the City Manager's Employment Agreement is effective retroactive to July 3, 2021.

Reviewed:

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Sharon del Rosario

Attachment