



CITY COUNCIL AGENDA REPORT
MEETING DATE: 6/20/2023
DEPARTMENT: Management Services

SUBJECT:

FIFTH AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT

RECOMMENDED ACTION(S):

Approve the Fifth Amendment to City Manager Employment Agreement and authorize the Mayor to execute and the City Clerk to attest the document.

EXECUTIVE SUMMARY:

Debra D. Rose has served as the City Manager of the City of Lake Forest since 2017. In line with previous years, the City Council and Ms. Rose have reviewed and agreed upon the terms of employment, which include salary, benefits, procedures for annual performance evaluations, and authorized compensation adjustments as set forth in the attached proposed Fifth Amendment.

The City Council directed the City Attorney to prepare the attached Fifth Amendment to the City Manager Employment Agreement to outline the terms of the increase to the City Manager's base salary. The proposed Fifth Amendment would provide a \$13,259 increase to Ms. Rose's current base salary of \$265,181. Staff recommends the City Council approve the proposed Fifth Amendment to the City Manager Employment Agreement.

FISCAL IMPACT:

Effective July 1, 2023, the proposed Fifth Amendment provides for an increase of \$13,259 to the current base salary of \$265,181 for Ms. Rose. If approved, the total annual base compensation provided for by the Agreement is \$278,440. The proposed 2023-2025 Operating Budget includes sufficient funding to cover the costs of the recommended action.

ATTACHMENTS:

1. City Manager Employment Agreement
2. First Amendment to City Manager Agreement
3. Second Amendment to City Manager Agreement

4. Third Amendment to City Manager Agreement
5. Fourth Amendment to City Manager Agreement
6. Proposed Fifth Amendment to City Manager Agreement

Initiated By: Shelly Cisneros, Human Resources Manager
Submitted By: Matthew Richardson, City Attorney
Approved By: Keith Neves, Assistant City Manager