



# CITY OF CORONADO

## CITY COUNCIL STAFF REPORT

December 17, 2024

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### **CONSIDERATION OF A RESOLUTION APPROVING THE THIRD AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT RELATED TO COMPENSATION**

#### **RECOMMENDATION:**

That the City Council consider adoption of the resolution approving the Third Amendment to the City Manager Employment Agreement between Christina J. Friend and the City of Coronado; authorize the Mayor to execute the amendment reflecting a base salary adjustment to \$295,570 and an increase to the annual leave accrual and amend the Personnel Authorization & Compensation Plan (PACP) accordingly.

#### **BACKGROUND:**

After a nationwide search in the spring of 2021, the City Council appointed Tina Friend as City Manager on July 20, 2021. The City and Ms. Friend entered a "City Manager Employment Agreement" effective September 16, 2021, (the "Agreement"), which established the terms and conditions for employment as the City Manager and chief executive officer of the City of Coronado and the municipal corporation. On December 6, 2022, the City Council approved the First Amendment to the Agreement. The Second Amendment to the Agreement was approved on January 16, 2024.

#### **ANALYSIS:**

State law requires that compensation of all City executive officers' compensation be approved at a duly noticed public meeting in open session.

The Agreement between the City and Ms. Friend requires annual performance review to coincide with the close of the fiscal year and anniversary date of the City Manager's employment with the City. The City Council conducted the performance evaluation this fall and concluded Ms. Friend's positive performance review merits a base salary adjustment. During her three-year tenure, Ms. Friend has led the City by implementing the City Council's policy directions including but not limited to overseeing capital improvement projects to fruition and building relationships with stakeholders to effectuate the City's goals.

The action before the City Council is the consideration of an amendment to the City Manager's Employment Agreement reflecting a base salary adjustment to \$295,570 and an additional 80 hours of annual leave accrual. The change is effective in the first pay period in December 2024.

The adjustment to the compensation and benefits outlined above requires an amendment to the Agreement between the City and Ms. Friend.

The proposed Third Amendment to the Agreement is attached.

#### **FISCAL IMPACT:**

Should the amendment be approved, there are sufficient funds in the adopted fiscal year 2024-25 budget to cover the base salary increase.

**ALTERNATIVES:**

Provide direction as needed.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT:**

Not a project under CEQA.

**PUBLIC NOTICE:**

No notice required.

**ATTACHMENTS:**

1. Resolution No. 2024-77
2. Third Amendment to City Manager Employment Agreement Between the City of Coronado, a Municipal Corporation, and Christina J. Friend

Submitted By: City Attorney's Office / Johanna N. Canlas