

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: February 15, 2024

PREPARED BY: Andrea Staehle, Human Resources Manager

REQUEST: APPROVE AMENDMENT NO. 2 TO THE CITY MANAGER'S  
EMPLOYMENT AGREEMENT EFFECTIVE MARCH 1, 2024

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## **RECOMMENDATION:**

Approve Amendment No. 2 to the City Manager's Employment Agreement, with L. Todd Hileman (Exhibit A) effective March 1, 2024.

## **BACKGROUND/ANALYSIS:**

On February 7, 2024, the City Council held a goal setting and City Manager evaluation session. In closed session, the City Manager received an evaluation, and made a request to City Council to amend his contract regarding vacation. City Council agreed to consider the amendment at the City Council meeting following the goal setting and evaluation session.

This would be the second amendment to the contract. In accordance with the request and Council direction, the amendment contains the following changes:

1. 3.9 Vacation Leave Benefits: Accrue two hundred forty hours of vacation each year.

## **Legal Review:**

This report has been reviewed by the City Attorney's office.

## **FINANCIAL IMPACT:**

The contract amendment includes an increase of one week of vacation. The potential cost of the additional vacation, if cashed out, is \$6,070.67.

## **ATTACHMENTS:**

1. Exhibit A: City Manager Employment Contract Amendment No. 2