



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: December 10, 2024

TO: Members of the City Council

FROM: Rico E. Medina, Mayor

PREPARED BY: Trisha Ortiz, City Attorney

SUBJECT: Consider Adoption of a Resolution Approving the Third Amendment to the Employment Agreement between the City of San Bruno and Alex D. McIntyre

BACKGROUND:

The City of San Bruno and Alex D. McIntyre entered into an employment agreement for city manager services on July 1, 2023. This employment agreement contains the salary, benefits, terms and conditions of Mr. McIntyre's employment with the City. The parties amended the Agreement on January 9, 2024 to adjust Mr. McIntyre's vacation accrual to align with Mr. McIntyre's prior years of service. The parties also amended the Agreement on September 24, 2024, to increase the annual base salary by 3.75%, effective July 1, 2024.

DISCUSSION:

The proposed resolution approves a third amendment to the agreement to provide certain City employee benefits to the City Manager. Specifically, the amendment provides the City Manager 10 hours of straight time pay, in addition to the regularly scheduled holidays, during the winter closure that will extend from December 24, 2024 through January 1, 2024. The City Manager will use 22 hours of his accrued leave for the balance of the winter closure to receive his full, regularly scheduled hours of pay. The amendment also provides the City Manager a membership to the Recreation and Aquatic Center at no cost to the City Manager, except the required tax withholding for the value of the taxable fringe benefit.

FISCAL IMPACT:

The total annualized cost of the contract amendment is \$2,147, including the RAC membership and the winter closure. The City Manager's use of 22 hours of accrued leave reduces the City's liability to pay those 22 hours at a future date by approximately \$3,511.

ENVIRONMENTAL IMPACT:

The proposed contract amendment is not a project under CEQA.

RECOMMENDATION:

Adopt a Resolution approving the Third Amendment to the Employment Agreement between the City of San Bruno and Alex D. McIntyre.

ALTERNATIVES:

Do not adopt a Resolution approving the Third Amendment to the Employment Agreement between the City of San Bruno and Alex D. McIntyre

ATTACHMENTS:

1. Resolution