

EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is made and entered into effective as the 13th day of July 2020 between the CITY OF STANTON (“City”) and JENNIFER LILLEY (“Employee”) as follows:

WHEREAS, the City desires to employ the services of Employee as COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR as provided by the Stanton Municipal Code; and

WHEREAS, Employee is familiar with the legal requirements, industry standards, responsibilities, the duties of the position; warrants that she has the skill and ability to serve in such position; and wishes to accept such employment on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants herein contained the parties hereto agree as follows:

1. Employment and Term. The City hereby agrees to employ Employee, and Employee accepts at will employment upon the terms and conditions set forth herein. The effective date of employment shall be July 13, 2020. The term of this Agreement shall be for three (3) years, unless sooner terminated or extended by the parties as set forth in this Agreement. In the event that the City Manager determines that the Employee is not to be reemployed upon expiration of this Agreement, Employee shall be given written notice thereof by the City at least two (2) months in advance of the expiration of the term of this Agreement. Should the City fail to give notice at least two (2) months prior to the end date of this Agreement, the Agreement shall be extended on the same terms for an additional period of one (1) year.

2. Duties and Obligations of Employee.

A. As of the date of this Agreement, the parties formalize the employment agreement for Employee’s work as COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR (“Position”) and Employee’s job responsibilities as set forth in the relevant job description, attached as Exhibit “A.” Employee hereby agrees to perform the functions and duties of the Position as set forth in the applicable job description as may be amended in the City’s discretion from time to time, the City’s Municipal Code, ordinances, rules, regulations, and policies, and to perform such other duties and functions as the City Manager may assign. It is expressly understood that the terms of this Agreement, including those governing termination of employment, supersede any rights otherwise conferred by the City generally to its personnel.

B. Employee shall be under the day to day supervision and direction of the City Manager, shall be subject to any such other terms and conditions of employment as the City Manager may from time to time impose so long as not inconsistent with the provisions of this Agreement or law, and shall be expected to attend all City Council meetings unless directed otherwise by the City Manager.



C. Employee will focus her professional time, ability, and attention to City business during the term of this Agreement. Employee shall not engage in any other business duties or pursuits whatsoever or, directly or indirectly, render any services of a business, commercial, or professional nature to any other person or organization, whether for compensation or otherwise, without the prior consent of the City, except that:

(1) The expenditure of reasonable amounts of time, not in conflict with the City's needs and interests, for educational, charitable, community, and professional activities, shall not be deemed a breach of this Agreement and shall not require prior consent.

(2) This Agreement shall not be interpreted to prohibit Employee from making passive personal investments or conducting private business affairs off-duty if those activities do not materially interfere with the services required under this Agreement.

D. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee unless disclosed within the scope of his duties. Such materials shall not, without the prior written consent of the City, be used by Employee for any purposes other than the performance of her duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.

3. Salary and Benefits.

A. *Salary.* City agrees to pay Employee for her services rendered pursuant hereto at the monthly base salary range Step "F," of Twelve Thousand, Nine Hundred and Eighty-Three (\$12,983.00), payable in installments at the same time as other employees of the City. Following one (1) year of service, Employee shall be eligible for a merit review for advancement to the next step in the salary range. Thereafter, merit salary review dates shall fall upon the completion of twelve (12) months of service intervals, following the last salary review date. In addition, Employee shall be entitled to automatically receive any cost of living adjustment ("COLA") or other salary or fringe benefit increases provided to all general City employees.

B. *Comprehensive Leave.* In lieu of sick, vacation, administrative, or other paid leave, Employee is eligible to accrue up to a maximum of three hundred (300) hours of comprehensive leave each year of this Agreement. As of the date of this Agreement, Employee shall be granted Two Hundred Ninety One (291) hours of comprehensive leave, representing the pro-rated amount for the partial year in 2020-21 beginning as of the date employment begins through June 30, 2021. Thereafter, on June 30, 2021, and on every June 30th thereafter during the term of this Agreement, Employee shall be paid at her then-current rate of pay for all accumulated comprehensive leave up to a maximum of One Hundred Eighty (180) hours. After any such pay out of comprehensive leave each year, any surplus accumulated comprehensive leave shall be carried forward to the following year. On July 1st of each year during the term of this Agreement, the total amount of comprehensive leave available to Employee shall be replenished to reach the maximum comprehensive leave accumulation limit of Three Hundred (300) hours.



C. *Automobile Allowance.* Upon proof of insurance coverage in an amount acceptable to the City, the City shall provide the Employee with a Four Hundred Dollar (\$400) monthly automobile allowance. Employee agrees to adhere to all laws, regulations, and City policies applicable to vehicles, driving, or traffic when operating his vehicle on City-related business.

D. *Cell Phone Allowance.* The City shall provide the Employee with a One Hundred Dollar (\$100) monthly cellular telephone allowance.

E. *Professional development.* Provided that Employee receives the prior approval of the City Manager, the City agrees to pay for approved professional dues and association memberships necessary for continued participation in approved organizations necessary for Employee's continued professional growth and advancement. Again, subject to prior approval by the City Manager, the City shall also pay for travel and subsistence expenses (as set out by applicable City policy) for approved professional or official travel, meetings, training, seminars, or similar functions.

F. *Other benefits.* All provisions of the City's Municipal Code, ordinances, rules, regulations, and policies relating to health, disability and life insurance; paid holidays; medical leaves, retirement and pension system contributions; and other fringe benefits and working conditions as they now exist or thereafter may be amended, which apply to all City employees, shall also apply to Employee, except as otherwise set forth in this Agreement.

4. At-Will Employment Status, Termination of Agreement.

A. *Nature of Employment.* The parties hereby expressly agree that the employment relationship created by the Agreement is "at will" and that Employee serves at the will and pleasure of the City Manager. Nothing in this Agreement, any Municipal Code, ordinance, resolution, statute, rule, or policy shall prevent, limit or otherwise interfere with the right of the City to terminate the services of Employee at any time without cause or right of notice, *Skelly* conference, hearing, appeal or grievance. Accordingly, Employee agrees that this Agreement sets forth the only terms and conditions applicable to the termination of her employment and that she hereby waives any rights he would otherwise have thereunder.

B. *By the Employee.* The Employee may terminate this Agreement upon written notice to the City Manager and shall endeavor to give thirty (30) days prior notice. The City shall have the option, in its complete discretion, to terminate the Employee any time prior to the end of such notice period, provided the City pays the Employee all compensation due and owing through the last day actually worked, plus an amount equal to the base salary the Employee would have earned through the remainder of the notice period. Thereafter, all the City's obligations under this Agreement shall cease.

C. *By the City, Without Cause.* At any time, and without prior notice, the City may terminate the Employee's employment for any reason, with or without cause. If the termination occurs within the first six (6) months of Employee's employment (the "Introductory Period"), the City shall not be obligated to provide any severance whatsoever regardless of whether cause exists



for the termination. However, in the event the City exercises its right under this provision to terminate employment without cause at any time following the Introductory Period, the City shall pay Employee all compensation due and owing through the last day actually worked, plus four (4) months of the Employee's salary as of the time of the termination *or* pursuant to the requirements of Government Code § 53260, an amount equivalent to the remainder of the term of this Agreement, whichever is less. The payment of such severance benefit shall be conditioned upon Employee executing a general release agreement containing a general release of all claims Employee may have against the City at the time of any such termination, in such form as may be reasonably required by Employer's attorney. Such severance benefit shall not be payable unless and until Employee executes such a general release and until expiration of all waiver and rescission rights as provided by law at the time of such termination. Failure by the Employee to satisfy her termination obligations pursuant to Section 4(E) shall nullify the City's obligation to provide severance payment pursuant to this Section. If Employee is convicted of a crime involving an abuse of her office or Position, whether before or after release from employment, Employee shall fully reimburse the City for any severance pay, paid leave salary disbursed pending an investigation, or legal criminal defense funds relevant to the crime paid for by the City.

D. *By the City, For Cause.* At any time, and without prior notice, the City may terminate Employee for Cause (as defined below). The City shall pay Employee all compensation then due and owing; thereafter, all of the City's obligations under this Agreement shall cease. Termination shall be for "cause" if Employee: (1) acts in bad faith and to the detriment of the City; (2) refuses or fails to act in accordance with any specific direction or order of the City; (3) exhibits in regard to her employment unfitness or unavailability for service, unsatisfactory performance, misconduct, dishonesty, habitual neglect, or incompetence; (4) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (5) breaches any material term of this Agreement.

In addition, while the parties recognize that the following reasons will not constitute "fault" for purposes of termination, the following bases will terminate Employee's employment without severance as indicated in Section 4(c): (1) at such time Employee and City have mutually agreed to terminate the employment relationship; (2) upon death or permanent incapacity of Employee; (3) upon Employee's retirement; and (4) upon employee's prolonged unavailability, defined as any period of greater than five months for whatever reason. The parties agree that the definition of availability is not defined to alleviate legally protected leave or reasonable accommodation of disability.

E. *Termination for Other Reasons.* This Agreement shall automatically terminate, and the City shall not be obligated for any severance payment, upon the happening of any of the following events:

- a. Whenever Employee and the City shall mutually agree to termination in writing;
- b. Upon the death or permanent incapacity of Employee;
- c. Upon Employee's retirement: or
- d. Upon Employee's prolonged unavailability, defined as unavailability for a period greater than five (5) months for whatever reason.



E. Termination Obligations. Employee agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, records, notes, contracts, and computer-generated materials furnished to or prepared by Employee incident to her employment belongs to the City and shall be returned promptly to the City upon termination of Employee's employment. Further, any and all debts to the City shall be paid upon termination. Employee's obligations under this subsection shall survive the termination of her employment.

5. Performance Evaluations. The City Manager shall review and evaluate the performance of Employee in writing following the first twelve (12) months of employment under this Agreement. Thereafter, the City Manager shall provide a written performance evaluation to Employee on an annual basis. Said evaluations shall be performed using criteria developed by the City Manager and relayed to Employee. The evaluations will also set forth defined goals to be achieved by the Employee in the subsequent year. It is understood that additional evaluations, reviews, performance improvement plans, or counseling may also be conducted by the City Manager at any time in his discretion.

6. Notices. Any notices pursuant to this Agreement or necessary during the course of employment shall be given by United States Postal Service, postage prepaid, at the following addresses:

CITY: City of Stanton c/o City Manager
7800 Katella Avenue
Stanton, California 90680

EMPLOYEE: Jennifer Lilley


Notice shall be deemed given as of the date of deposit with the United States Postal Service for delivery. Alternatively, notices may be provided by personal service in the same manner applicable to civil judicial practice.

7. Amendments. This Agreement may not be amended or modified except by a writing signed by both parties. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

8. Assignment. Neither this Agreement nor any right, privilege or obligation of Employee hereunder shall be assigned or transferred by her without the prior written consent of the City. Any attempt at assignment or transfer in violation of this provision shall, at the option of the City, be null and void and may be considered a material breach of this Agreement.

9. Severability. If a court or arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.



10. Attorneys' Fees. In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

11. Governing Law. This Agreement shall be governed by and construed in accordance with the law of the State of California. Venue shall be appropriate in the Superior Court of Orange County, California.

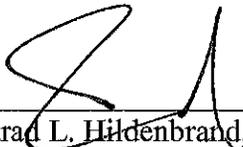
12. Interpretation. This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. Furthermore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

13. Conflict of Interest. The Employee agrees that she will abide with all applicable local State and Federal rules on conflicts of interest and receipt of gifts, including without limitation those rules found in the California Fair Political Practices Act and related regulations and those found in Government Code Sections 1090, *et seq.*

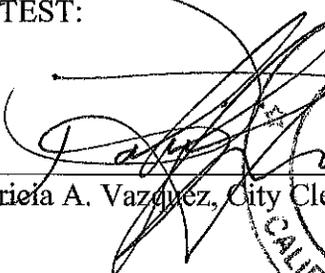
14. Acknowledgment. Employee acknowledges that she has had the opportunity to consult legal counsel in regard to this Agreement, that she has read and understands this Agreement, that she is fully aware of its legal effect, and that she has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement.

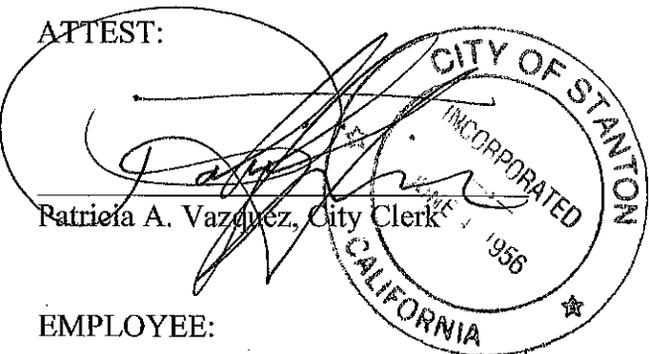
IN WITNESS WHEREOF, the City has caused this Agreement to be signed and duly executed by its Manager, and the Employee has signed and executed this Agreement as of the day and year first above written.

CITY:


Jarad L. Hildenbrand, City Manager

ATTEST:


Patricia A. Vazquez, City Clerk



APPROVED AS TO FORM:


Matthew E. Richardson, City Attorney

EMPLOYEE:


Jennifer Lilley



CITY OF STANTON

Job Title: Community and Economic
Development Director

Department: Community Development

Salary Range: 50

Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to plan, organize and direct the activities of the Community Development Department including planning, community development and building inspection; to plan, direct and implement City Council directives for the furtherance of the City's core goals for economic development; and to provide highly complex staff assistance to the City Manager, City Council and Planning Commission.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop, plan, implement and administer Department goals and objectives as well as policies and procedures necessary to provide assigned planning, building inspection, redevelopment and housing programs and services; approve new or modified programs, systems, policies and procedures.
- Direct the development and administration of the Department's budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend and implement mid-year corrections.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Planning Commission, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Recommend appointment of, train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; approve time cards and expense reports.
- Direct, coordinate and review all building inspection service functions including on-site inspection and plan checking.
- Confer with and advise administrative staff on problems related to the design and construction of public facilities systems and the interpretation and enforcement of construction specifications.



- Serve as technical advisor to the City Manager and City Council on Community Development related matters; develop comprehensive recommendations for management use.
- Respond to and resolve difficult citizen inquiries and complaints.
- Meet with commissions and the public in small and large groups to discuss City Community Development policies, practices and problems.

Additional Tasks and Responsibilities:

- Perform related duties as assigned.
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KNOWLEDGE REQUIRED

- Public policy, municipal functions and activities, including the role of an elected City Council, as well as community and economic development factors related to a municipality.
 - Principles and practices of planning as applied to the development and implementation of current and advanced planning activities and projects.
 - Principles and practices related to economic development.
 - Principles and practices of capital improvement design, funding and long-term maintenance.
 - Technical, legal, financial requirements related to the management of municipal programs; federal, state and local laws, codes and regulations.
 - Principles and accepted best practices for the development and administration of programs and services in municipal government.
 - Advanced knowledge of current economic, social and political trends and operating problems and priorities of municipal government.
 - Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
 - Effective techniques for representing the City in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
 - Modern methods and techniques for research, statistical analysis and report preparation.
 - Recent developments, current literature and sources of information in municipal planning and building inspection.
 - Principles of personnel administration, supervision and training.
 - Principles and practices of budget preparation and administration. Modern office practices, procedures, methods and equipment. Technical and administrative report preparation and presentation.
 - Modern office practices, methods and computer equipment; related software applications and procedures; methods for writing and making formal presentations.
 - Safe driving principles and practices.
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ABILITIES/SKILLS

- Administer a wide variety of economic and community development programs, services and activities.
 - Develop and implement goals, objectives, policies, procedures and work standards and internal controls for assigned programs and functions.
 - Deal with newly emerging trends in planning and building inspection.
 - Effectively administer, direct and coordinate a wide variety of community and economic development programs and functions.
 - Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility and schedule and program work on a long-term basis. Select, train and evaluate professional, technical and clerical staff.
 - Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws and regulations.
 - Analyze problems, identify creative alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and sound policy.
 - Work independently and exercise a high degree of independence, initiative and judgment in decision-making.
 - Prepare and analyze technical, administrative and fiscal reports, statements and correspondence.
 - Develop and administer budgets.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; gain cooperation through discussion and persuasion.
 - Communicate clearly and concisely, both orally and in writing.
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EXPERIENCE/TRAINING/EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Six years of professional and administrative experience in community planning and development or economic development.
 - Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public administration or a related field.
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LICENSE/CERTIFICATE

- Possession of, or ability to obtain, a valid California's driver license.
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PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- May be exposed to outdoor conditions.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

The City of Stanton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

