

**RESOLUTION NO. 2021-60-CC**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE  
APPROVING A RECRUITMENT BONUS AND REFERRAL BONUS PROGRAM AND  
AUTHORIZING THE CITY MANAGER TO ENTER INTO CERTAIN AGREEMENTS  
WITH ELIGIBLE EMPLOYEES**

**WHEREAS**, the City of South Gate is a public employer for approximate 450 individuals, annually, and during any given time maybe be conducting 5 or more recruitments for individuals to fill various approved positions within the organization;

**WHEREAS**, during this COVID-19 pandemic period, the City, like other public employers, has experienced difficulty in attracting a sufficient pool of qualified candidates for some positions despite having competitive compensation levels as similar public agencies within our recruitment area;

**WHEREAS**, many private and public employers are adopting recruitment or sign-on bonuses as an additional tool to help secure sufficiently qualified individuals for their vacant positions. A few cities that have implemented recruitment and/or referral bonuses include Santa Cruz, Long Beach, Glendora, Anaheim, Palm Springs, and Monterey Park;

**WHEREAS**, engaging current City employees to assist in attracting and encouraging well qualified applicants to seek employment opportunities with the City of South Gate is an extremely beneficial way to further spread the word of on-going recruitments along with them becoming city ambassadors of why working for the City of South Gate is a great opportunity;

**WHEREAS**, being able to recruit and attract potential well-qualified candidates is critical to the City providing the best service to the community and bonus programs are helpful tools in that endeavor and will, hopefully, give a strategic advantage over similar cities in our region which may not be considering these incentives as an investment in seeking well-qualified candidates, especially for those in hard to fill recruitments; and

**WHEREAS**, the costs of such bonuses are offset by the salary savings associated with the vacant position involved in the recruitment process.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council does hereby declare that the above recitals are true and correct and incorporated herein by reference.

**SECTION 2.** The City Council approves a recruitment bonus program for designated “hard to fill” positions by the City Manager in advance of the recruitment opening. Such bonuses shall range from \$5,000 to \$10,000 to be determined by severity of the difficulty likely to be experienced for a particular recruitment associated with a vacant position within the City in the sole discretion of the City Manager. The City Manager shall adopt necessary program guidelines consistent with those presented to the City Council at its November 23, 2021, meeting.

**SECTION 3.** The City Council approves a referral bonus program for eligible City employees who refer and recruit new full-time employees to the City of South Gate. Such bonuses shall range from \$1,000 to \$2,000. The bonuses will be determined based on whether a recruitment has been determined as a “hard to fill” position or is simply a normal recruitment. The designation of such positions is in the sole discretion of the City Manager. The City Manager shall adopt necessary program guidelines consistent with those presented to the City Council at its November 23, 2021, meeting.

**SECTION 4.** Distribution of payments for qualified referral bonuses shall be made in two installments to eligible employee. The first installment (50%) shall be made upon the referred new employee beginning work for the City of South Gate and the second and final installment (remaining 50%) shall be made upon completion of probation or 18 months for a new exempt employee.

**SECTION 5.** Distribution of payments for recruitment/sign-on bonuses shall be made in two installments to the qualified new employees hired to fill a designated “hard to fill” position by the City Manager. The first installment (50%) shall be paid in the first payroll period for the eligible employee. The second and final installment (remaining 50%) shall be paid upon passing probation or 18 months for exempt positions.

**SECTION 6.** The City Council approves a referral bonus program for current eligible city employees to assist the City in its recruitment of vacant positions. The City Manager shall adopt necessary program guidelines to ensure such program is fair and transparent.

**SECTION 7.** The City Manager is hereby authorized to execute documents necessary to effectuate the actions, including employee agreements and any amendments thereto, as approved by the City Attorney.

[Remainder of this page left blank intentionally.]

STATE OF CALIFORNIA )

COUNTY OF LOS ANGELES ) SS

CITY OF SOUTH GATE )

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 2021-60-CC was adopted by the City Council at their Regular Meeting held on November 23, 2021, by the following vote:

Ayes: Council Members: Rios, Avalos, Davila, Diaz, and Hurtado

Noes: Council Members: None

Absent: Council Members: Davila

Abstain: Council Members: None

Recused: Council Member: None

Witness my hand and the seal of said City on December 2, 2021.




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Carmen Avalos, City Clerk  
City of South Gate, California

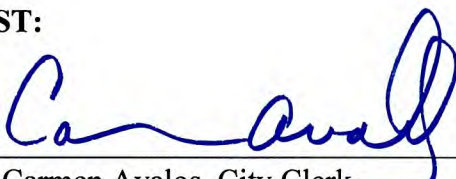
**SECTION 8.** The City Clerk shall certify to the passage and adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED, and ADOPTED** this 23<sup>rd</sup> day of **November 2021**.


**CITY OF SOUTH GATE:**

By:   
Al Rios, Mayor

**ATTEST:**

By:   
Carmen Avalos, City Clerk  
(SEAL)

**APPROVED AS TO FORM:**

By:   
Raul F. Salinas, City Attorney