



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Administrator

SUBJECT: Appointment of City Administrator and Approval of Employment Agreement

MEETING DATE: November 21, 2017

RECOMMENDATION:

The City Council will consider a candidate for the appointment to fill the vacant City Administrator position. The City Council will also consider the approval of an employment agreement for the vacant City Administrator position.

ANALYSIS:

Currently the City Administrator position is vacation. The City Council hired Bob Murray and Associates to manage the recruitment of candidates to fill the vacant position. Thirty-seven (37) candidates applied. The City Council selected and interviewed five (5) candidates. The City Council conducted the interviews on Saturday, October 28, 2017. The City Council invited two candidates for a second round of interviews, which were conducted on November 7, 2017. Following the completion of the second round of interviews, the City Council directed City staff to begin negotiations with one of the candidates.

The City Council will consider the appointment of a candidate to fill the vacant City Administrator position, as well as consider the approval of an employment agreement.

FISCAL IMPACT:

The funding for this position has already been approved as part of the adopted budget for fiscal year 17-18.

Respectfully submitted by: Fernando Mendoza, Interim City Administrator

Reviewed by: Josh Brooks, Assistant Finance Director

Reviewed by: Noel Tapia, City Attorney