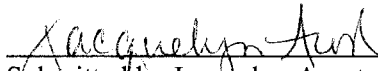


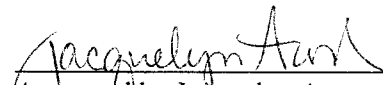


City of Carson Report to Mayor and City Council

December 3, 2013
New Business Discussion

SUBJECT: CONSIDER WHETHER TO APPOINT AND THE PROCESS FOR APPOINTING AN INTERIM CITY MANAGER


Submitted by Jacquelyn Acosta
Acting City Manager


Approved by Jacquelyn Acosta
Acting City Manager

I. SUMMARY

This item is on the agenda at the request of Councilmember Davis-Holmes.

During Council communications at the City Council meeting of November, 19, 2013, Councilmember Davis-Holmes expressed concern regarding the number of vacancies in Department and Supervisory-level positions with the City's management structure. She requested that the City Council discuss whether a temporary Interim City Manager should be hired to help fill the gap in management and, if so, how such an interim manager could be identified and hired.

II. RECOMMENDATION

CONSIDER and PROVIDE direction.

III. ALTERNATIVES

DIRECT the City Attorney to contact the "range rider" program of the League of California Cities and provide to the City Council three (3) candidates to be interviewed for and the and possible appointment to the position of Interim City Manager at the City Council meeting of December 17, 2013.

IV. BACKGROUND

The City of Carson currently has an Acting City Manager performing the duties of the full-time City Manager pending the executive search process to hire a permanent City Manager. William Hawkins, of The Hawkins Company, has been engaged to conduct the executive search process. Within the next two (2) weeks, Mr. Hawkins will have interviewed each member of the City Council regarding the hiring of a new City Manager. Shortly thereafter, the City will formally "advertise" for the position of City Manager. It is anticipated that finalist candidates for the full-time position will be identified by March, 2014.

Recently, however, Councilmember Davis-Holmes has expressed concern regarding the number of "vacancies" in Department and Supervisory-level management positions within the City. Currently, the City has the following "vacancies" or employees "acting" in the following management-level positions:

Director of Public Works/City Engineer (Acting), Director of Community Services (Acting) and Director of Administrative Services (Vacant).

Councilmember Holmes is concerned that the number of these "vacancies" or positions being filled on an "acting" basis is detrimental to the efficient operations of the City. She has requested that the City Council discuss whether an interim City Manager should be hired by the City pending completion of the process to hire a permanent City Manager.

The League of California Cities operates what is known as the "range rider" program through which retired municipal executives and professionals make themselves available for temporary employment positions to assist member cities fill management or professional positions pending filling such positions on a full-time basis. The League of Cities may be a source of providing to the City of Carson one or more possible candidates to serve as an Interim City Manager.

V. FISCAL IMPACT

Unknown as of the preparation of this staff report and depending on the salary negotiated with an Interim City Manager candidate.

VI. EXHIBITS

None.

Prepared by: Lisa Berglund, Principal Administrative Analyst

Document 1

TO: Rev10-14-2013

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

Action taken by City Council

Date _____ Action _____