



# STAFF REPORT

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**MEETING DATE:** August 26, 2024

**TITLE:**

Update on the status of the candidates for the BEDC Business Attraction, Retention and Expansion (BARE) position.

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager

**BACKGROUND/HISTORY:**

The City Human Resources department has received twenty-seven (27) applications for the BARE position. Of those applicants, the Executive Committee recommended four (4) applicants be invited to interview. Three applicants interviewed, with one being non-responsive to attempts to connect for an interview.

After the interview, it was determined that the job description should be modified to include municipal experience. The revised job description is attached.

Staff will continue to boost the job posting via paid advertisements and will continue to seek qualified applicants for interview.

It has been suggested that the position perhaps be placed on hold until the feasibility study of the Industrial Park has been determined.

Staff will await direction for that determination.

**FISCAL IMPACT:**

Less than \$200 for marketing the position in places such as LinkedIn and other professional publications.

**RECOMMENDATION:**

Provide staff with direction on the revised job description and continued recruitment.

**ATTACHMENT:**

Revised job description.