



Staff Report

TO: City Council
FROM: Kari Mendoza, Administrative Services Director
DATE: August 3, 2021
SUBJECT: Authorize Employment Contract with Finance Director

Background and Analysis:

Jennifer Ustation has been serving as Interim Finance Director since May 8, 2021. Prior to that, she served as the Senior Accountant since July 2017. She holds an associate's degree in accounting and a bachelor's in business administration. She has over 20 years of accounting and finance experience and holds numerous certificates from the Government Finance Officers Association. The City Manager negotiated the terms and conditions of employment and the City Attorney has reviewed and approved the language in the contract.

Fiscal Impact:

The contract provides for an annual fully loaded fiscal impact of \$179,246 to be paid out of the general fund for personnel costs. City staff estimates the cost to prepare this report was \$975.

Recommended Action:

Approve the employment contract with Jennifer Ustation and authorize the City Manager to sign the agreement.

Attachments:

- A. Employment Contract
- B. Job Description
- C. Organization Chart