



City of Needles, California Request for City Council Action

CITY COUNCIL NPUA

Regular Special

Meeting Date: December 9, 2025

Title: Resolution 2025-52 A Resolution of the City Council of the City of Needles Approving Employment Agreement with Mark DeMay for the position of Director of Finance and Administrative Services

Background: The Director of Finance position has remained vacant while the City conducted a comprehensive recruitment to identify an experienced municipal finance leader capable of managing budgeting, accounting, payroll, utility billing, internal controls, audits, financial reporting, and long-term financial planning as outlined in the City’s job description.

Following a statewide recruitment, Mr. Mark C. DeMay emerged as the top candidate. Mr. DeMay is a Certified Government Financial Manager (CGFM) with more than 20 years of financial management, auditing, analysis, and accounting experience across municipal, county, higher education, and nonprofit environments. He has served as CFO/Director of Financial Services for the City of Laredo, Assistant Director of Finance for the City of Killeen, Senior Finance Analyst for Ventura County, and held multiple roles involving complex budgeting, debt management, auditing, and financial reporting.

Mr. DeMay brings advanced competency in:

- Multi-year budget development;
- Grant and audit compliance;
- Internal controls and ERP/financial system implementation;
- Treasury, investments, and cash management;
- Personnel and organizational leadership.

These qualifications align directly with the City’s expectations for a hands-on Director who can guide long-term financial sustainability, modernize internal systems, and support major capital investments.

The Employment Agreement includes the following principal terms (consistent with the City’s executive employment practices and recruitment materials):

- **Salary: \$164,279**
- **Signing Bonus:** \$5,000 (within first year)
- **At-Will Status:** Serving at the pleasure of the City Manager
- **Benefits:** CalPERS retirement (2% @ 62), health/dental/vision, life and disability insurance, utility allowance, vacation/sick leave front-loaded at hire, and other benefits as provided to unclassified executive staff
- **Hours & Outside Employment:** Full-time commitment; no outside business activities without City Manager approval
- **Severance:** Six (6) months’ salary if terminated without cause; none if with cause
- **Administrative Leave:** 40 hours annually in recognition of after-hours demands attending City Council and Board of Commission Meetings.

Mr. DeMay has expressed strong commitment to relocating to and serving the Needles community, and his extensive public-sector finance leadership makes him well-suited to advance the City’s strategic goals.

Fiscal Impact: The contract is within the existing budget appropriation for FY 25-26.

Recommended Action: Adopt Resolution 2025-52 Approving an Employment Agreement with Mark DeMay for the position Director of Finance and Administrative Services effective December 9, 2025, setting a salary of \$164,279 in compliance with SB 1436 and incorporate into the salary schedule FY 2025-2026.

Submitted By: Patrick Martinez, City Manager

City Manager Approval: Patrick J. Martinez

Date: 12/4/2025

Other Department Approval (when required): _____

Date: _____