



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

Meeting Date: August 13, 2024

Title: City Council Resolution 2024-34
A Resolution of the City Council of the City of Needles Approving Employment Agreement with Kathy Raasch for Director of Development Services / Capital Projects exempt position.

Background: On November 28, 2023, the Director of Development Services position became vacant. Kathy Raasch, Projects Manager, assumed the Interim role the following day. On May 28, 2024, the City Manager proposed consolidating the Director of Development Services and Projects Manager positions and adding a "Capital Projects Engineering Technician" role for labor cost savings to the City Council. City staff initiated the internal job posting for the new Director of Development Services / Capital Projects position on June 7, 2024. Kathy Raasch was interviewed for the position on July 18, 2024, with a second interview by the City Manager on July 19, 2024. Kathy has successfully led the Development Services Department since last November and managed over \$18 million in capital improvement projects, including park enhancements, water distribution improvements, and paving projects. The job description (Exhibit A) outlines the responsibilities of the Director of Development Services / Capital Projects. The Employment Agreement includes the following key terms and conditions:

- \$151,715/year compensation.
- At-will, serving at the pleasure of the City Manager
- Requires full time commitment to the position with no other outside business activities without consent of the City Manager.
- Termination can occur with or without cause:
 - If "without cause" the city will provide a 3-month severance
 - If "with cause" no severance
- City benefits available as for all other City employees will be provided.
- In consideration of extensive after regular work hours demands, the City will provide 40 hours/year of administrative leave on an annual "use it or lose it" basis.
- The position is not included in the collective bargaining agreements and serves "at will."

Fiscal Impact: The contract is within the existing budget appropriation for FY 24-25.

Recommended Action: Approve Resolution 2024-34 Approving an Employment Agreement with Kathy Raasch for Director of Development Services / Capital Projects effective August 13, 2024, setting a salary of \$151,715 in compliance with SB 1436 and incorporate into the salary schedule FY 2024-2025.

Submitted By: Patrick Martinez, City Manager

City Manager Approval: Patrick J. Martinez

Date: 8/8/2024

Other Department Approval (when required): Barbara Dileo

Date: 8/9/2024

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: _____