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foothill community built on California's rich gold rush history*



City Manager's Report
April 22, 2025, City Council Meeting
Prepared by: M. Cleve Morris, City Manager
Item #: 12.2

Subject: Consider approval of an Employment Agreement with Carole Kendrick, Director of Development Services.

Recommendation: Adopt a resolution approving an Employment Agreement with Carole Kendrick, Director of Development Services, and authorize the City Manager to Execute the Agreement

Purpose: To appoint Carole Kendrick as the Director of Development Services and approve the standard Department Head Employment Agreement.

Strategic Plan Strategy: Good Governance

4) Strategy - Provide support to staff through behaviors and actions

Background: In December of 2024 Pierre Rivas retired as Director of Development Services and vacated the position with the City. The City brought on Carl Cahil as Interim Director of Development Services and began a recruitment for the position. Following the recruitment, the City Manager offered the position to Carole Kendrick contingent on confirmation by the City Council.

On April 8, 2025 the City Council reviewed the recommendation of the City Manager in closed session to appoint Carole Kendrick as the Director of Development Services. The Council unanimously approved the recommendation. Ms. Kendrick accepted the position and is scheduled to begin employment with the City on May 12, 2025.

Discussion: Consistent with other department heads, the City enters into an employment agreement establishing the conditions of employment. The attached draft agreement is consistent with agreements for other department heads.

Environmental:

This action does not qualify as a project under the California Environmental Quality Act (CEQA) and therefore no Environmental Statement is necessary.

Options:

1. Approve the agreement as recommended.
2. Approve the agreement with amendments.
3. Do not approve the agreement at this time and provide further direction to staff.

Cost: The recommended salary for the position is Step 3 of the adopted Salary Schedule for the position which has been set by Council.

Budget Impact: Costs of salaries and benefits for the position are assumed in the budget.

A handwritten signature in blue ink that reads "M. Cleve Morris". The signature is written in a cursive style and is positioned above a horizontal line.

M. Cleve Morris, City Manager

Attachment A – Resolution

Attachment B – Draft Agreement