

City Council Agenda Report

Meeting Date: April 1, 2025
From: Lisette Grizzelle, Interim Director of Human Resources
Department: Human Resources
Submitted by: Lisette Grizzelle, Interim Director of Human Resources

Subject

Appointment of Alice Hui as Director of Finance/City Treasurer

Recommendation

Adopt Resolution No. 2025-008 appointing Alice Hui to serve as the Director of Finance/City Treasurer of the City of Vernon effective April 14, 2025, and approving and authorizing the execution of a related at-will employment agreement.

Background

Following the departure of the former Director of Finance/City Treasurer in 2024, the City's Human Resources Department initiated a Request for Proposal for Recruitment Firms to conduct four executive level recruitments, which included the Director of Finance/City Treasurer. The City selected Bob Murray and Associates (Vendor) to conduct the City Administrator, City Clerk, Director of Finance/City Treasurer and Director of Human Resources recruitments.

Recruitment Summary

The recruitment period to fill this vacancy began December 23, 2024, and was extended to close on February 9, 2025. Bob Murray and Associates received 47 complete resume and questionnaire packets. Following an in-depth review of the resumes and questionnaires submitted, seven candidates were interviewed by the external vendor and four candidates were recommended. Two candidates moved forward and were invited to participate in a dual panel interview process consisting of City and external evaluators on Wednesday, March 5, 2025. The City Administrator has recommended the appointment of Alice Hui to serve as the Director of Finance/City Treasurer for the City of Vernon.

At-Will Employment Agreement

The At-Will Employment Agreement for Director of Finance/City Treasurer has been presented to Ms. Hui and is included as Exhibit B to Resolution No. 2025-008. The agreement establishes an effective date of April 14, 2025, and a starting salary of \$ 254,061 per year, plus all benefits provided to executive personnel.

The proposed agreement is consistent with other City of Vernon executive employment agreements, albeit with the following exceptions:

- Added language to Section 5B indicating Employee shall receive an initial balance of 80 hours of Vacation time and 80 hours of Sick leave during her first year of City employment, which cannot be cashed out and shall not carry over to the next calendar year.
- Added language to Section 5B indicating Employee shall accrue Vacation time at the Executive 16 years of service level with 185 annual vacation hours at a bi-weekly accrual rate of 7.12.

Candidate Summary

Alice Hui has over 16 years of municipal finance and audit experience. Ms. Hui currently serves

as the Director of Finance for the City of Whittier and previously served this agency as the Assistant Director of Administrative Services. Prior to this experience she worked as an Internal Auditor and Audit Manager managing various local government audit engagements. Ms. Hui holds a Bachelor's Degree in Business Administration with an emphasis in Accounting from California State Polytechnic University. She is also a Certified Public Accountant (CPA) in the state of California.

Given Ms. Hui's qualifications and considerable experience in public sector finance, she is well suited to meet the needs of the City and lead the Finance Department.

At its regular City Council meeting on April 1, 2025, prior to taking final action to adopt this resolution, the City Council received an oral report summarizing the recommended appointment and compensation, in accordance with Government Code Section 54953(c)(3).

Fiscal Impact

The fiscal impact is estimated at approximately \$315,979 including salary and benefits (\$254,061 base salary and \$61,918 in benefit costs). Sufficient funds for the appointment of the Director of Finance/City Treasurer are available in the General Fund, Finance Department, Salaries, Taxes and Benefits Accounts for the current fiscal year and will be budgeted in subsequent fiscal years.

Attachments

1. Resolution No. 2025-008