TO: Mayor and Council members

FROM: Jeff Foltz, Interim City Administrator

SUBJECT: Appointment of Daniel C. Holler as City Administrator and approval of a Letter of Understanding

RECOMMENDATION: Appoint Daniel C. Holler as City Administrator of Grass Valley effective March 24, 2008 and approve Letter of Understanding.

After an extensive national search for a City Administrator and interviews by the City Council it is recommended that the City Council appoint Daniel C. Holler to the position of City Administrator to the City of Grass Valley effective March 24, 2008. This offer of employment is subject to the satisfactory completion of a physical exam and drug test prior to the start date. Daniel Holler has had an exemplary career in public services of over 20 years serving as County Manager and Budget Fiscal Officer for Douglas County Nevada from 1994 to present. Prior to Douglas County Daniel worked in West Covina California as an Administrative Analyst in the Finance Department and City Manager’s Office and also worked in the City Manager’s Office in the City of Glendora California.

Dan holds a Masters Degree in Public Administration from Montana State University and a Bachelor of Arts in Political Science graduating with honors and holds an Economic Development Certificate from the University of California Riverside.

It is recommended that Daniel C. Holler’s starting salary be set at $138,375. per year and that the Council approve the attached Letter of Understanding addendum to the 2007-2010 Letter of Understanding with the Executive Team which the City Administrator position is a part. Dan Holler will be entitled to the provisions of the addendum and the current Letter of Understanding which spells out terms and benefits with the Executive Team. The addendum spells out moving and relocation expenses and deferred compensation. The addendum further provides for equipment, memberships and training to ensure success in his job as City Administrator.

Daniel Holler is eager and excited about working for the City of Grass Valley and is looking forward to the challenges and opportunities of assisting the Mayor and City Council and above all the citizen’s of Grass Valley to continue to make Grass Valley a great place to live and work.