



MAYOR & COUNCIL COMMUNICATION

DATE: April 19, 2016

CONSENT

ITEM #7

AGENDA ITEM: Authorization to Advertise and Hire Summer Interns

SUBMITTED BY: Kristina Handt, City Administrator

THROUGH: Kristina Handt, City Administrator

REVIEWED BY: Cathy Bendel, Finance Director
Julie Johnson, City Clerk

BACKGROUND INFORMATION:

The 2016 budget included 3 intern positions to assist staff in the Building, Planning and Finance departments from May thru August to assist with overflow work during the Cities busy time related to development build out activity.

These positions are temporary and not benefit eligible.

ISSUE:

Should the Council authorize advertising and hiring of three interns?

SUMMARY AND ACTION REQUESTED:

As part of its Consent Agenda, the City Council is being asked to authorize the advertising for and hiring of the summer interns proposed and approved in the 2016 budget. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

FISCAL IMPACT:

Up to \$14,350

OPTIONS:

- 1) Authorize advertising and hiring interns
- 2) Authorize advertising and hiring for some but not all interns
- 3) Do not authorize advertising and hiring for any interns

RECOMMENDATION:

Based on the aforementioned, the staff recommends the City Council approve moving forward to fill the intern positions for the Building, Planning and Finance departments as presented and approved in the 2016 Budget.