



## STAFF REPORT

DATE: April 17, 2018  
**REGULAR**  
ITEM #: 9

**TO:** Mayor and Council

**AGENDA ITEM:** Approve Hiring of Finance Director

**SUBMITTED BY:** Jake Foster, Assistant City Administrator

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### **BACKGROUND:**

At the February 7<sup>th</sup> meeting, Council approved the job description and authorized staff to advertise for a full-time finance director. Three applicants were then interviewed from the candidate pool, and Sue Iverson was selected as the best candidate.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve the hiring of Sue Iverson as finance director at the terms described?

### **PROPOSAL:**

Ms. Iverson has over 20 years of experience working in local government, nearly 18 of which serving as a finance director/chief financial officer. She has extensive experience in budgeting, finance, taxation, and accounting within municipal government. Based on this extensive experience and credentials, staff recommends hiring her at the top of the pay range which is \$101,175 annually (\$3,891.35 bi-weekly). In addition she will start with a PTO bank of 20 hours and begin accruing at the 11 year mark or 8 hours bi-weekly.

Ms. Iverson has met all pre-employment contingencies.

### **FISCAL IMPACT:**

The estimated annual fiscal impact is approximately \$130,000 including salary, taxes, and benefits. Ms. Iverson's time will be split 80% general fund, 10% water, 5% sewer, and 5% storm water.

The 2018 adopted budgets included \$144,000 across these same four funds for the contracted finance director position. Mr. Swanson will be completing the financial software conversion process, working with the auditors to complete the 12/31/17 audit and then transitioning the rest of the work to Ms. Iverson.

### **OPTIONS:**

1. Hire Ms. Iverson at the terms described
2. Hire another candidate
3. Hire no one

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Move to approve the hiring of Sue Iverson for finance director at the terms described.”***

### **ATTACHMENTS:**

None