



STAFF REPORT

DATE: August 7, 2019

CONSENT

AGENDA ITEM: Hiring Accountant

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

The City advertised for applications for the Accountant position from July 3-18. The week of July 29th, staff interviewed applicants.

ISSUE BEFORE COUNCIL:

Should Judie Maas be hired as the Accountant at the terms described below?

PROPOSAL DETAILS/ANALYSIS:

Staff is recommending the Council hire Judie Maas as the Accountant contingent upon passing a drug screen. Staff is further recommending a starting wage of \$25.15/hour.

Maas has been working as the finance intern with the City of Lake Elmo for the last few months. She would officially begin in the Accountant role on Monday, August 12th.

FISCAL IMPACT:

Cost of the position including taxes and benefits for the rest of 2019 is \$24,330. The Accountant's wage is split amongst four funds-storm water (10%), sewer (15%), general fund (25%) and water (50%).

OPTIONS:

- 1) Hire Judie Maas as the Accountant at the terms described above.
- 2) Offer the job to Maas under different terms
- 3) Offer position to another candidate
- 4) Re-advertise the position

RECOMMENDATION:

If removed from the consent agenda:

Motion to hire Judie Maas as the Accountant with a starting wage of \$25.15/hour contingent upon passing a drug screen.

ATTACHMENTS:

None