



## STAFF REPORT

DATE: August 7, 2019

**CONSENT**

**AGENDA ITEM:** Hiring Assistant City Administrator

**SUBMITTED BY:** Kristina Handt, City Administrator

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**BACKGROUND:**

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

**ISSUE BEFORE COUNCIL:**

Should Jake Dickson be hired as the Assistant City Administrator at the terms described below?

**PROPOSAL DETAILS/ANALYSIS:**

Staff is recommending the Council hire Jake Dickson as the Assistant City Administrator. Staff is further recommending a starting salary of \$57,678.40 (bi weekly \$2,218.40). The approval would be contingent upon passing a background test and drug screen.

Dickson has worked in the cities of West Concord and Robbinsdale. He would officially begin in the role on Tuesday, September 3<sup>rd</sup>.

**FISCAL IMPACT:**

Cost of the position including taxes and benefits for the rest of 2019 is \$22,140.

**OPTIONS:**

- 1) Hire Jake Dickson as Assistant City Administrator at the terms described above
- 2) Offer the job to Dickson under different terms
- 3) Offer position to another candidate
- 4) Re-advertise the position

**RECOMMENDATION:**

If removed from the consent agenda:

***Motion to hire Jake Dickson as the Assistant City Administrator with a starting bi weekly salary of \$2,218.40 contingent upon passing a background check and drug screen.***

**ATTACHMENTS:**

None