



## STAFF REPORT

DATE: August 25<sup>th</sup>, 2020

**REGULAR**

**TO:** Honorable Mayor and City Council

**AGENDA ITEM:** Appointment of Finance Director

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

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### **BACKGROUND:**

The Finance Director position has been vacant since January 24<sup>th</sup>. In April the City hired Baker Tilly to perform executive recruiting services for multiple positions. Baker Tilly presented 4 Semi-Finalists who were interviewed by Staff on August 11<sup>th</sup> and 12<sup>th</sup>. Two Finalists were selected to move on who were interviewed by the City's Management Team on August 17<sup>th</sup>. With the input from Baker Tilly, Staff, and the City's Management Team, staff recommends that April Botzek be hired as Finance Director.

### **ISSUE BEFORE COUNCIL:**

Should April Botzek be hired as the Finance Director at the terms described below?

### **PROPOSAL DETAILS/ANALYSIS:**

Staff is recommending the Council hire April Botzek as the Finance Director contingent upon passing a background screening and drug screening. Staff is further recommending a start date of September 28<sup>th</sup> and a starting salary of \$93,163.

### **FISCAL IMPACT:**

Cost of the position including taxes and benefits for the rest of 2020 is \$31,167.20. The Finance Director's wage is split amongst five funds, Sewer (5%), Stormwater (5%), Finance (63.62%), Water (10%), and Building Inspections (16.38%).

### **OPTIONS:**

- 1) Hire April Botzek as the Finance Director at the terms described above.
- 2) Offer the job to Botzek under different terms
- 3) Offer position to another candidate
- 4) Re-advertise the position

### **RECOMMENDATION:**

*Motion to hire April Botzek as the Finance Director with a starting wage of \$3583.20 bi-weekly contingent upon background screening and drug screening.*

### **ATTACHMENTS:**

None