



## STAFF REPORT

DATE: October 3, 2023

### **CONSENT**

**TO:** Mayor and Council Members

**FROM:** Karissa Goers, Administrative Services Director

**AGENDA ITEM:** Planning Assistant Hire

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**BACKGROUND:** The Planning Assistant position has been vacant since January.

**ISSUE BEFORE COUNCIL:**

Should Ashley Monterusso be hired as the Planning Assistant at the term described below?

**PROPOSAL DETAILS/ANALYSIS:**

The recommendation is to hire Ashley Monterusso with pay rate at grade 4, step 6, contingent on passing results from her pre-employment screening and background checks. Her start date is to be determined.

Ashley most recently worked in the Office of Sustainability at the University of Wisconsin – Madison working on project development and sustainability.

**FISCAL IMPACT:**

The Planning Assistant position has been included in the 2023 budget to accommodate this salary.

**OPTIONS:**

- 1) Hire Ashley Monterusso as Planning Assistant at the terms described above
- 2) Offer the job to Ashley Monterusso under different terms
- 3) Offer position to another candidate
- 4) Re-advertise the position

**RECOMMENDATION:**

If removed from the consent agenda:

*Motion to hire Ashley Monterusso as Planning Assistant with salary at grade 4, step 6.*

**ATTACHMENTS:**

None