



DATE: December 17, 2024

CONSENT

TO: Mayor and City Council

FROM: Karissa Goers, Administrative Services Director

AGENDA ITEM: Approve Communications Coordinator Hire

BACKGROUND:

The administration department is adding a new position for communications coordinator in the 2025 budget. We posted the position in October and had over forty applicants. We completed interviews in November and have offered the position to Kathie Smith.

ISSUE BEFORE COUNCIL:

Should the Council approve the hire of Kathie Smith as Communications Coordinator at the terms listed below.

PROPOSAL DETAILS/ANALYSIS:

Kathie Smith provided innovative and wonderful ideas to expand communications and will be able to hit the ground running with over 10 years of experience in local media, publications, communications and marketing. Staff proposes hiring Kathie at a grade 7, step 5 which is \$37.30 per hour.

FISCAL IMPACT:

The position has been accounted for in the 2025 budget for wages, taxes and benefits.

OPTIONS:

- 1) Approve Kathie Smith as the Communications Coordinator hire.
- 2) Do not approve hire and repost the position.

RECOMMENDATION:

If removed from consent agenda:

“Motion to approve the hire of Kathie Smith as Communications Coordinator.”

ATTACHMENTS:

None