



MAYOR & COUNCIL COMMUNICATION

DATE: July 7, 2015
REGULAR
ITEM #: 17

AGENDA ITEM: Appointment of City Clerk

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Community Development Director, City Administrator, HR Committee Chair

SUMMARY AND ACTION REQUESTED: The City Council is asked to approve the appointment of Julie Johnson as the City Clerk for the City of Lake Elmo.

<p>FISCAL IMPACT \$60,000 salary / \$31,000 benefits = \$91,000 (Benefits=ER SS, ER Medicare, ER Pera, Health, Dental, Life, AD&D)</p>
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BACKGROUND INFORMATION: Ms. Johnson was part of a candidate pool of 44 applicants for the position of City Clerk. Candidates were screened and examined using ten specific rating categories that analyzed specific strengths and weaknesses. The specific categories were: Clerk Experience, Human Resource Experience, Taxpayer Service, Official Records / Official Notices, Meeting Preparation / Minutes, Elections, Teamwork, Financial Analysis, and Municipal Code Maintenance. Ms. Johnson was interviewed by a group of three City Staff Members consisting of the Finance Director, Community Development Director, and the City Administrator. The staff all agreed that she was the best candidate for the City Clerk position. Two councilmembers sat in and listened during the interviews, Councilmembers Fliflet and Lundgren, and they both concurred with the selection of Ms. Johnson.

STAFF REPORT: Ms. Johnson has been offered the position of City Clerk contingent on approval by the City Council, at a salary of \$60,000 with benefits offered to all City of Lake Elmo Full Time Equivalent employees. Ms. Johnson is available to start on July 8, 2015.

RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council approve the appointment of Julie Johnson as City Clerk by undertaking the following action:

“Move to affirm the appointment of Julie Johnson as City Clerk of the City of Lake Elmo at an annual salary of \$60,000 effective July 8, 2015”