



STAFF REPORT

DATE: June 4, 2019

CONSENT

TO: Mayor and Council

AGENDA ITEM: Approve Hire of Deputy City Clerk

SUBMITTED BY: Jake Foster, Assistant City Administrator

BACKGROUND:

At their May 7th meeting, Council authorized the advertising for a deputy city clerk. Of those who applied for the deputy city clerk position, staff interviewed seven applicants. Of those seven interviewees, Mr. Alex Saxe was identified as the best candidate for the deputy city clerk position.

ISSUE BEFORE COUNCIL:

Should the Council approve the hire of Alex Saxe as deputy city clerk at the terms described?

PROPOSAL:

Mr. Saxe has a bachelor's degree in History and Political Science from the University of Wisconsin River Falls. He is also currently working toward a Master's of Public Administration at Hamline University. Mr. Saxe has experience working in office/administrative assistant roles, as well as serving as a legislative intern with the Minnesota State Senate.

Mr. Saxe's employment would be contingent based on the successful completion of the City's standard background checks.

FISCAL IMPACT:

The total annual cost in hiring Mr. Saxe is approximately \$66,000.

OPTIONS:

1. Hire Mr. Saxe at the terms described
2. Hire Mr. Saxe under different terms
3. Hire another candidate
4. Hire no one

RECOMMENDATION:

If removed from the consent agenda:

"Move to approve the hiring of Alex Saxe as deputy city clerk at the terms described."

ATTACHMENTS:

None