



AGENDA ITEM #10.2

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: February 5, 2019

Subject: Request to Hire City Clerk/Treasurer

Report: I will be interviewing applicants on Monday, February 4th for the full-time City Clerk/Treasurer position. I will bring forth a hiring recommendation at the February 5th City Council meeting.

Council Action Requested: Council motion to hire a full-time City Clerk/Treasurer in the Administration Department as recommended by the City Administrator, not to exceed step 7 of the City's existing pay structure, and contingent upon successful background and pre-employment screenings.