

TO: MAYOR AND CITY COUNCIL

FROM: LANELL ENDRES, ASSISTANT CITY ADMINISTRATOR

SUBJECT: PERSONNEL COMMITTEE HIRING RECOMMENDATIONS

DATE: MAY 17, 2016

BACKGROUND

Staff met with the members of the Personnel Committee and discussed staffing needs in the motor vehicle and administration departments. Originally staff was thinking we would hire a part-time employee to assist with the administration staff which was included in the 2016 budget. Since that time, we have reached the conclusion that the most effective use of additional personnel would be to hire a part-time motor vehicle department employee and temporary administration employee. In 2015, administration staff spent more than 350 hours assisting with motor vehicle transactions. Also in 2015, an employee was hired to work 40 hours per week during the summer months to assist administration staff and that worked out very well. We are recommending to again hire a temporary administrative employee.

We would take a portion of the funding in the General Fund and make a transfer to the Motor Vehicle Fund to cover the costs of the additional staff person. The remainder of that budget item may not be enough to cover the entire cost of a temporary administration employee. Staff suggested using up to approximately \$3,100 from the General Fund Reserves to fund that cost.

The Personnel Committee recommended Council approval of adding additional staff as described.

STAFF RECOMMENDATION AND REQUESTED COUNCIL ACTION

Staff recommends Council authorization to begin the hiring process of a regular part-time motor vehicle employee and temporary administration employee.