

**TO: Mayor and City Council**

**FROM: Lanell Endres, Finance Director/Assistant City Administrator**

**SUBJECT: Hiring Temporary Administrative Staff**

**DATE: July 18, 2017**

### **BACKGROUND**

In 2015, we hired a seasonal employee to work 40 hours per week during the summer months to assist administration staff. In 2016, we hired a temporary administrative staff person that worked part-time for a few months (July – November). This worked very well and we accomplished our goal of getting various projects completed. We are again in the position of needing to get some projects done and are requesting Council authorization to bring Courtney Duesterhoeft back to work part-time. She worked for us in 2016 and was instrumental in getting the work done and she went above and beyond in assisting with the election. Courtney has an Associates of Applied Science in Executive Administration and an Associates of Applied Science in Legal Administration. A background investigation was conducted and successfully completed last year.

We suggest authorizing up to approximately \$3,500 - \$4,000 from the General Fund Reserves to fund the cost of hiring Courtney as a temporary part-time employee at \$12.24 an hour.

### **STAFF RECOMMENDATION AND REQUESTED COUNCIL ACTION**

Staff recommends Council authorization to hire Courtney Duesterhoeft as a part-time temporary administration employee and using General Fund Reserves to fund the position.