

**TO: MAYOR AND CITY COUNCIL**

**FROM: LANELL ENDRES, FINANCE DIRECTOR/ASSISTANT CITY ADMINISTRATOR**

**SUBJECT: HIRING PART-TIME ADMINISTRATIVE ASSISTANT**

**MEETING DATE: JANUARY 16, 2018**

**BACKGROUND**

The City Council approved the 2018 budget that included the funding for the hiring of a part-time employee in the Administration Department. We are bringing forward a recommendation to the Personnel Committee for this position and may have a recommendation for Council action. The Personnel Committee is scheduled to meet prior to the Council meeting.