

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: Wes Anway, Interim Director of Public Works

SUBJECT: Utility Billing/Receptionist/Office Assistant Hire

DATE: December 17th, 2019

BACKGROUND

Staff and the Mayor have conducted interviews for the Utility Billing/ Receptionist/ Office Assistant position and Staff recommends hiring Ellen Hartman at Pay Grade 5, Step 1, pending the successful completion of all pre-employment checks.

STAFF RECOMMENDATION

Staff recommends approving the hire of Ellen Hartman for the Utility Billing/ Receptionist/ Office Assistant position at Pay Grade 5, Step 1 effective after the completion of all pre-employment checks.

REQUESTED COUNCIL ACTION

I respectfully request a motion hiring Ellen Hartman for the Utility Billing/ Receptionist/ Office Assistant position at Pay Grade 5, Step 1 effective after the completion of all pre-employment checks.