



MEMORANDUM

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**DATE:** February 13, 2023  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** Authorization to Recruit for a Communications Position

Budgeted Amount:	Actual Amount:	Funding Source:
\$48,085	\$90,000 - \$100,000	Various Funds

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**Council Should Consider**

Motions to approve, table, or deny the following:

- Recruit for a Communications Coordinator or Senior Communications Coordinator position

**Background**

The City currently has a vacant Communications Coordinator position; this position began as a part-time position in 2017 and since has had three different individuals fill the role. City Staff is recommending the City Council transition this position to a full-time position, and consider accepting applications for either a Communications Coordinator or Senior Communications Coordinator position. This will broaden the pool of applicants for the City to recruit from and provide more flexibility in the hiring process. The anticipated process can be found below.

Anticipated process:

- Council approves authorization to begin the recruitment process
- Staff posts for the position
- Staff reviews applications and selects interview candidates
- Staff will conduct necessary interviews of selected candidates and select a finalist
- Staff will bring forward a finalist for official Council approval

Councilmembers have previously expressed an interest in being part of the interview panel for certain positions at City Hall; currently no Councilmembers are slated to be on the interview panel for this position. Should Council want to designate Councilmembers to attend they should do so with this authorization (it would need to be pulled from consent and approved).

### **Budget Impact**

The current position is part-time with a pay range of \$29.26 - \$37.06 per hour, and a budgeted total of \$48,085 (this includes payroll, taxes, benefits, etc.). Should the position move to full-time at its current classification the anticipated annual cost with benefits would be approximately \$90,000. Should the position be upgraded to a Senior Communications Coordinator, the anticipated annual cost would be \$100,000.

The impact to property tax levy supported funds is estimated at \$33,500 - \$41,000 for 2023. The additional budget impact could be covered by excess fund balance from 2022. Any necessary adjustments to the 2024 budget and levy would occur during the budget process. This position is funded by 58 percent General Fund and 42 percent other funds.

### **Attachments**

N/A