



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: November 1, 2022

Subject: Utility Billing Clerk

The Administration Department has concluded its hiring process for the Utility Billing Clerk position. We received over 30 applications for the position. Deputy Clerk Brown, Permit Technician Pearson, and Accounting Clerk/Special Projects Coordinator Morrison interviewed 8 applicants and narrowed the pool to 4, which were interviewed by Deputy Clerk Brown, Public Works Director Randall and me. We were pleased with the quality of applicants we received, but one applicant rose to the top. I am pleased to recommend Breanna Brown for the position.

Breanna Brown has over 5 years of customer service and accounts receivable experience in different industries. She currently is an Administrative Associate at Assurance Manufacturing, Inc, in Coon Rapids, where she has worked since 2018. She is also a Spring Lake Park resident, which will be helpful as she transitions into the role. We are confident that she will be a great fit on our team.

Staff is recommending the City Council grant a conditional offer to Breanna Brown, conditioned on successful pre-employment drug test. Her background check has been completed. We recommend the City Council start her at Step 1 of the Salary Schedule, or \$52,580.06/year, and grant her the City's standard benefits package. We anticipate her starting date for Monday, November 14.

If you have any questions, please don't hesitate to contact me at 763-784-6491.