



## CITY COUNCIL AGENDA REPORT

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**TO:** City Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Conditional Offer of Employment – Office Assistant-Accounting Clerk  
**DATE:** September 16, 2024

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### **OVERVIEW:**

On August 19, 2024, the City Council approved posting of the Office Assistant-Accounting Clerk position.

The position was posted from August 20, 2024, through September 3, 2024, with 30 completed applications received. During the hiring process, it's been determined that Danielle Robertson is the current top candidate for the position. On September 12, 2024, a conditional offer of employment was extended to Danielle which is contingent upon City Council approval and a thorough background investigation. Danielle was offered to start at grade 6, step 5 of the city pay scale which was based on prior experience and qualifications. The conditional offer was accepted by Danielle on September 12, 2024. Her start date will be October 7, 2024.

### **ACTION TO BE CONSIDERED:**

Motion to authorize hiring Office Assistant-Accounting Clerk Danielle Robertson at grade 6, step 5 of the City pay scale contingent upon the successful completion of a background check.

### **BUDGET IMPLICATION:**

The Office Assistant-Accounting Clerk position is a budgeted position.