



## STAFF REPORT

TO: Mayor Keis and Members of City Council  
FROM: Sharon Provos, Finance Director  
DATE: August 8, 2018  
RE: Part-Time Utility Billing Clerk Hire

Unfortunately, Jane Burgess felt she was unable to fulfill the duties of the Utility Billing Clerk position, at this time. After reviewing the other applicants for the position, staff selected Colleen Schoenecker.

Colleen comes to us with excellent references. She is very organized, detail oriented and has great customer service skills. Staff feels she will be a good addition to the City.

Staff recommends hiring Colleen Schoenecker for the Utility Billing Clerk position with a start date of September 5<sup>th</sup>, at a starting wage of \$20.06. On January 1, 2019 she would receive a cost of living adjustment. On January 1, 2020, she would advance one step on the scale and receive a cost of living adjustment.