

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: Aaron S. Reeves, City Administrator** <sup>AR</sup>

**SUBJECT: Interim Administrator**

**DATE: January 7, 2014**

**BACKGROUND**

An Interim Administrator will need to be named to cover my duties from 1/18 until a new Administrator can start. Assistant Administrator Endres has served this role in the past and the Personnel Committee recommends she be named Interim Administrator. She is a member of the MAPE Union so a Memorandum of Understanding will be signed prior to her starting her duties as Interim Administrator that will remove her from MAPE while acting as Interim Administrator so there is not a conflict. Per the Personnel Policy her pay will be adjusted to Pay Grade 19, Step 4 while she is serving as Interim Administrator.

**STAFF RECOMMENDATION**

Staff recommends that the City Council approve the appointment of Assistant City Administrator Lanell Endres as Interim City Administrator at Pay Grade 19, Step 4 until a new City Administrator starts.

**REQUESTED COUNCIL ACTION**

I respectfully request a motion to approve the appointment of Assistant City Administrator Lanell Endres as Interim City Administrator at Pay Grade 19, Step 4 until a new City Administrator starts.