

**TO: MAYOR AND CITY COUNCIL**  
**FROM: RON JOHNSON, CITY ADMINISTRATOR**  
**SUBJECT: PERSONNEL COMMITTEE RECOMMENDATIONS**  
**DATE: MARCH 18, 2014**

### **BACKGROUND**

The Personnel Committee recently met to discuss two items regarding city staff requests. The first request is from an employee that is filling in for another employee during an extended absence. This employee is primarily the only one that is able to take over the added duties during that time. In recognition of the increased duties and work for an extended period, the Personnel Committee is recommending the Council approve granting Sara Peer an additional two weeks of vacation for 2014. The City has previously taken similar action in awarding other employees vacation while covering for others for an extended time.

The second item was regarding a step adjustment for Interim City Administrator Lanell Endres. Upon further review of the pay grade and step that Ms. Endres is currently receiving as the Interim City Administrator, the Personnel Committee is recommending the salary be adjusted from Pay Grade 19, Step 4 to Pay Grade 19, Step 7 for the seven weeks that she served in that capacity. The additional amount would equal \$1,187.20 (not including payroll taxes).

### **REQUESTED COUNCIL ACTION**

Staff respectfully requests Council approval of the recommendations made by the Personnel Committee as stated.