

**To: HONORABLE MAYOR AND CITY COUNCIL.**

**FROM: Dave Maroney, City Administrator.**

**SUBJECT: *Administrative Assistant/License & Permit Technician.***

**DATE: June 28, 2019.**

**BACKGROUND.**

Since my becoming City Administrator and Sam leaving for full-time employment with Goodhue County Dianne Howard has accepted additional administrative responsibilities, including zoning administration. For quite some time Dianne has assisted me (and Sam) with zoning tasks and has expressed willingness to continue these efforts going forward. While I will provide guidance and assistance as may be needed, I am confident that Dianne is prepared to accept greater responsibility for performing these services. Also, with Lois Berg now sharing “receptionist duties” Dianne is able to schedule time to assume these added responsibilities. That said, I am recommending that Dianne be compensated accordingly.

**REQUESTED COUNCIL ACTION.**

The Personnel Committee is meeting on July 2<sup>nd</sup> to discuss this subject and an update will be provided to the City Council Tuesday evening.