
AGENDA ITEM SUMMARY

Subject: Resolution No. 163-20 approving amendment to city clerk employment contract for extraordinary duty pay

Background Summary:

Resolution No. 163-20 will amend the employment contract of the city clerk to include compensation for extraordinary duty pay associated with the council's desire to additionally compensate the city clerk for extra work put in with regard to the Charles City - "Fiber to the Home" project with the Charles City Telecommunications Utility, (CCTU).

The additional compensation is to be based on the reimbursement agreement in place between the City and CCTU which establishes an hourly reimbursement rate for the City Clerk at \$33/hr. CCTU is to reimburse the City once CCTU establishes long term financing and the utility begins operation.

The hours worked have been tracked from creation of the telecom board in December of 2019 through present, plus estimates for the final days of the current quarter ending September 30, 2020. The total amount of compensation anticipated from CCTU to the City for this period is \$2,937. Council discussed reviewing future considerations for extraordinary duty pay based on additional hours going forward.

Council has agreed to base the calculation of extraordinary on at a rate of 60% of this reimbursement to the City, however the pay is not contingent upon city receipt of the reimbursement from the telecom.

The total amount of extraordinary duty pay to the city clerk (December 2019 through September 2020) is: **\$1,762.20**

Resolution No. 163-20

AMENDMENT TO EMPLOYMENT AGREEMENT

WHEREAS, the City Clerk, Trudy O'Donnell, entered into an Employment Agreement (the Agreement) with the City of Charles City, Iowa (the City), dated July 1, 2014; and

WHEREAS, the City and the Trudy O'Donnell have agreed to continue her employment under the terms of the Agreement except with a modification to provide Trudy O'Donnell with a lump-sum payment for extraordinary duty pay for services rendered on behalf of the Charles City Telecommunications Utility as provided herein.

NOW THEREFORE BE IT AGREED that the Agreement between the City of Charles City, Iowa and Trudy O'Donnell as City Clerk continue on the same terms and conditions as set forth in the Agreement (as modified), with the following addition/amendment to Paragraph 4, Salary: In addition to the Employee's annual base salary for the fiscal year ending June 30, 2021, Employee shall receive a lump-sum payment (less applicable tax withholding) in the amount of \$1,762.20 for extraordinary duty pay for said fiscal year, payable on or before October 15, 2020.

Dated this 21st day of September, 2020.

Trudy O'Donnell, City Clerk

CITY OF CHARLES CITY, IOWA

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk