



MAYOR & COUNCIL COMMUNICATION

DATE: July 7, 2015
REGULAR
ITEM # 19

AGENDA ITEM: City Clerk Severance Request

SUBMITTED BY: Dave Snyder, City Attorney

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Cathy Bendel, Finance Director

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: City Administrator

SUMMARY AND ACTION REQUESTED:

Adam Bell inquired of the Finance Director as to when his severance would be paid out. The Finance Director inquired if he was expecting something in addition to the payout of any outstanding paid time off (PTO) which is referred to as “severance pay” in the City Employee Handbook. He stated that he was expecting to be paid additional severance per his contract. The matter was referred by the Finance Director to the City Attorney for contract interpretation.

BACKGROUND INFORMATION:

See attached Administrator Memorandum dated June 25, 2015.

RECOMMENDATION:

See attached Administrator Memorandum dated June 25, 2015.

“Move to pay prior City Clerk Adam Bell \$ _____ in severance pay in addition to the payment of his remaining unused PTO time.”

Attachments:

1. Administrators Memorandum dated June 25, 2015
2. Page 50 of City of Lake Elmo Employee Handbook