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Memorandum

To: Mayor Danielowski and City Council

From: Clay Wilfahrt, City of Big Lake City Administrator

Date: December 14, 2016

Re: Vacation Payout

At its last worksession, the City Council directed staff to bring forward a provision to allow the City Administrator to sell back 40 hours of vacation each year. Staff is asking that the Administrator's contract is revised to include the following:

> The City Administrator may sell back up to 40 hours of vacation at the last pay period in December of each year as long as the Administrator's vacation bank has a balance of at least 40 hours after selling back the hours.

By approving this item on the Consent Agenda, Council would be approving an amendment to the City Administrator's contract to include an option to sell back 40 hours of vacation annually with the recommended language.