



CITY COUNCIL AGENDA REPORT

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Vacation Rate Correction – Jennifer Wida
DATE: August 18, 2025

OVERVIEW:

To ensure that the payroll system has accurate recordkeeping, staff is requesting a housekeeping step to correct a vacation accrual rate for Jenni. To ensure transparency, the council is requested to approve the correction.

Over the last four years, Jenni's rate has not kept up with the annual rate along with the added updates to the rates within the personnel policy. I am requesting a correction of this issue and that the correction go back to the anniversary date recognized as January 18, 2025.

Correction to be processed includes an adjustment of the accrual rate to 6.923, beginning on January 18, 2025, and account balance to be brought current with this correction.

ACTION TO BE CONSIDERED:

Council to review and approve the vacation accrual rates for Jennifer Wida