

**Resolution No. 14-1164**

**A RESOLUTION APPROVING A WAGE ADJUSTMENT FOR THE  
PROFESSIONAL ADMINISTRATIVE ASSISTANT**

WHEREAS, the completion of the new stand alone Windsor Heights City Hall has resulted in an increase in duties and responsibilities for the Professional Administrative Assistant; and

WHEREAS, the City further desires to utilize the formal marketing education and training of the incumbent Professional Administrative Assistant; and

WHEREAS, the City strives to maintain a workforce of knowledgeable, well-trained and motivated individuals; and

WHEREAS, the City wishes to continue to provide superior municipal services to its residents, businesses and visitors; and

WHEREAS, the City Council has determined that one of the means to that end is to compensate its employees commensurate with experience, knowledge, skills and abilities, and in accordance with the job responsibilities performed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the incumbent Professional Administrative Assistant is hereby provided a one-time wage adjustment of approximately 4.8%, or \$2,122 annually.

Passed and Approved this 3<sup>rd</sup> day of November, 2014.

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Diana Willits, Mayor

ATTEST:

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Brett Klein, Interim City Administrator

