

City of Lamar

Assistant City Administrator

Acknowledgement of Employment Terms

This Assistant City Administrator (ACA) Acknowledge of Employment Terms is made and entered on January 20, 2026, and is effective retroactive to March 24, 2025.

1. Duties. To perform the functions and duties as legally permissible and proper duties and functions as the Board of Aldermen and City Administrator shall from time-to-time assign.
2. The ACA is an at-will employee.
3. Hours of Work. It is recognized that the ACA must devote a great deal of time outside of normal office hours of the business of the City, and to that end, the ACA will be allowed to take compensatory time off as the ACA shall deem appropriate during normal office hours, with approval from the City Administrator.
4. Salary. The City will pay the ACA for ACA'S services rendered a gross salary as follows:
 - a. From March 24, 2025, to June 30, 2025, the current ACA's gross annual salary was \$84,000.00. Effective July 1, 2025, the ACA's gross annual salary was increased to, and currently is, \$86,923.20.
 - b. The annual salary will be paid to the ACA in equal installments on the same pay schedule as other City employees and will be paid net of any applicable withholding or deductions required by applicable laws and authorities.
 - c. At such times as the City may determine, it may, in its discretion, review and adjust the salary of the ACA, but in no event shall the ACA be paid less than \$84,000.00 in annual salary.
5. Vacation. The ACA will be allowed vacation time of 120 hours per year. Vacation time not used by the end of the year may roll over to the next year. The maximum vacation time to be rolled over per year is 40 hours. The ACA cannot accumulate more than 40 hours of rollover vacation in excess of the ACA's earned vacation.
6. The City will provide health care insurance to the ACA for the duration of the ACA's active employment.
7. The City will fully fund the retirement plan of the ACA per LAGERS regulations.
8. The City will pay the ACA a monthly \$65.00 cell phone stipend.

APPROVED by the Board of Aldermen of the City of Lamar on January 20, 2026.