



May 13, 2025

**Agenda Item: Consideration of Step Increases for Town Staff – David Holton and Patty Polk**

**Summary:**

This item proposes step increases for two dedicated Town of Micanopy employees in recognition of their exceptional performance and accomplishments.

**Background and Rationale:**

- **David Holton**, our long-serving staff member, continues to demonstrate an outstanding work ethic, technical skill, and commitment to the Town's operations. His contributions are consistently visible to both staff and residents, particularly in the quality of his work and his dependable presence.
- **Patty Polk** has recently achieved her **Certified Municipal Clerk (CMC)** designation through the Florida Association of City Clerks. This nationally recognized credential reflects her commitment to professional growth and enhances the Town's administrative competency.

**Recommendation:**

In recognition of their service and achievements, I recommend a one-step pay increase for both David and Patty, consistent with the Town's personnel policies regarding merit and professional development-based adjustments. A one-step pay increase is equivalent to a 3% increase in pay.

**Requested Action:**

Motion to approve a one-step pay increase for David Holton and Patty Polk, effective immediately, as recognition for their continued contributions and professional accomplishments.