



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: September 22, 2022

Subject: Randall step increase

I conducted Public Works Director Terry Randall's performance evaluation. I have been pleased with the dedication, work ethic and initiative he shows each day. He is an asset to the City.

I would like to move Director Randall from Step 5 to Step 7 of the salary schedule, effective upon approval by the City Council. He will move to Step 6 on September 25. This will only have a one-year fiscal impact to the City of \$3,914.00, which I would propose be paid for with ARPA funds.

When the City transitioned to the new salary schedule outlined in the Compensation and Classification Study, Director Randall's market rate adjustment was only 0.25%, the smallest of all City staff. In hindsight, he should have been placed at Step 6. The proposed change would correct that error.

Staff recommends approving this Step increase effective the first pay period after City Council adoption.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

