

Building Safety & Zoning

To: Mayor Stocks & the Finance Committee

From: Brian Zirbes, Zoning Administrator

Date: 09/22/2025

Subject: Approval of 1 Step Adjustment Increase for the Building Inspector

Background

Following the guidance listed in the City of Watertown Employee Handbook of Policy and Procedures, Section IV. Employment Compensation, Section G. Additional Job Compensation, is the following: *Certifications, Non-exempt employees who complete professional certifications and/or licensing related to their job description will be eligible for a step placement review to be recommended by the Department Head to be determined by the Mayor and Finance Committee.*

Mike Jacek, the City's Building Inspector, has met the above requirement for one additional step in the pay plan based on obtaining a Commercial Building Inspection License through the State of Wisconsin Department of Safety and Professional Services.

Budget/Operational Goal

Supports employee retention and growth and works to address critical staffing areas.

Financial Impact

The 2026 budget can account for this step when approved as part of the budget cycle.

Recommendation

I recommend approving Mike Jacek to move from Grade M Step 5 (\$38.16/hr.) to a Grade M Step 6 (\$39.14/hr.). This step would be retroactive to September 03, 2025, the first day of the next pay period after the effective date of the Commercial Building Inspection License.