

REQUEST FOR COUNCIL ACTION

Agenda Section: **New Business**

Originating Department:

Date

No: 5

Mayor

10/18/21

Item: **Designation of Person to Perform Duties of City Manager**

No. 5.1

SUMMARY OF REQUESTED ACTION:

The Winona City Charter, Section 6.01, The City Manager, states that: "The council may designate some properly qualified person to perform the duties of the Manager during his/her absence or disability or while the office of Manager is vacant."

Director of Community Services/Assistant City Manager Chad Ubl's job description provides that he: "Serves as Acting City Manager in the absence of the City Manager." Accordingly, Mr. Ubl has been Acting City Manager during the former City Manager's absence from the position.

Now that the City Manager position is vacant, it would be appropriate for the City Council to designate Mr. Ubl to perform the duties of the City Manager while the position is vacant.

Currently, City employees who are promoted to a higher job classification are paid base pay at a step in the promoted job classification's pay grade in the City's base pay structure that is at least 2% higher than the job classification they are being promoted from. Under City of Winona Base Pay Structure for 2021, Mr. Ubl is currently paid base pay at pay grade 21 (the DCS/ACM pay grade), step 7 of \$118,017.08. The base pay at the closest step in pay grade 25 (the City Manager pay grade) that is at least 2% higher than Mr. Ubl's current base pay is step 2 of \$125,332.00 (6.2% higher). Because Mr. Ubl is being designated to perform City Manager duties, it would seem appropriate to pay him base pay at step 2 of pay grade 25 of \$125,332.00 while he is so designated. Staff recommends that the appropriate proration of employee services budget be transferred from Recreation, Building Maintenance, and Park Maintenance to the City Manager's budget.

If Council concurs, a motion as follows would be appropriate:

1. Designate Director of Community Services/Assistant City Manager Chad Ubl to perform the duties of City Manager while that position is vacant.
2. Pay Director of Community Services/Assistant City Manager Chad Ubl the base pay at step 2 of pay grade 25 while he is so designated.

Department Approval:

Mayor's Approval:

