



MUSCATINE MUNICIPAL HOUSING AGENCY

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MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Dick Yerington, Housing Administrator
DATE: April 2, 2013
RE: Amendment to Non-Union Pay Plan

INTRODUCTION: The housing department proposes to amend the city's non-union pay plan as part of its succession planning and to address the loss of federal funding.

BACKGROUND: As part of its 2013 budget planning, staff budgeted for the implementation of a housing department succession plan. This plan called for absorbing one budgeted full-time equivalent staff position to fund an Assistant Housing Administrator position. In March the housing department was notified federal grant funding would be reduced for the 2013 calendar year. Because of these reductions, staff has determined it would be financially and programmatically prudent to accelerate the housing department's succession planning and take action as soon as possible.

RECOMMENDATION/RATIONALE: It is recommended the city council approve the attached resolution to amend the city's non-union pay plan to include a position as Assistant Housing Administrator placed in Pay Grade 4 (D). It is also recommended the Housing Coordinator remain in the current Pay Grade 3(C) and the Housing Specialist position in the current pay plan be downgraded to Grade 2(B) status. This downgrade will only be applied to newly employed Housing Specialists; current staff will maintain their current wages.

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE OFFICIAL PAY PLAN FOR NON-UNION EMPLOYEES OF
THE CITY OF MUSCATINE, IOWA EFFECTIVE
April 4, 2013.**

WHEREAS, the City Council of the City of Muscatine, Iowa adopts by resolution the official pay plan for non-union employees of the City, and;

WHEREAS, all revisions made to such plans must receive approval of the City Council;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSCATINE,
IOWA**, that the following revisions be approved and implemented as follows:

The non-union pay plan shall be revised to create the classification of Assistant Housing Administrator effective April 4, 2013. This position will be placed in pay grade 4. The plan shall also be amended to change the Housing Specialist from pay grade 3 to pay grade 2.

PASSED, APPROVED, AND ADOPTED this 4th day of April, 2013.

Mayor DeWayne Hopkins

ATTEST:

Gregg Mandsager, City Clerk