



## STAFF REPORT

DATE: October 16, 2018  
CONSENT  
ITEM #: 6

**TO:** Mayor and Council

**AGENDA ITEM:** Approve Hiring of Planning Director

**SUBMITTED BY:** Jake Foster, Assistant City Administrator

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### **BACKGROUND:**

At the September 4<sup>th</sup> meeting, Council authorized staff to advertise for a planning director. Four applicants were then interviewed from the candidate pool, and Kenneth Roberts was selected as the best candidate.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve the hiring of Kenneth Roberts as planning director at the terms described?

### **PROPOSAL:**

Mr. Roberts has over 25 years of experience working in local government within a planning capacity. He has extensive experience in planning and land use, development review, and code enforcement. Based on his extensive experience and credentials, staff recommends hiring him at the step six of the pay range which is \$3,492.00 bi-weekly (\$90,792.00 annually). Additionally, it is recommended that he start with a PTO bank of 24 hours. His PTO will accrue at the starting point of 5 hours each pay period.

Mr. Roberts has met all pre-employment contingencies.

### **FISCAL IMPACT:**

The estimated annual fiscal impact is approximately \$120,000 including salary, taxes, and benefits. Mr. Roberts's time will be allocated 100% to the planning department.

Mr. Roberts has a tentative start date of November 5, pending Council approval

### **OPTIONS:**

1. Hire Mr. Roberts at the terms described
2. Hire Mr. Roberts under different terms
3. Hire another candidate
4. Hire no one

### **RECOMMENDATION:**

If removed from the consent agenda:

***"Move to approve the hiring of Kenneth Roberts for planning director at the terms described."***

### **ATTACHMENTS:**

None