



STAFF REPORT

DATE: November 5, 2019
CONSENT

AGENDA ITEM: Step Increase, Public Works Director
SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

Per the city's Compensation Policy, "A probationary employee may advance to the next pay step after satisfactorily completing six months of employment which meets performance expectations, subject to approval of the City Council... Determination of satisfactory performance must be recommended by the immediate supervisor on forms prescribed by the City Administrator."

Marty Powers was appointed Public Works Director effective May 3, 2019. His probationary period will end November 3, 2019. On October 29th, a probationary performance review was completed, discussed by the employee and City Administrator. The discussion included a review of performance as it relates to the Public Works Director essential functions and sets out goals for the next review period.

ISSUE BEFORE COUNCIL:

Should the Council approve a step increase for Director Powers?

PROPOSAL:

I am recommending Director Powers receive one step increase effective November 3, 2019. He was hired at step eight and would move to step nine in the non-represented pay plan. Step nine is a biweekly pay rate of \$4,129.60.

FISCAL IMPACT:

Employee wage adjustments consistent with the Compensation Policy and Pay Plan were included in the 2020 budget.

RECOMMENDATION:

If removed from the consent agenda:

"Motion to approve a step increase to \$4,129.60 bi weekly for Director Powers effective November 3, 2019."

ATTACHMENTS:

- None