



## STAFF REPORT

DATE: December 3, 2019

**CONSENT**

**AGENDA ITEM:** Step Increase, Building Official  
**SUBMITTED BY:** Kristina Handt, City Administrator

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### **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."

Kevin Murphy was appointed Building Official effective May 23, 2019. His probationary period ended November 23, 2019. On November 22<sup>nd</sup>, 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 Building Official essential functions and sets out goals for the next review period.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve a step increase for Building Official Murphy?

### **PROPOSAL:**

I am recommending Murphy receive one step increase effective November 23, 2019. He was hired at step six and would move to step seven in the non-represented pay plan. Step seven is a biweekly pay rate of \$3,690.40.

### **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 \$3,690.40 bi weekly for Building Official Murphy effective November 23, 2019."***

### **ATTACHMENTS:**

- None