



STAFF REPORT

DATE: April 6, 2021
CONSENT

AGENDA ITEM: Step Increase, Building Inspector
SUBMITTED BY: Jake Dickson, Assistant 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."

Christopher Chandler was hired as Building Inspector effective October 13, 2020. His probationary period will end April 13, 2021. A probationary performance review was completed, discussed by the employee supervisor, City Administrator and Assistant City Administrator. The discussion included a review of performance as it relates to the Building Inspector essential functions and sets out goals for the next review period.

ISSUE BEFORE COUNCIL:

Should the Council approve a step increase for Chandler?

PROPOSAL:

Chandler was hired at the top of the pay scale and thus is eligible for the cost of living increase of 2.4% approved at the December 15, 2020 meeting. We are recommending that Chandler receive a cost of living increase from \$37.06/hr to \$37.95/hr effective April 13, 2021.

FISCAL IMPACT:

Employee wage adjustments consistent with the Compensation Policy and Pay Plan were included in the 2021 budget.

RECOMMENDATION:

If removed from the consent agenda:

"Motion to approve a cost of living increase to \$37.95 per hour for Christopher Chandler effective April 13, 2021."

ATTACHMENTS:

- None