



STAFF REPORT

DATE: May 7, 2019
CONSENT

AGENDA ITEM: Step Increase, Planning 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."

Ken Roberts was appointed Planning Director effective November 5, 2018. His probationary period will end May 5, 2019. On May 2nd, 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 Planning Director essential functions and sets out goals for the next review period.

ISSUE BEFORE COUNCIL:

Should the Council approve a step increase for Director Roberts?

PROPOSAL:

I am recommending Director Planning receive one step increase effective May 5, 2019. He was hired at the 6th step would move to step 7 in the non-represented pay plan. Step 7 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 2019 budget.

RECOMMENDATION:

If removed from the consent agenda:

"Motion to approve a step increase to \$3,690.40 bi weekly for Director Roberts effective May 5, 2019."

ATTACHMENTS:

- None