



## STAFF REPORT

DATE: April 17, 2018

**REGULAR**

ITEM #: 8

**TO:** Mayor and Council

**AGENDA ITEM:** Approve City Administrator Pay Increase

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

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### **BACKGROUND:**

With direction from Council, performance evaluation forms for the City Administrator were sent to Council Members, and 360 review forms to staff that report directly to the City Administrator. Staff and Council were asked to complete the evaluations by March 30<sup>th</sup> and return them to the Assistant City Administrator. Evaluations could also be sent directly to the City Attorney.

The City Attorney then compiled the results and put together a summary of those results that was reviewed in a closed session at the April 3<sup>rd</sup> council meeting.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve the pay increase for City Administrator, Kristina Handt?

### **PROPOSAL:**

Ms. Handt's performance was deemed "above average" during the closed session on April 3<sup>rd</sup>, and worthy of a pay increase. The City Administrator position does fall within the City's recently adopted compensation policy, and Ms. Handt is currently above the "maximum" compensation level for her position grade. As stated in the compensation policy, "Employees above the grade maximum will not receive an increase until the step plan catches up to their wage. Exceptions may be made on a case by case basis." While taking this into consideration and in conjunction with the results of the performance evaluation, Council indicated support for a 2.5% wage increase.

The following wage adjustment are recommended effective with the April 26, 2018 pay period.

Current	Proposed	Frequency
\$5,192.31	\$5,322.13	Bi-weekly

### **FISCAL IMPACT:**

The approximate cost of this increase will be \$2,600 for the remainder of 2018.

### **OPTIONS:**

1. Approve the proposed pay increase
2. Approve the proposed pay increase with different effective date
3. Approve a different pay increase
4. Do not approve any pay increase

**RECOMMENDATION:**

If removed from the consent agenda:

*“Move to approve the City Administrator’s proposed pay increase.”*

**ATTACHMENTS:**

None