



## **STAFF REPORT**

DATE: November 3, 2021  
**CONSENT**

**AGENDA ITEM:** Step Increase, Fire Inspector/Lieutenant  
**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."

Anthony Svoboda was hired as Fire Inspector/Lieutenant effective April 30, 2021. His probationary period ended October 30, 2021. A probationary performance review was completed and discussed by the employee and Fire Chief. The discussion included a review of performance as it relates to the Fire Inspector/Lieutenant essential functions and sets out goals for the next review period.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve a step increase for Anthony Svoboda?

### **PROPOSAL:**

We are recommending Anthony Svoboda receive one step increase effective October 30, 2021. He was hired at step 8 and would move to step 9 in the non-represented pay plan. Step 9 is an hourly rate of \$42.14.

### **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 step increase for Anthony Svoboda to \$42.14 per hour effective October 30, 2021."***

### **ATTACHMENTS:**

- None