



## STAFF REPORT

DATE: March 20, 2018  
CONSENT #14

**AGENDA ITEM:** Step Increase, Planning Director  
**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."

Jake Foster was hired as Assistant City Administrator with a start date of September 18, 2017. His probationary period will end March 18, 2018. On March 14<sup>th</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 Assistant City Administrator essential functions and sets out goals for the next review period.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve a step increase for Asst. Admin Foster?

### **PROPOSAL:**

I am recommending Foster receive one step increase effective March 18, 2018. He was hired at the grade minimum and would move to step 2 in the non-represented pay plan. Step two is a biweekly pay rate of \$2,231.20.

### **FISCAL IMPACT:**

Employee wage adjustments consistent with the Compensation Policy and Pay Plan were included in the 2018 budget.

### **RECOMMENDATION:**

If removed from the consent agenda:

***"Motion to approve a step increase to \$2,231.20 bi weekly for Asst. Admin Foster effective March 18, 2018."***

### **ATTACHMENTS:**

- None