



## **STAFF REPORT**

DATE: July 19, 2022  
**CONSENT**

**AGENDA ITEM:** Step Increase, Code Enforcement Official  
**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."

Sophia Jensen was hired as Code Enforcement Official effective January 19, 2022. Her probationary period will end July 19, 2022. A probationary performance review was completed, discussed by the employee and her supervisor and reviewed by the city administrator. The discussion included a review of performance as it relates to the code enforcement official essential functions and sets out goals for the next review period.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve a step increase for Jensen?

### **PROPOSAL:**

I am recommending Jensen receive one step increase effective July 19, 2022. She was hired at the minimum and would move to step 2 in the non-represented pay plan. Step 2 is an hourly rate of \$23.93.

### **FISCAL IMPACT:**

Employee wage adjustments consistent with the Compensation Policy and Pay Plan were included in the 2022 budget.

### **RECOMMENDATION:**

If removed from the consent agenda:

***"Motion to approve a step increase to \$23.93/hour for Sophia Jensen effective July 19, 2022."***

### **ATTACHMENTS:**

- None