



AGENDA ITEM #10.5

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: April 5, 2016

Subject: City Administrator/Clerk Probationary Period

Report: Nancy Malecha was promoted to City Administrator/Clerk effective September 28, 2015 with quarterly performance reviews to be conducted by two Council Members. Mayor Sjoblad and Council Member Pederson conducted my six-month performance review on March 11th and noted that I am meeting the performance expectations of the position.

Per my Employment Agreement with the City, “after the first six months of employment, Employee shall receive salary adjustments consistent with the approved salary schedule”. This would equate to a 2.5% salary increase effective 3-28-16 as this was awarded to all other City employees on 1-1-16.

Council Action Requested: Council motion authorizing a pay increase for Nancy Malecha effective March 28, 2016 by moving from step 1 to step 1.5 of the City's pay structure.