

**TO: MAYOR AND CITY COUNCIL**  
**FROM: NEIL JENSEN, City Administrator**  
**SUBJECT: City Administrator's 6 Month Review and Step Increase**  
**MEETING DATE: October 6, 2020**

**BACKGROUND:**

According to my contract the City Council will review my performance and recommend a step increase if warranted. The Finance Committee reviewed my performance and have given my performance a satisfactory evaluation. They also recommended my pay scale to be moved from Grade 20, Step 7 to Grade 20, Step 8.

**REQUESTED COUNCIL ACTION**

Please place City Administrator Neil Jensen on Pay grade 20, Step 8 after a satisfactory evaluation.