

**TO: MAYOR AND CITY COUNCIL**

**FROM: NEIL JENSEN, City Administrator**

**SUBJECT: City Administrator's Annual Review and Step Increase**

**MEETING DATE: March 16, 2021**

**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 has given my performance a satisfactory evaluation. They also recommended my pay scale to be moved from Grade 20, Step 8 to Grade 20, Step 9.

**REQUESTED COUNCIL ACTION**

Please place City Administrator Neil Jensen on Pay Grade 20, Step 9 with a satisfactory evaluation.