

**TO: Mayor and City Council**  
**FROM: Neil Jensen, City Administrator**  
**SUBJECT: Deputy Registrar Pay Grade/Step**  
**MEETING DATE: August 17, 2021**

**BACKGROUND**

Lois Berg has graciously stepped up to become the Deputy Registrar for the Motor Vehicle Department. With this comes greater responsibility with all the reports and money deposits, etc. The Deputy Registrar has a Grade 9 pay value and I am recommending Lois be put on Grade 9, Step 2.

**STAFF RECOMMENDATION**

Please make a motion to place Lois Berg on Grade 9 Step 2 for the new Deputy Registrar Position with back pay from July 20, 2021.

**REQUESTED COMMITTEE ACTION**

Please make a motion to place Lois Berg on Grade 9 Step 2 for the new Deputy Registrar Position with back pay from July 20, 2021.