

CONSENT ITEM – 8C



MEMORANDUM

DATE: February 9, 2026
TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator
FROM: Julie Hanson, Assistant to the City Administrator/City Clerk
SUBJECT: City Administrator One-Year Performance Evaluation

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider

Motion to approve, table, or deny the following:

- Acceptance of performance evaluation and approval of a step increase (from Grade 24/Step 4 to Grade 24/Step 5) for City Administrator Jessica Jagoe effective February 11, 2026.

Background

State Statute allows the City Council to meet in a closed session to conduct the City Administrator's performance evaluation but requires formal approval of the results at the Council's next open meeting.

Discussion

The City Council met with Dr. Lisa Sorensen of Sorensen Consulting during a closed session on February 9, 2026 at 5:00 pm for the purpose of the one-year performance evaluation of City Administrator Jessica Jagoe.

The evaluation concluded with the determination that City Administrator Jagoe is meeting expectations satisfactorily and as a result, the City Clerk has prepared this item to request approval for a one step increase per the terms of the contract.

Budget Impact

N/A

Attachments

N/A