



AGENDA ITEM SUMMARY FORM

MEETING DATE: November 12, 2024

PREPARED BY: Colleen Martin

AGENDA CONTENT: Discussion on the City Manager's performance review.

AGENDA ITEM SECTION: Regular Agenda

BUDGETED AMOUNT: **FUNDS REQUESTED:**

FUND:

EXECUTIVE SUMMARY:

In accordance with the City Manager Employment Agreement, Section 5.1 Evaluation Process, the City Council shall review the City Manager's performance at least annually but no more than twice in any fiscal year, and the annual review will occur in November each year.

The City Manager's last performance review was done on December 13, 2022, and City Council discussed in Executive Session.

The City Manager has requested that this review be discussed in an open session. Texas Open Meetings Act, Government Code Sec. 551.074 permits discussion of employment or personnel matters in executive (closed) session, however, an employee or officer does not have an inherent right to attend a closed meeting. The employee or officer who is to be discussed has a right to compel that the discussion be conducted in an open meeting instead of a closed meeting. Tex. Gov. Code Sec. 551.074(b).

The mayor and each council member were provided with a scoring mechanism developed by the International City Manager Association (ICMA), which allowed for comments. The scores were tallied and averaged, and those comments related to the City Manager only were included in the summary. The reviews were shared with the City Manager under cover, and they are anonymous. The average scores and comments provided by the City Council are found in the attached document.

RECOMMENDATION: