



ITEM SUMMARY

MEETING DATE: September 14, 2022
FROM: Andrea McCue, City Manager, Administration
SUBJECT: City Manager and City Attorney Evaluation Discussion

BACKGROUND

City Manager: Section 7, Performance Evaluations, of the City Managers Employment Agreement outlines that the Manager shall provide the Mayor and the City Council with a self-evaluation of her performance by July 1st of each year in advance of the annual operating budget. The Manager shall then make herself available for individual meetings with the Mayor and each member of the City Council at which time her self-evaluation can be discussed. Subsequent to the individual meetings, but before the adoption of the annual budget, the Mayor or any member of the City Council may bring up the Manager's performance at a public meeting and may recommend a higher or lower merit increase than that provided to other City employees.

City Attorney: The City entered into an Independent Contractor Agreement for legal representation on all matters related to the City on October 15, 2018.

ANALYSIS

City Manager: The current practice regarding the Manager's review has been that the City Manager completes a self-evaluation and the Mayor and City Council also complete the same evaluation. Subsequently, an item has been added to the agenda to discuss the Managers evaluation and any associated increase.

The City's employee evaluation forms calculate merit increases based on performance in core competency areas and current work results achieved. Meets Expectations provides for a 2.5% increase, Exceeds Expectations provides for a 3.5% increase and Greatly Exceeds Expectations provides for a 4.5% increase.

City Attorney: As an independent contractor the terms of the agreement provide for changes to the contract should the Mayor and Council wish to make a change.

FINANCIAL INFORMATION

Any merit increase for the City Manager and/or rate increase for the City Attorney would be included in the City's annual budget.

LEGAL

N/A

STAFF RECOMMENDATION

City Manager: Staff is recommending that the City Manager continue to provide a self-evaluation to the Mayor and Council annually and in turn they will meet individually with the City Manager to discuss the evaluation. Should the Mayor and/or Council wish to discuss the Manager's performance and/or recommend a higher or lower merit increase (i.e., above or below a Meets Expectations (2.5%)), they would request that an item be added to an agenda for discussion.

City Attorney: Staff is recommending that the Mayor and Council no longer complete the City Attorney evaluation form and rather follow the terms of the Independent Contractor Agreement related to adjustments and/or termination of the agreement if needed. Should the City Attorney wish to request an increase to their hourly rate, a request should be done during the budget process and prior to adoption of the annual budget.

