

City Manager Performance Evaluation Committee
City Hall
Room 302B
10 N. Division Street
Battle Creek, MI 49014
Friday, July 19, 2019
8:30 a.m.

Committee Members Present: Commissioners Susan Baldwin, Kaytee Faris and, Sherry Sofia and Mayor Behnke

Committee Members Absent: Comm. Chris Simmons

Staff Present: Victoria Houser, City Clerk, Rebecca Fleury, City Manager

Call to Order: Comm. Baldwin called the meeting to order at 8:31 p.m.

Public Comment: None

Approval of Minutes:

A motion was made by Comm. Sofia, supported by Comm. Faris, to approve the April 22, 2019 City Manager Performance Evaluation Committee minutes. All yes, none opposed. Motion approved.

Bi-Monthly Performance Review

A. City Manager Report of performance highlights and concerns

Ms. Fleury stated she had nothing new to report.

B. Commission Highlights and Concerns

Comm. Baldwin informed the committee that she did not receive any comments or concerns from other Commissioners.

Mayor Behnke wanted to ensure the committee and Commission was aware of the friction between the BCU Board and the City Manager, stating he believes the economic work being performed by City staff is very successful. Mayor Behnke also stated it was odd that the BCU President and CEO evaluation was only completed by 4 or 5 of the board members, instead of all of the board members.

City Manager Performance Evaluation Process

A. Discuss Process in General:

Ms. Fleury noted ICMA would be conducting an evaluation next year for the ICMA Credentialed Manager program, stating an evaluation is required every 5 years, with the next evaluation due in April, 2021. Ms. Fleury noted the evaluation would be done by Aspire, an external evaluator. Ms. Fleury suggested the external evaluator be invited to a committee meeting next year to discuss the evaluation process.

Comm. Baldwin, noting the City Manager's goals are effective for two years, asked the Committee if they felt it was necessary to send the survey to the Community Partners this year, or to instead allow the external evaluator to conduct the community survey the following year.

A motion was made by Vice Mayor Sofia, supported by Mayor Behnke, to forego the Community Partner survey in 2019, noting the City Manager goals were for a two-year period, also noting a more comprehensive external survey would be conducted in 2020 through the ICMA Credentialed Manager program. All in favor, none opposed. Motion approved.

B. Review list of Staff and Community Partners:

Committee members and Ms. Fleury reviewed the list of staff members who would be invited to complete the survey, adding some newer employees and requesting updates for union presidents.

C. Review of Staff Survey:

Committee members reviewed the survey, stating the questions were appropriate. Committee members requested staff be encouraged to provide comment on the ratings they provide, whether the ratings were positive or negative, stating this benefits the Commission and helps the City Manager to improve.

D. Review Community Partner Survey

Committee members approved a motion to postpone the Community Partner survey to 2020, when ICMA would complete a more comprehensive evaluation for the credentialed manager program. Committee members requested a resolution be presented at the August 6, 2019 Commission meeting to approve this change to the 2019/2020 City Manager Evaluation Process.

Committee Discussion:

Comm. Baldwin, referring to recently released information from the salary study, expressed concern that some staff were not provided salary increases or cost of living adjustments this year. Comm. Baldwin questioned a potential negative perception if the City Manager and City Attorney were to receive cost of living increases, or a bonus for the City Manager, noting both are contracted employees. Comm. Baldwin noted a bonus is a provision of the City Manager contract and goals, stating an amendment to the contracts may need to be discussed.

Ms. Fleury noted the City Manager and City Attorney contracts need to be amended as they are both now contributing to MERS, starting July 1, 2019, at 1% per year, and increasing 1% annually, until contributing 6% as all non-represented staff currently are. Ms. Fleury also noted all non-represented employees have been put into the Springsted grades, and discussions have taken place regarding the steps or potential red-lining, noting some staff will not have adjustments to salaries without cost of living adjustments.

Comm. Baldwin stated she would talk with Nancy Mullet, Labor Attorney, about both contracts. Comm. Baldwin also stated the committee would need to consider the Springsted grades, and their impact on employees, at the next meeting.

Regarding represented employee contracts, Ms. Fleury stated 6 contracts were in discussion, noting SEIU was approved at the July 16th Commission meeting, IAFF expires in 2020, OSP expires in 2021, and ATU has a tentative agreement.

Next Meeting:

Committee members set the next meeting for August 12, 2019 at 4:00 pm, Room 302A, to discuss the results of the staff survey and confirm a date (August 16) to send the City Commission survey. Committee members also set a meeting for September 3, 2019 at 5:30 pm to review the results of the Commission survey, to determine a possible bonus and wage increase, and to review the amended contract language. Committee members agreed this would allow sufficient time to place a resolution on the October 1, 2019 Commission agenda.

Adjournment: Comm. Baldwin adjourned the meeting at 9:18 pm.