

**City Manager Performance Evaluation Committee**  
**City Hall**  
**Room 302B**  
**10 N. Division Street**  
**Battle Creek, MI 49014**  
**Monday, February 4, 2019**  
**3:00 p.m.**

**Committee Members Present:** Commissioners Susan Baldwin, Kaytee Faris, Sherry Sofia and Chris Simmons

**Committee Members Absent:**

**Staff Present:** Victoria Houser, City Clerk; Rebecca Fleury, City Manager and Nancy Mullet, Labor Attorney, via phone conference (arrived at 3:21pm)

**Call to Order:** Comm. Baldwin called the meeting to order at 3:01 p.m.

**Public Comment:** None

**Approval of Minutes:**

A motion was made by Comm. Simmons, supported by Comm. Faris, to approve the January 7, 2019 City Manager Performance Evaluation Committee minutes. All yes, none opposed. Motion approved.

**Discussion of Commission Workshop to Review Goals**

**A. Final Review of City Manager Evaluation Process Update Report, Goals and Measures**

Comm. Baldwin informed the committee that she did not receive any objections from Commissioners to change to a two-year goal setting process. Comm. Baldwin asked the committee where they thought language regarding a two-year goal setting process should be placed in the document, suggesting page 3, where the assessment process is addressed, noting annual reviews would remain.

Comm. Sofia suggested placing the phrase just above the Mayor and City Manager's signatures on page one, on the Introduction page.

Committee members agreed this would be an appropriate place in the document.

**B. Finalize CM Performance Objectives Document for Commission Approval regarding Goals and Measures**

Comm. Baldwin noted the next responsibility of the committee was to review the document and make any necessary changes so that the committee could recommend the full commission adopt the complete document at the February 19, 2019 City Commission meeting. Comm. Baldwin, addressing some of the items under the "Areas for Discussion", stated the Department Contributions columns provided specifics, addressing the concern that the rating scales may be subjective and lack a base line. Comm. Baldwin also noted this column addressed the process and activity, while the goals established the outcomes.

Comm. Simmons reminded the committee that the resolution will need to include language that these are 2-year goals.

Comm. Baldwin recognized the need to ensure the Commission that if there are any additional issues the Commission wants addressed during the year, the committee can place it on the evaluation document.

Comm. Faris requested a key be added so that everyone would know what the abbreviations throughout the document stood for. Comm. Faris also asked that the dates on the bottom of page 14 be removed as they were dates for staff to provide reporting to the City Manager.

Comm. Baldwin requested the dots on pages 15 and 16 be removed.

Comm. Faris recommended staff names be replaced with staff titles throughout the document.

Ms. Fleury confirmed the committee was in agreement that the "20-minute Village" item be moved from goal #6 to goal #8, under Vibrant Healthy Neighborhoods. Ms. Fleury also noted staff added #2 Bio solid composting project under Environmental Stewardship.

Comm. Baldwin confirmed the revisions would be completed and the document would be sent to the full Commission, with sufficient time to review so that a resolution adopting the document could be placed on the February 19, 2019 Commission agenda.

Comm. Baldwin noted Ms. Fleury would provide a full report to the committee in April and August, also noting the committee would continue to meet every other month.

Comm. Faris asked that the committee remind Commissioners that they can contact committee members with any concerns or compliments at any time.

**Committee Discussion:** There was no additional discussion.

**Next Meeting:** Monday April 22, 2019 at 2:30 Room 302A

**Adjournment:** Comm. Baldwin adjourned the meeting at 3:28 pm.