

**CITY ATTORNEY PERFORMANCE EVALUATION  
AND SALARY REVIEW COMMITTEE**

**WEDNESDAY, AUGUST 28, 2024  
3:30 P.M.**

**10 N. Division Street  
Virtual Meeting via Zoom**

**AGENDA**

Call to Order

Public Comment

Approval of Minutes from the July 1, 2024 Meeting

Retiree Stipend Discussion

Review of Performance Evaluation Criteria

Committee Discussion

Next Steps

Adjournment

Members of the public may participate in the meeting by calling in to the Zoom meeting at the following **telephone number: 312-626-6799**. The caller will be prompted to enter the **meeting ID number: 824 0390 4804**.

**City Attorney Evaluation/Salary Review Committee**  
**Via Enterprise Video Conferencing**  
**Call: 312-626-6799**  
**ZOOM Meeting ID: 863 1040 4934**  
**Monday, July 1, 2024**  
**9:30 A.M.**

**Commissioners Present:** Vice Mayor Sofia and Commissioners Lance, Morris, and Reynolds remotely.

**Commissioners Absent:**

**Others Present:** Jill Steele, City Attorney: Victoria Houser, City Clerk

**Call to Order:** The meeting was called to order at 9:34 A.M.

**Public Comments:** There were none.

**Approval of Minutes:**

Comm. Reynolds, supported by Comm. Lance, made a motion to approve the March 25, 2024 and May 9, 2024 meeting minutes. All yes, none opposed. Motion approved.

**Review of Senior Staff Survey Responses:**

Vice Mayor Sofia expressed pleasure with the results of the Senior Staff survey, with Comm. Reynolds agreeing the comments were positive.

**Review of City Commission Survey Responses:**

Vice Mayor Sofia invited committee members to comment on the results, expressing appreciation of the survey results.

Attorney Steele expressed appreciation for the positive scores and comments, noting one comment related to a 30 day delay in the Tanner case, reciting the dates of action on the case, and until there is an agreement signed, the plaintiff could decline the agreement, noting the attorney did not arrive to sign the documents until May 17th, and commissioners notified May 21<sup>st</sup>.

**Discussion and Final Recommendation regarding Attorney Steele's Performance**

Vice Mayor Sofia stated the results demonstrate an Exceeds Expectation, noting that although this is a 2 year survey, the results would have been similar if done each year.

Attorney Steele noted the combined score was 3.91, which values Exceeds Expectations. Attorney Steele noted the last 2 evaluations, due to budget constraints, did not award a monetary bonus, instead receiving an additional 2 weeks' vacation. Attorney Steele requested the committee consider a 5.5% bonus as this evaluation was for a 2 year period.

A motion was made by Comm. Reynolds to recommend the City Commission award an 5.5% bonus to Attorney Steele, supported by Comm. Morris, as the results of the City Commission and Senior Staff surveys indicated Attorney Steele Exceeds Expectations.

Vice Mayor Sofia requested Attorney Steele review the current goals of the City Attorney so that the Commission had specific goals to evaluate future city attorney.

**Committee Discussion:** No additional committee discussion took place.

**Next Meeting:** TBD

**Adjournment:** Comm. Sofia adjourned the meeting at 9:48 am.