

City of Battle Creek  
**City Manager Evaluation Committee**  
Virtual Meeting\*  
Wednesday, February 14, 2024  
1:30 pm

**AGENDA**

Call to Order

Public Comment

Approval of Minutes from September 22, 2023 Meeting

Sharing of the 2024-2026 Two Year Work Plan Draft

Discussion on Process for Commission Approval of Two Year Work Plan

Set 2024 Meeting Schedule

Committee Discussion

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: 816 6674 2450**.

**City Manager Performance Evaluation Committee**  
**City Hall**  
**10 N. Division Street**  
**Via Zoom**  
**Battle Creek, MI 49014**  
**Friday, September 22, 2023**  
**9:00 a.m.**

**Committee Members Present:** Vice Mayor Sherry Sofia, Commissioners Jenasia Morris and Carla Reynolds (arrive 9:12), and alternate, Mayor Behnke (arrive at 9:08, depart 9:12), all attending remotely from Battle Creek, MI.

**Others Present:** Marshall Grate, Labor Relations Attorney, Clark Hill

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

**Call to Order:** Comm. Sofia called the meeting to order at 9:08 am.

**Public Comment:** None

**Approval of Minutes:**

A motion was made by Comm. Lance, supported by Comm. Morris, to approve the July 18, 2023 City Manager Performance Evaluation Committee minutes. All in favor, none opposed. Motion approved.

**A. Feedback on Annual Performance Appraisal**

Ms. Fleury expressed appreciation to Clerk Houser for her work on the development and coordination of the surveys for City staff, community partners and Commissioners.

Marshall Grate, Labor Relations Attorney, questioned, and received confirmation the meeting was allowed to be virtual as the committee was simply advisory.

Beginning with the Community Partner and Staff surveys, Ms. Fleury noted the benefit of comments provided in the evaluation, which informs the Commission as they complete their evaluations. Ms. Fleury noted this is the first time the evaluation has been for a 2 year period, which allows more time to reach the goals that have been established. Ms. Fleury stated she was honored and humbled to receive the scores from the commissioners.

Vice Mayor Sofia, noting the goals document is very comprehensive, providing a valuable tool for the commission, expressed a desire to condense and present the goal worksheet.

**B. Full Commission's City Manager Performance Evaluation Score**

Vice Mayor Sofia noted the final combined score from the City Commissioners was 3.8789, which warranted a one-time bonus.

**C. Performance Award Recommendation**

Committee members discussed prior year's bonus calculations.

Ms. Fleury noted that a bonus was not awarded at the prior evaluation, due to the City's financial concerns and the pandemic, instead allowing 2-weeks additional vacation time.

Commissioner Reynolds recommended a bonus of 4.0%. Commissioners Lance and Morris both supported the recommendation of a 4.0% bonus.

Mr. Grate, reminding the committee of upcoming union negotiations, cautioned the amount of the bonus will become a topic of the negotiations, advising the committee to include the considerations, such as no wage increase or bonus in 2022.

Ms. Fleury noted she did receive a Cost of Living increase in July 2023, as did other non-represented employees.

Commissioner Lance expressed confidence the labor attorneys responsible for union negotiations will put the 4.0% bonus into context. Commissioners Morris and Reynolds agreed with the 4.0% bonus.

Mr. Grate clarified the bonus was a one-time, off-schedule award, not included in the Final Compensation Average, which was confirmed by Ms. Fleury.

Vice Mayor Sofia requested the resolution be prepared to recommend the City Commission consider a 4.0% one-time bonus for Ms. Fleury.

**Committee Discussion:** There were no additional discussions.

**Next Meeting:** Undetermined.

**Adjournment:** Comm. Sofia adjourned the meeting at 9:21 am.