

# **City Attorney Evaluation Committee Jill Humphries Steele Performance Review 2017**

September 5, 2017

## **City Attorney Jill Humphreys Steele - Performance Review**

### **SUMMARY**

The City Attorney Evaluation Committee has been meeting this summer to conduct the review of Jill Humphries Steele, City Attorney, in accordance with the contract between Ms. Steele and the City.

This memorandum provides a summary of the review process, and the actions and recommendations of the Committee.

The Evaluation Committee membership included Mayor Dave Walters, Commissioners Deborah Owens and Mike Sherzer, and Vice Mayor Susan Baldwin.

### **HISTORY AND BACKGROUND**

Jill Steele has served in her position since 2013, when she acted for a period of months as Interim City Attorney before being selected as full time City Attorney. Ms. Steele and the City of Battle Creek signed her initial Employment Agreement effective October 15, 2013. This Agreement was replaced with a new Agreement effective October 1, 2016 and approved by the City Commission.

Ms. Steele's October 2016 agreement provides for a base salary of \$114,146.00. Her Agreement also provides for an annual review of her performance. If during the review, Ms. Steele receives from the full City Commission a rating of Meets or Exceeds Expectations as set forth in Addendum A of the Employment Agreement, then on the 1st of October of each year, she will receive an increase in her base salary of an amount equal to the cost of living increase given to all non-represented City employees for that year, if one is given.

### **EVALUATION COMMITTEE PROCESS**

The City Attorney Evaluation Committee met in July 2017 to begin Ms. Steele's review process. The Committee reviewed the Performance Measures for the City Attorney's Office and determined that the Performance Measures remained very suitable and appropriate for the review. The Committee also discussed the survey process for Senior Staff and City Commissioners and finalized the questions for each survey group.

As part of the review process, Ms. Steele shared her reports which she prepared for the Performance Measures. The documents included a list of Outputs which identified the broad scope of activities that the City Attorney's office handles. She also included a chart quantifying the meetings, trainings, cases and other legal work that her office has handled. Ms. Steele also provided a narrative responding to Objective 4. The Committee suggested some minor

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adjustments to the format of the reports for clarity. These documents, as revised, were all provided by email to the full Commission as part of the survey process on August 15, 2017.

The Senior Staff survey was conducted first so that the results could be shared with the Commission as part of the survey to the Commission. Responses were received from 11 of the Senior Staff positions. All nine City Commissioners responded. The Committee appreciates the responses, comments and high participation from all of those surveyed.

In reviewing the results of the City Commission survey and applying the performance rating process as set forth in Addendum A, Ms. Steele clearly qualifies for the cost of living increase to her salary. Ms. Steele's performance rating for 2017 calculates to 2.272 for the compiled average rating. Meets Expectations range is 1.73 to 2.33.

#### REMARKS AND RECOMMENDATIONS

The City Attorney Evaluation Committee has reviewed the survey input as well as the Performance Measures reports. Across the board, the survey results were quite favorable. The Committee noted positive data for goals and objectives established. The Committee noted that several respondents rated Ms. Steele's performance as Exceeds Expectations on a number of categories.

The Committee would like to commend Jill Humphries Steele on her performance as City Attorney. The Performance Measures demonstrate an ability to effectively operate the Office of City Attorney, and a commitment to providing quality legal services to the City Commission and City Staff.

The Committee recommends that Ms. Steele be given the 2% COLA received by the non-represented city employees in July of this year, effective on October 1, 2017 in accordance with her Employment Agreement.

The Evaluation Committee appreciates the full Commission's consideration of our recommendations. Please let us know if you have any questions or would like further clarification of this report or any of the attached documents.

Susan Baldwin, Vice Mayor, Committee Chair  
Dave Walters, Mayor  
Deborah Owens, Commissioner  
Mike Sherzer, Commissioner  
**City Attorney Evaluation Committee**