



TO: Honorable Troy City Council Members
FROM: John Szerlag, City Manager
Lori Grigg Bluhm, City Attorney
DATE: March 3, 2005
SUBJECT: Evaluations of City Manager and City Attorney

At the February 28, 2005 meeting, City Council discussed revisions to the evaluation process for the City Manager and the City Attorney. Council's final resolution was to place the scheduling of our evaluations on the March 7, 2005 City Council meeting. In addition, City Council directed us to submit the names of three government attorneys, who could potentially serve as legal counsel during the evaluations.

We are requesting that our performance evaluations be held in closed session, as allowed by the Open Meetings Act (MCL 15.268 (a)). This statutory opportunity to conduct personnel evaluations in a closed session was a subsequent addition to the Open Meetings Act, and was enacted to allow for candor in the evaluation process. It reflects the evaluation process that we utilize for our employees, and that is universally accepted practice. Although City Council does have the ability to retain an attorney to be present in the evaluations, the pronouncement of any weaknesses in our relationships may have a detrimental impact on our relationships or effectiveness in the close knit municipal community.

Any decision concerning our employment, including a salary increase, will be a regular City Council agenda item, and will be discussed in an open session of Troy City Council. It is for this reason that we request that City Council not incur additional expenses in retaining an attorney for the evaluation process.

If you have any questions concerning the above, please let us know.



Human Resources Department

Date: March 2, 2005
To: John Szerlag, City Manager
From: Peggy E. Clifton, Human Resources Director
Subject: City Manager and City Attorney Pay Increases

You have asked that I consider a methodology that might be proposed to City Council to assist in their deliberations over pay increases for City Manager and City Attorney.

Let me first indicate that you and the City Attorney, both of whom are Exempt employees, are the only two employees who did not receive a pay increase for fiscal year 2004/05. Given that both positions are Exempt classifications in our Classification Plan, my recommendation is to administer pay increases for these positions in the same way that they are administered for other Exempt personnel. For instance, in July 2004, all classified and exempt employees who received satisfactory performance evaluations received a salary increase of 2% of base salary, plus up to an additional 1% for exceptional performance. This methodology was previously approved by City Council on June 21, 2004.

Using this methodology for future salary adjustments would provide consistency in the pay plan administration for all employees, and is defensible in light of the relationship between salary increase and performance. Furthermore, it does not impact nor set the tone for fiscal year 2005 pay increases since it deals only with the increases that were already approved by Council.

Please advise if I can provide additional information.

PEC/bjm/PC05M.014

cc: Lori Grigg-Bluhm, City Attorney