



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 st Reading	2 nd Reading
9/16/2020	<input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Other	Ordinance Reading	N/A	N/A
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number:	
n/a	n/a		N/A	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input type="checkbox"/> Yes <input type="checkbox"/> No		Mayor Joy Cooper	Office of the City Attorney	
Strategic Plan Focus Areas:				
<input type="checkbox"/> Financial	<input checked="" type="checkbox"/> Organizational Capacity	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Development, Redevelopment and Economic Development	
Implementation Timeline				
Estimated Start Date: n/a Estimated End Date: n/a				

Short Title:

ANNUAL EVALUATION OF THE CITY ATTORNEY

Staff Summary:

At multiple meetings last year, the Commission discussed the format for an annual evaluation of the City Manager and City Attorney. Several commissioners indicated that they preferred one-on-one discussions as they determined necessary. Other commissioners requested the option of written evaluation forms. As per the March 4, 2020 email to the City Commission, attached is an annual self-evaluation form for the CA (Exhibit 1). Individual commissioners may provide optional evaluation form feedback as desired.

The general consensus was that the annual evaluations would be placed on the agenda at the request of a commissioner, if any. At the September 14, 2020 Special Commission meeting for the First Budget Hearing, Mayor Joy Cooper requested that the contracts of the CM and CA be

placed on the next commission agenda for discussion. Since the CM position is an interim appointment (no contract), only the CA contract is current.

The City Attorney's contract (attached as Exhibit 2) is a continuing contract. It is not brought up for renewal, may be terminated at any time subject to terms and conditions, and provides that an annual evaluation occur in August.

Fiscally, City Attorney Merino started at the same starting salary as the previous City Attorney. City Attorney Merino has only received one merit increase since she started with the City in 2017 (4% in August 2018) and is currently paid at an annual rate of \$191,875 (rate provided by Human Resources). For comparison, the former City Attorney, entering her 5th year with the City was paid at a rate of \$203,548 in addition to a performance bonus of \$10,000 awarded during her evaluation in August 2016.

Given the global circumstances, no changes to the contract are being requested by the City Attorney at this time.

FISCAL IMPACT:

n/a

Proposed Action:

Annual evaluation of the City Attorney.

Attachment(s):

Exhibit 1 – Annual Self-Evaluation

Exhibit 2 – City Attorney Merino Employment Agreement