



AGENDA MEMORANDUM

City Council Regular Meeting Date: March 31, 2026

DATE: March 25, 2026

TO: City Council

FROM: Crystal Mansell, Human Resources Director

SUBJECT: City Manager's Annual Performance Evaluation – FY 2026

BACKGROUND: Section 17 of the City Manager's Employment Agreement with the City of Sanibel requires the City Council to complete an annual Performance Evaluation of the City Manager. Section 17 is shown below:

Section 17. Performance Evaluation.

- A. The City Council shall review and evaluate the performance of City Manager each year, within thirty (30) days of the anniversary date of the Effective Date. The City agrees to consider increasing the base salary and other benefits of the City Manager at the time of the review, in such amounts and to such extent as the City Council may determine appropriate, considering performance by the City Manager and the financial condition of the City; however, at no point shall the salary paid to City Manager be less than the salary set forth in Section 4 of this Agreement. Failure of the City Council to conduct such review and evaluation in any given year or years shall not be considered a breach of this Agreement.

City Manager Dana Souza began employment with the City on November 15, 2021. The current performance rating period is for 11/15/2024 through 11/14/2025.

FUNDING SOURCE: General Fund

RECOMMENDED ACTION: Approval of Amendment 6 of the City Manager's Employment Agreement, increasing the annual base salary in the amount agreed upon by City Council, in recognition of the City Manager's overall annual performance rating, retroactive to November 15, 2025.