



## AGENDA MEMORANDUM

*Administrative Services*

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**City Council Regular Meeting Date: February 7, 2023**

**To:** City Council  
**From:** Crystal Mansell, Director  
**Date:** February 2, 2023

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**SUBJECT:** Second Amendment to the City Manager Employment Agreement

**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 City Council completed City Manager Souza's Performance Evaluation at the January 17, 2023, City Council meeting. Following discussion, the City Council voted to increase the City Manager's salary by 8% retroactive to November 15, 2022.

Section 4A of the City Manager's Employment Agreement with the City, established a starting salary of \$203,000. An 8% increase will increase the City Manager's salary to \$219,240.

**FUNDING SOURCE:** General Fund

*Sanibel is and shall remain a barrier island sanctuary*

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**RECOMMENDED ACTION:** Approve Second Amendment to the City Manager's Employment Agreement to increase the City Manager's annual salary from \$203,000 to \$219,240, retroactive to November 15, 2022.

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