

## M E M O R A N D U M

**To:** Town Commission  
**From:** Tom Harmer, Town Manager  
**Report date:** August 24, 2021  
**Meeting date:** September 13, 2021  
**Subject:** Town Attorney Annual Performance Evaluation

### **Background**

The Town Attorney's Contract provides for an annual evaluation which is scheduled for the September 13, 2021 Regular Meeting.

Attached is the evaluation form provided for Commissioners to utilize for this annual evaluation. Note that all completed evaluations submitted prior to agenda publications are provided with your agenda materials. Please return the completed form to Susan Phillips by Tuesday, September 7, 2021 at noon.

The Town Attorney's contract includes an annual hourly rate increase based on a CPI established by the Bureau of Labor Statistics Southeastern Regional Office. The CPI this year is 1.7%; therefore the hourly rate will increase to \$252.50 per hour with other attorneys at \$236 per hour.

A copy of each Commissioner evaluation, upon receipt, is provided to the Town Attorney for her review.

### **Attachments**

- A. Town Attorney Annual Evaluation Form (Available in Town Clerk's Office)
- B. Letter from Maggie Mooney – Legal Services Fees for FY2021-2022 (Available in Town Clerk's Office)
- C. Completed Evaluations as submitted (Available in Town Clerk's Office)

**End of Agenda Item**