



# CITY MANAGER EVALUATION SUB-COMMITTEE

## COMMITTEE MEETING

~ MINUTES ~

Thursday, June 22, 2023

10:00 AM

Sullivan Chamber  
795 Massachusetts Avenue  
Cambridge, MA 02139

### I. The City Council will hold a public meeting to discuss the City Manager Evaluation Process

Attendee Name	Present	Absent	Late	Arrived
Alanna Mallon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Denise Simmons	<input type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	
Patricia Nolan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10:03 AM
Paul F. Toner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

A public meeting of the Cambridge City Council's City Manager Evaluation Sub-Committee was held on Thursday, June 22, 2023. The meeting was Called to Order at 10:00 a.m. by the Chair, Councillor Toner. Pursuant to Chapter 2 of the Acts of 2023 adopted by Massachusetts General Court and approved by the Governor, the City is authorized to use remote participation. This public meeting was hybrid, allowing participation in person, in the Sullivan Chamber, 2<sup>nd</sup> Floor, City Hall, 795 Massachusetts Avenue, Cambridge, MA and by remote participation via Zoom.

**At the request of the Chair, Deputy City Clerk Crane called the roll.**

**Vice Mayor Mallon – Present/In Sullivan Chamber**

**Councillor Nolan – Absent\***

**Councillor Simmons – Present/Remote**

**Councillor Toner – Present/In Sullivan Chamber**

**Present – 3, Absent – 1. Quorum established.**

**\*Councillor Nolan was marked present and in the Sullivan Chamber at 10:03a.m.**

The Chair, Councillor Toner offered opening remarks and noted that the call of the meeting was to discuss the City Manager evaluation process. Councillor Toner shared that the City Manager, Yi-An Huang, was present and has provided in advance of the meeting a mid-year update on where he is with the shared goals that were created in February of this year. The Chair noted that the goal of the meeting today was to review the evaluation process with the Committee and discuss a timeline for the summer.

**The Chair, Councillor Toner opened Public Comment.**

Young Kim, 17 Norris Street, Cambridge, MA, offered comments and suggestions on the City Manager evaluation process.

The Chair, Councillor Toner recognized the City Manager who gave an overview of the evaluation process from the chart that was provided and shared his excitement for discussing the mid-year updates. The City Manager noted that in the chart that was provided, there were areas marked in green, yellow, and red. Green represents the goals that are on track, yellow represents the goals that need attention, and red represents areas that need a lot of attention, while gray were areas that have not been started.

Minutes Acceptance: Minutes of Jun 22, 2023 10:00 AM (Committee Reports)

The Chair, Councillor Toner recognized Councillor Carlone who asked the City Manager if his key leadership team would be able to educate the Council with information on goals and beliefs moving forward without having to discuss that information within a Committee meeting. The City Manager was available to respond and shared that going forward he and his leadership team would like to establish a clear strategy and then approach the Council together for discussion with major topics, such as affordable housing.

The Chair, Councillor Toner recognized Councillor Simmons who asked for more detail on the City Manager's community engagement goals. The City Manager shared that the City has received a large number of applicants for the Community Engagement Officer position and noted that during this process, he has stepped back to reevaluate the position to really see how he would like to approach and help navigate the position which would be working with many of the community departments.

The Chair, Councillor Toner recognized Councillor Zondervan who offered comments on the leadership component of the City Manager goals. Councillor Zondervan expressed that he would like to see more items within those goals, and shared concerns about the approach to the police reform goals. City Manager Huang noted that in the beginning of the City Manager goal process, it was agreed that the leadership goals were limited and that two of the most important goals were identified to be worked on throughout the year were police reform and universal Pre-K.

City Manager Huang offered suggestions on approaching leadership goals moving forward.

The Chair, Councillor Toner recognized Councillor Nolan who had a question for the City Manager on performance reviews and asked how many employees have already had reviews.

The City Manager shared that there are some departments that have started the process of employee reviews for non-union employees. City Manager Huang noted that the goal is for senior management to have performance reviews done first, and then in 2024, start establishing a consistent way of conducting reviews across the entire City organization. Councillor Nolan shared that she was excited to see performance reviews being established and used as a tool to help and support employees.

City Manager Huang reviewed the remainder of the chart and shared that from the resident survey performance that is conducted bi-yearly, there is a 67% improvement rate. Councillor Toner asked the City Manager if a business survey would be conducted on a more regular basis as well, to which the City Manager noted that something is currently being worked on to move towards that goal. City Manager Huang shared his excitement with working with Deirdre Brown, Chief of Equity and Inclusion, and is looking forward to providing the Council with an update in the fall after additional meet and greets with City staff and creating framework for equity and inclusion for employees. City Manager Huang noted that there has been data collected over the past months since Telework was implemented, and feels that Telework is something that the City will continue to provide for their employees to help with the flexibility that is needed to create a positive work environment.

The Chair, Councillor Toner recognized Councillor Nolan who shared that she would like to see budget discussions happening as early as the fall before the new fiscal year.

The Chair, Councillor Toner recognized Councillor Carlone who stressed the importance of having more open space in the City.

The Chair, Councillor Toner recognized Vice Mayor Mallon who asked for more information on the RFP as it moves forward. City Manager Huang noted that it is something that needs to move quickly, and the goal is to start the process in early July. Vice Mayor Mallon asked if the questionnaires that would be going out to City employees regarding employee engagement

would be available to this Sub-Committee before they are rolled out. Councillor Toner shared that he was planning on sending emails out to Committee members to gather questions that they would like to be included in the survey, and possibly using a third-party vendor to conduct the survey.

**The Chair, Councillor Toner recognized Councillor Simmons who made a motion to adjourn the meeting.**

**Deputy City Clerk Crane called the roll.**

**Vice Mayor Mallon – Yes**

**Councillor Nolan – Yes**

**Councillor Simmons – Yes**

**Councillor Toner – Yes**

**Yes – 4, No – 0. Meeting adjourned.**

**Clerk's Note:** The City of Cambridge/22 City View records every City Council meeting and every City Council Committee meeting. This is a permanent record.

A communication was received from Vice Mayor Mallon, transmitting the proposed City Manager annual performance review process.

A communication was received from City Manager, Yi-An Huang, transmitting a document regarding the City Manager Performance Review Process.