



**City Manager
Performance Evaluation
May 2011-May 2012**

May 15, 2012



Background

- Hired May 2, 2011, three-year contract
- Contract sets performance evaluation timeline (Annually, in May)
- Contract sets performance evaluation criteria
- December 20, 2011 City Council Meeting: performance goals and evaluation form
- Tonight: Evaluation, salary, year two goals

Year One Goals Approved & Status

- There is no “I” in team
 - The goals and accomplishments that will be highlighted in this presentation are the result of the efforts of the entire City staff team
- I merely led and encouraged them, ensured they had necessary resources, and in many cases, stayed out of their way
- At ALL levels, you are served by a smart, hard working, loyal and dedicated City staff who deserve our respect and appreciation

Year One Goals: Status

Goal	Status
Reorganize City Department Structure to match best practices; ensure lean, yet efficient, services to achieve the Council's goals	Done, ongoing
Audit the Police Department to ensure it's structured and operating appropriately	Done, ongoing
Align the City's budget and balance it without the use of reserves; begin the process of repayment to the General Fund CIP Reserve Fund and the General Fund Operating Reserve Fund	Done, ongoing
Conduct a compensation study and implement updated compensation plan	Done
Negotiate and implement Police and Fire memorandums of understanding	Done
Advance the City's Strategic Plan and all components/goals within that plan	Done, ongoing

Year One Goals: Status

Goal	Status
Implement an employee performance/appraisal program	In progress
Implement an employee service award program	In progress
Implement an employee recognition program	In progress
Implement mandatory Citywide training regarding non-discrimination, equality, ethics, and sensitivity	In progress, ongoing
Advance the regional planning efforts for flood control on the various washes within the City	In progress, ongoing
Improve communication between City staff and City Council; and between the City and the community	Done, ongoing
Advance the City Hall, Police Administration Building projects; ensure the project is on schedule and within budget	Done, ongoing
Implement a Public-Private Partnership (P3) for the development of the Estrella Gin Property	Done, ongoing

Year One Goals: Status

Goal	Status
Introduce funding alternatives (P3) for the City Hall project	Done, ongoing
Accelerate the Multigenerational Center and regional park project on the Vekol property	Done, ongoing
Recruit and hire a new Finance Director	Done
Recruit and hire a new Police Chief	Done
Improve content and layout of the City's website	In progress, ongoing
Improve at least two processes	Done, ongoing

Year One: Additional Accomplishments

- Process Improvements
 - Improved communication process between staff and City Council, the media, and public
 - Improved Council agenda item filing process, fully paperless and integrated with Legistar
 - Improved recruitment process, announcements, and advertising locations

Year One: Additional Accomplishments

- Community Relations
 - Promptly responded to all citizen inquiries/ emails
 - Shared information with the public through the City Manager report online
 - Developed good working relationships with local and regional jurisdictions and the various Council-appointed boards, committees, and commissions

Year One: Additional Accomplishments

- Council Relations
 - To ensure equality in communication, implemented a weekly City Manager report to inform Council about matters of significance or interest
 - Streamlined the internal communication process to prevent Council from being “surprised”
 - Created and implemented a Council project request report to communicate Council-championed projects and requests and keep all Council and the public updated on the progress of those projects/requests

Year One: Additional Accomplishments

- Council Relations
 - Implemented Council Candidate Orientation program
 - Proactively communicated to Council sensitive or potentially controversial issues
 - Recruited and hired Administrative Assistant to the Mayor & Council
 - Implemented new Council programs such as Operation Welcome Home, Let's Move and Teen Diversity

Year One: Additional Accomplishments

- Organizational Improvements, Staff Development, Employee Performance, Morale & Accountability
 - Began the audit of the Development Services Department
 - Updated the Meet and Confer Code
 - Recruited and hired a new Assistant City Manager & Community Services Director, in process recruiting a new Economic Development Director
- Overhauling all employee-related policies and creating/implementing administrative policies

Year One: Additional Accomplishments

- Communication
 - Implemented a weekly City Manager report to inform Council and the public about matters of significance or interest; posted online weekly
 - Improved content and layout of the City's website; in process of a website redesign
 - Improved media relations and communication with media representatives, increased proactive communication

Year One: Additional Accomplishments

- Fiscal Management
 - Provided the City's first financial forecast that identified a manageable structural deficit
 - FY12-13: Provided the Council with a budget that addresses the structural deficit, separates the CIP from the operating fund, and the planned expenditures are LESS than the anticipated revenues
 - Implemented employee health care cost-sharing

Year One: Additional Accomplishments

- Community Projects
 - Advanced the Heritage District Don Pearce Fire Station on the Estrella Gin Property

Performance Evaluation Form

- ICMA-Recommended form that evaluates City Manager performance based on 10 core competency areas
 - Individual Characteristics
 - Professional Skills & Status
 - Relations with City Council Members
 - Policy Execution
 - Reporting (Communications)
 - Citizen Relations
 - Staffing
 - Supervision
 - Fiscal Management
 - Community

Year Two Goals (May 2012-May 2013)

- Implement the Police Department Audit recommendations
- Complete the audit of the Development Services Department and begin implementing the recommendations
- Advance the City's Strategic Plan and all components within the plan
- Present a FY13-14 balanced budget to the City Council, with anticipated revenue equal to or more than planned expenditures



Questions?

