



City of Maricopa

Legislation Text

File #: MISC 12-039, **Version:** 1

The Mayor and City Council shall discuss and possibly take action on City Manager Brenda Fischer's annual performance evaluation and salary, as per the City Manager's employment contract. Discussion and Action.

City Manager Brenda Fischer commenced employment on May 2, 2011. Section 11 of the City Manager's Employment Contract states, "Employer shall attempt to review Employee's job performance at least once annually. The first review shall be in May 2012, and subsequent annual reviews shall occur during the month of May of each year thereafter."

The basis for the performance evaluation is outlined in Section 11 of the City Manager's Employment Contract, which states, "Employee shall prepare and present to the City Council a performance plan for the first, second, and third years of the agreement. Such plan shall be the basis for annual performance reviews."

Also, the City Manager's Employment Contract Section 3, Compensation states: "After the first year of this Agreement, the Employer may determine Employee's salary as part of the City's annual budget process."

The performance plan was submitted and approved by the City Council on December 20, 2011, as follows:

Year One (May 2011-May 2012) Goals/Priorities:

1. Reorganize City Department Structure to match best practices; ensure lean, yet efficient, services to achieve the Council's goals.
2. Audit the Police Department to ensure it's structured and operating appropriately.
3. 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.
4. Conduct a compensation study and adjust/present to the City Council a comprehensive compensation plan for consideration for adoption.
5. Negotiate Police and Fire memorandums of understanding; bring to the City Council for consideration for adoption.
6. Advance the City's Strategic Plan and all components/goals within that plan.
7. Implement an employee performance/appraisal program.
8. Implement an employee service award program.
9. Implement an employee recognition program.
10. Implement mandatory Citywide training regarding non-discrimination, equality, ethics, and sensitivity.
11. Advance the regional planning efforts for flood control on the various washes within the city.
12. Improve communication between City staff and City Council; and between the City and the community.
13. Advance the City Hall, Police/Fire Administration Building projects; ensure the project is on schedule and within budget.
14. Implement a Public-Private Partnership (P3) for the development of the Estrella Gin Property
15. Introduce funding alternatives (P3) for the City Hall project.
16. Accelerate the Multigenerational Center and regional park project on the Vekol property.
17. Recruit and hire a new Finance Director.
18. Recruit and hire a new Police Chief.
19. Improve content and layout of the City's website.
20. Other projects as assigned/determined.
21. Improve at least two processes.

During her first year with the City, City Manager Fischer accomplished the following:

Year One (May 2011-May 2012) Accomplishments:

Overall

Leading the City organization and team to accomplish the City Council's goals and the achievements included in this report. The credit for the accomplishments listed below goes to City staff as the City Manager merely led staff to achieve these and many other things since her hire on May 2, 2011.

Process Improvements

1. Improved communication process between staff and City Council
2. Improved communication process with the media
3. Improved communication process with the public
4. Improved Council agenda item filing process, fully paperless and integrated with Legistar
5. Improved recruitment process, announcements, and advertising locations

Community Relations

1. Promptly respond to all citizen inquiries/emails
2. Share information with the public through the City Manager report online
3. Developed good working relationships with MUSD, Maricopa Historical Society, Ak-Chin and Gila River Indian Communities, Chamber of Commerce, MEDA, and other local jurisdictions
4. Developed good working relationships with the various Council-appointed boards, committees, and commissions

Council Relations

1. Advance the City's Strategic Plan and all components/goals within that plan
2. To ensure equality in communication, implemented a weekly City Manager report to inform Council about matters of significance or interest
3. Streamlined the internal communication process to prevent Council from being "surprised"
4. 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
5. Implemented Council Candidate Orientation program
6. Proactively communicated to Council sensitive or potentially controversial issues
7. Recruited and hired Administrative Assistant to the Mayor & Council
8. Implemented new Council programs such as Operation Welcome Home, Let's Move and Teen Diversity

Organizational Improvements, Staff Development, Employee Performance, Morale & Accountability

1. Reorganized City Department Structure to match best practices, ensure lean but efficient services, and to achieve the Council's goals
2. Audited the Police Department to ensure its structured and operating appropriately
3. Began the audit of the Development Services Department
4. Updated the Meet and Confer Code
5. Negotiated Police and Fire MOUs
6. Updated performance measures
7. In process of implementing a merit-based performance plan
8. In process of implementing an employee service award program
9. In process of implementing an employee recognition program
10. In process of implementing Citywide training regarding non-discrimination, diversity, equality,

sensitivity, hostile work environment, and media relations

11. Recruited and hired a new Finance Director
12. Recruited and hired a new Police Chief
13. Recruited and hired a new Assistant City Manager
14. Recruited and hired a new Community Services Director
15. In process of recruiting a new Economic Development Director
16. Overhauling all employee-related policies and creating/implementing administrative policies

Communication

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

Fiscal Management

1. FY11-12: Aligned the City's budget and balanced it without the use of reserves, began the process of repayment to the General Fund CIP Reserve Fund and the General Fund Operating Reserve Fund
2. Provided the City's first financial forecast that identified a manageable structural deficit
3. 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
4. Conducted an employee compensation study and implemented a new compensation plan
5. Introduced funding alternatives for the City Hall project
6. Implemented employee health care cost-sharing

Community Projects

1. Accelerated the Multigenerational Center and regional park project on the Vekol property
2. Advanced the regional plan for flood control on the various washes within the City
3. Advanced the City Hall Complex, including the new Police Department building
4. Introduce a Public-Private Partnership (P3) for the development of the Estrella Gin Property
5. Advanced the Heritage District Don Pearce Fire Station on the Estrella Gin Property

Also on December 20, 2011, the City Council approved the use of the International Association of City/County Management Association (ICMA)-recommended performance evaluation form. That performance evaluation form evaluates the City Manager in the categories of:

- Individual Characteristics
- Professional Skills and Status
- Relations with Elected Members of the Governing Body
- Policy Execution
- Reporting
- Citizen Relations
- Staffing
- Supervision
- Fiscal Management
- Community
- Strengths
- Areas for Improvement
- Constructive Suggestions
- Other Comments

On April 10, the City Manager distributed to the City Council a blank performance evaluation form and her Year One Accomplishments (as listed above). The evaluation form was due to the City Attorney on April 30.

Staff recommends that the Mayor and City Council discuss and possibly take action on City Manager Brenda Fischer's annual performance evaluation and salary.