



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** 7-7-16

**Staff Contact:** Nick Marano, City Manager

**Agenda Title:** For Possible Action: To establish the City Manager's goals and objectives for the performance review period, June 3, 2016 to June 1, 2017. (Melanie Bruketta, Human Resources Director, mbruketta@carson.org)

**Staff Summary:** Pursuant to the City Manager's employment contract, the Board shall define and prioritize the desired outcomes the Board deems necessary for the proper operation of the City and the attainment of the Board's policy objectives. This action is to establish the City Manager's goals and objectives for the performance review period, June 3, 2016 to June 1, 2017.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 minutes

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## **Proposed Motion**

I move to establish the City Manager's goals and objectives for the performance review period, June 3, 2016 to June 1, 2017 as follows:

## **Board's Strategic Goal**

Organizational Culture

## **Previous Action**

The Board of Supervisors reviewed the City Manager's performance on June 2, 2016 and requested that the City Manager bring back a list of goals and objectives to be achieved during the current performance review period (June 3, 2016 to June 1, 2017).

## **Background/Issues & Analysis**

In accordance with Section 4.4 of the contract, the Board is required to establish goals and objectives for the performance review period.

Section 4. Salary, Compensation, Performance Evaluation and Benefits, Sec. 4.4 states in part:

In June of each year beginning June 2015, the Board shall conduct a public meeting review and evaluate the performance of the Employee. The Board shall define the desired outcomes it deems necessary for the proper operation of the City and the attainment of the Board of Supervisors' policy objectives. The Board shall prioritize the desired outcomes. These goals and objectives shall be generally obtainable within the time limits specified. Based on the Employee's achievement of the goals, the Board may grant a merit increase to the Employee up to, but not exceeding the current salary range for City Manager. If such a merit increase is approved by the Board of Supervisors, it will be granted effective for the next fiscal year budget to begin the following July 1.

A list of proposed objectives for this performance review period is provided as back-up material for this agenda item.

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: Establishing the objectives does not have a fiscal impact. However, attaining the objectives will have a fiscal impact that cannot be determined at this time.

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: NA

**Alternatives**

The Board can adopt the list provided by the City Manager or amend the list by deleting and adding objectives.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



## CITY MANAGER OBJECTIVES FY 2017

Objective

Strategic Goal

Manage and oversee compliance with the 1/8 <sup>th</sup> % revenue projects	Economic Development/Quality of Life and Community
Implement City-wide performance metrics and begin to develop a plan for Performance-Based budgeting	Efficient Government
Continue to expand transparency so residents have increased ability to gain information, have problems solved and provide input to City priorities	Efficient Government/Organizational Culture
Maintain compliance with FY 17 Budget and develop FY 18 budget with a goal to increase the City's ending fund balance to 8%	Efficient Government/Sustainable Infrastructure
Exam the feasibility of converting the landfill to a single stream recycling facility and provide the results of the examination to the Board of Supervisors	Efficient Government/Sustainable Infrastructure
Review and provide a status report on the possible implementation of a utilities rate assistance program for those in need	Quality of Life and Community
Review and provide a status report on the possible implementation of a policy addressing the funding procedure for deferred maintenance	Efficient Government
Review and provide a status report on recommended changes to code compliance for extended stay motels	Efficient Government/Quality of Life and Community/Safety
Review and provide a status report on the possible implementation of a policy addressing the funding procedure for the capital improvement program	Efficient Government