

City Manager Performance Evaluation Committee Rebecca Fleury Performance Review 2018

September 25, 2018

City Manager Rebecca Fleury - Performance Review

SUMMARY

The City Manager Performance Evaluation Committee has been meeting this year to conduct the review of Rebecca Fleury, City Manager, in accordance with the contract between Ms. Fleury and the City, and the review process established by the Commission.

This memorandum provides a summary of the review process, and the recommendations of the Committee.

The Performance Evaluation Committee membership included Commissioners Susan Baldwin, Kaytee Faris and Chris Simmons, Vice Mayor Sherry Sofia and alternate Mayor Mark Behnke.

HISTORY AND BACKGROUND

Rebecca Fleury has served in her position since 2014, when she was selected to be the new City Manager for the City of Battle Creek. Ms. Fleury and the City of Battle Creek signed her initial Employment Agreement effective October 1, 2014. This Agreement was amended in 2015 to add an option to provide Ms. Fleury with payment of a bonus in the future if determined by the City Commission. The new Employment Agreement was effective March 3, 2015.

Ms. Fleury's October 2014 Agreement (reiterated in the March 2015 Agreement) provided for a base salary of \$125,000.00. Her Agreement also provides for an annual review of her performance. The review is based on the City Manager Evaluation Process adopted by the Commission by Resolution on February 3, 2015, (and updated and re-adopted as recently as March 6, 2018.) The Agreement does not address any specific salary adjustments to Ms. Fleury's base salary, but does state that the base salary may be adjusted upward or downward at the discretion of the Commission. Ms. Fleury receives the annual cost of living adjustment (COLA,) if any is provided for the non-represented employee group.

PERFORMANCE EVALUATION COMMITTEE PROCESS

The City Manager Performance Evaluation Committee meets every other month with Ms. Fleury to discuss her performance. Three times a year, she completes detailed reports following the format established in the Evaluation Process, and approved by the Commission. The full Commission is provided with these periodic reports and is given the opportunity to share any comments, compliments, or concerns with the Performance Evaluation Committee before each bi-monthly meeting.

In preparation for Ms. Fleury's annual review, in June the Committee reviewed, updated and approved the Community Partners and Staff survey questions. Surveys were sent to over 35

community leaders who have worked recently with Ms. Fleury, and to 55 staff members including Senior Staff, union representations and a selection of employees.

All of these materials, the survey results as well as Ms. Fleury's performance reports from throughout the year, were sent to the full Commission in late August, along with the detailed evaluation form to be completed by each Commissioner. This Evaluation Form includes the Managerial Competencies section (identifying eight critical categories relating to management skills) and the Managerial Goals section (identifying the nine goals which the Commission has selected to focus on.) Many thanks to all of the Commissioners – everyone participated in the review process. (Commissioner Jim Lance was excused from the process as he was appointed so recently.)

REMARKS AND RECOMMENDATIONS

The City Manager Evaluation Process provides for the Commission to consider an annual one-time lump sum bonus for Ms. Fleury if her ratings under the process meet certain rating levels. Performance ratings under the process range as follows:

- Far Exceeds Expectations – One-time bonus (higher than Exceeds Expectations)
- Exceeds Expectations - One-time bonus
- Meets Expectations – no bonus
- Minimally Acceptable – 6 months probation
- Unacceptable – Tender resignation

Over the past three years, when the Commission conducted the annual review for Ms. Fleury, she has done well on her evaluations and the Commission has awarded her bonuses in accordance with the Employment Agreement and the Performance Evaluation Process. In October 2015, she scored Exceeds Expectations and received 3.5% of her current base salary in a one-time lump sum payment of \$2,574 (applied to the period from March 3 to Oct 1 2015.) In October 2016, she again scored Exceeds Expectations and received 3.5% of current base salary in a one-time lump sum of \$4,596. In October 2017, she once again scored Exceeds Expectations and received 3.5% of her current base salary in a one-time lump sum bonus of \$4,688. None of these bonus payments were added to Ms. Fleury's base salary.

The City Manager Performance Evaluation Committee has reviewed the evaluation results and scores from the Commission as well as the input from Community Partners and staff. Across the board, the survey results were quite favorable. The Committee noted positive data for goals and objectives established. The Committee noted that several respondents rated Ms. Fleury's performance as Exceeds or Far Exceeds Expectations in several categories in both Managerial Competency and Goals.

The Committee would like to commend Rebecca Fleury on her performance as City Manager. The performance measures demonstrate an ability to effectively operate the Office of City Manager, and a commitment to providing quality services to the City Commission, City Staff and all city residents.

In accordance with the contract between Ms. Fleury and the City, Ms. Fleury's base salary may be adjusted upward at the discretion of the Commission. The Performance Evaluation Committee is recommending that Ms. Fleury's salary be adjusted to acknowledge her

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accomplished performance as City Manager over the last four years, her increased skill sets she brings to the role, and her upgraded performance now as an experienced City Manager in a city the size of Battle Creek. Her bonus payments have recognized her performance for a given year. It is time to recognize Ms. Fleury's expertise and what she brings to the city going forward.

Ms. Fleury has not received an increase in her salary other than cost of living adjustments, since her original contract in 2014. Ms. Fleury's contract does not provide for step increases as other non-represented staff receive, nor negotiated increases as represented staff receive. The Committee reviewed the salaries of comparable positions in the City's Senior Staff group. The Committee also briefly discussed salaries of other City Managers in comparable cities across Michigan.

Upon review of the salary information and recognizing Ms. Fleury's quality performance over the past several years, the Committee is recommending a bonus for Ms. Fleury's performance over the last year and an increase in her base salary to be effective October 1, 2018.

Rebecca Fleury's current base salary is \$136,631.04 (including the COLA adjustments she has received since 2014.) The Committee is recommending a 5% increase to her base salary to the amount of \$143,463, effective October 1, 2018. The Committee is also recommending a one-time bonus payment of 2.5% or \$3415.78 – based on her current base salary, to be paid promptly, in recognition of her quality performance and Exceeds Expectations rating for the past year.

It is proposed that Ms. Fleury's contract be amended to reflect the adjustment to her base salary, in Section 4 of the document.

The proposed contract changes will not alter the provision regarding cost of living increases in future years, which is incorporated into the City Manager Evaluation Process document, separately adopted by the Commission. Any other salary adjustments would be handled by the Performance Evaluation Committee and the Commission following the established procedures.

The Evaluation Committee appreciates the full Commission's consideration of our recommendations. Please let us know if you have any questions or would like further clarification of this report or any of the attached documents.

Susan Baldwin, Commissioner, Committee Chair
Kaytee Faris, Commissioner
Chris Simmons, Commissioner
Sherry Sofia, Vice Mayor
Mark Behnke, Mayor – alternate in the event a regular member was not available
City Manager Performance Evaluation Committee