



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: APRIL 10, 2018
FROM: CITY MANAGER'S OFFICE WARDS: ALL
**SUBJECT: HUMAN RESOURCES DEPARTMENT ACTION PLAN UPDATE FOR THE
FISCAL YEAR 2016 PERFORMANCE ASSESSMENT AND FINANCIAL
EXPENDITURE AUDIT**

ISSUE:

Receive, review, provide input on, and approve an update on the Action Plan of the Fiscal Year 2016 Performance Assessment and Financial Expenditure Audit of the Human Resources Department.

RECOMMENDATION:

That the City Council receive, review, provide input on, and approve an update on the Action Plan of the Fiscal Year 2016 Performance Assessment and Financial Expenditure Audit of the Human Resources Department.

COMMITTEE RECOMMENDATION:

The Governmental Affairs Committee met on March 7, 2018, with Chair Melendrez, Vice-Chair Gardner, and Member Conder in attendance. The committee received, and unanimously recommended to the City Council, an update on the Action Plan of the Fiscal Year 2016 Performance Assessment and Financial Expenditure Audit of the Human Resources Department.

BACKGROUND:

On July 26, 2016 a Performance Assessment and Financial Expenditure Audit prepared by Matrix Consulting Group for the Human Resources Department was presented to the City Council. The City Council accepted the report and directed the Human Resources Department to return in six months with a detailed Action Plan and timeline for implementing the recommendations from the audit, including the financial impact. On September 27, 2016, the Human Resources Department presented to the City Council an Action Plan for implementing 52 recommendations. The City Council unanimously accepted the Action Plan and directed the Human Resources Department to return in six months with a status update on the Action Plan. On March 6, 2017 Human Resources Department presented to the Governmental Affairs Committee an Action Plan update; the update was approved and forwarded to the City Council on April 18, 2017. The City Council

approved the Action Plan update and directed the Human Resources Department to return in twelve months with another status update on the Action Plan.

DISCUSSION:

To date, 30 of the 52 recommendations from Matrix Consulting Group have been completed.

The implementation of a Performance Management System in March/April 2018 and a Learning Management System in December 2018 will complete the action plans for recommendations 3.2, 4.1 and 16.1 as they relate to performance evaluation and training.

Implementation of a Talent Management System in December 2018 will complete the action plan for recommendation 8 as it relates to succession planning.

In response to recommendation 30.1, 30.2, 30.3, 31, and 32, the FMLA policy is being revised in phases through 2018 and 2019, to coincide with current IFAS upgrades and enhancements.

In response to recommendation 34, an employee survey will be conducted in the summer of 2018.

Several of the remaining recommendations will not be completed until resources are identified; employees will be recruited for budgeted vacant positions during the remainder of 2018.

FISCAL IMPACT:

There is no fiscal impact associated with review of the Action Plan update at this time.

Prepared by: Cheryl Johannes, Office of Organizational Performance & Accountability
Approved by: Marianna Marysheva, Assistant City Manager
Certified as to
availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer
Approved as to form: Gary G. Geuss, City Attorney

Concurs with:



Andy Melendrez, Chair
Governmental Affairs Committee

Attachments:

1. Human Resources Department Action Plan Update
2. Presentation