

★ **Roll Call Number**

Agenda Item Number

59C

February 11, 2013

Date _____

Recommendation from the City Council Employee Evaluation Sub-Committee regarding Diane Rauh, City Clerk.

Moved by _____ to approve the
recommendation as contained in the Sub-Committee's letter.

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GRIESS				
HENSLEY				
MAHAFFEY				
MEYER				
MOORE				
TOTAL				

MOTION CARRIED

APPROVED

Mayor

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby
certify that at a meeting of the City Council of
said City of Des Moines, held on the above date,
among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my
hand and affixed my seal the day and year first
above written.

City Clerk



Rauh, Diane <dirauh@dmgov.org>

RE: City DM Council Personnel Committee

1 message

Fri, Feb 8, 2013 at 4:33 PM

Coleman Family <colemanseven@mchsi.com>

To: "Rauh, Diane I." <DIRauh@dmgov.org>

Cc: Chris Coleman <ccoleman@dm.bbb.org>, mahafb@aedairy.com, CColeman@dmgov.org, fcownie@dmgov.org, hensley.chrissteve@gmail.com, brianjmeyerward4@gmail.com, skipmoore@dmgov.org, Brian Meyer <brianjmeyer@gmail.com>, "Griess, Halley" <hrgriess@dmgov.org>, Rick Clark <racndm@me.com>, "Lester, Jeffrey D." <JDLester@dmgov.org>, Coleman Family <colemanseven@mchsi.com>

DIANE: PLEASE INCLUDE WITH ONLINE AGENDA FOR MONDAY! THANKS.

Hi all....

A quick update on the City's Personnel Committee (Mahaffey, Hensley, Coleman, and the mayor as Ex-officio). We have had a very engaging process. Lots of paper, research, surveys of comps, and detailed meets with our direct reports. Here are some things I want you to hear from the committee because I intend to submit these items so they are published in our agenda heading into the weekend. At Monday's meeting, I will also have a narrative letter, the materials we used in reviewing the employees and a list of goals for each of the employees for 2013.

Important summary items (more details to come):

- The review with Rick, Diane and Jeff are complete and we have a consensus recommendation. It follows. The components listed below are limited to these three employees.
- First, the Council subcommittee take significant pride in our employees. All have tremendous work ethic, high stature among their peers, community recognition as real leaders, significant competency in all aspects of their responsibilities. Equally important is the integrity and character demonstrate and model to the entire organization and to the city they lead. Diane has been a steady and durable leader and trusted ally of the whole Council. Jeff has engaged in meaningful and positive ways from the very start of his tenure with the city. We feel confident about all he offers the Council and city. Rick Clark's style and tenure has made him one of the top business or civic leaders in the community. There can be no arguing the outcomes of the city's work...national honors every month, high financial rating, high morale among employees, tax levy lower than it was a decade ago, budget solutions that allow the rest to happen. Rick's leadership continues to be a huge reason the city has achieved such high outcomes.
- The review for Rudy Simms is being delayed. Rudy was on vacation when we identified the timeline and we are making a concerted effort to engage the Human Rights Commission in the review process. Rudy's review will come back to us on a future Council agenda. He is aware and supports the timeframe that enables Commissioners to engage. All aspects of his review and compensation will be acted on at a later date.
- The last time our direct reports have had a compensation change was 1/1/11. We are obligated to consider changes effective 1/1/12 and 1/1/13.
- Currently the salaries are as follows:

- o Rick: \$204,617

- o Diane: \$102,778

- Jeff: \$159,649

- It is important to note that in 2009 and 2010 there was not change to their annual salary. They had 3.0% to 3.5% increase effective 1.1.11, which averages less than 1% a year between 2008 and 2011, with no other increases since then.
- It is our recommendation that we award a 2% increase in salary retroactive to 1.1.12. Further, we recommend a 2% one-time payment for the employees effective 1.1.13. This has been a strategy used by the city in the past for some employee groups that provide a one time income adjustment, but does not change the base for future or for retirement benefits. (FYI, this compares to SPM increases that were less than this proposal).
- Vacation. The Council Committee continues to be distressed by the amount of Vacation time in each bank. Therefore, the Council is authorizing and encouraging the cash out of up to 4 weeks of vacation. Further, the Committee recommends a new threshold be established that no bank of vacation hours can exceed 500 hours (down from 600). We strongly encourage the City Manager to implement similar vacation policies for employees and bargaining units. Rick is grandfathered by virtue of his initial employment agreement. Council Committee recommends that Rick uses the balance between his annual accrual and the amount cashed out (160 hours per year). This means that Rick is required to use at least 80 hours of vacation.
- Retirement. The City will increase by 5% the match to each employee's 401A plan. Council directs the City's Human Resources department to make the necessary plan amendments.
- Cell and Data Plan. The employees will be granted a \$100 per month reimbursement for cell and data plan with the stipulation that they are available to Council and city leaders as necessary. This is no increase for some and an increase for others. They will now all be \$100.
- Health Insurance. The employees will be required to increase their health insurance co-pay of premium costs from 10% to 15%. They will be required to increase their co-pay of dental insurance premiums from 0% to 15%. The Council Committee will continue to push for all employees and employee groups to share a greater burden of the cost for this valuable employee benefit. We are requiring, as in the past, our direct reports to lead by example.
- Wellness. The Council supports the efforts being made by many employees. The city has a wellness assessment and guidelines program. Our direct reports can earn a 2.5% reduction on health care/dental care (down to 12.5%) if they participate and verify as non-smokers.

Two additional issues:

- Rick Clark Retention. The Council is enormously proud and happy with Rick's performance. Every city employee and each of our direct reports has made a positive impact on the city, but Rick Clark's imprint is vast and the Council committee believes is lasting and durable. The Council has previously established a retention bonus for Rick Clark which is earned, but paid out upon retirement. In 2012 it was increased by \$2,500 per year to \$12,500. We recommend it continue, but increase by just \$1,000 in each of the next three years with the final payment to be earned on 6.30.2015, or on the date previously set in subsequent years.
- Jeff Lester Retention. We are establishing a Retention Bonus program for Jeff. Over the next five years, each July 1st, the City will allocate \$2,000 to this fund. The fund will grow, but Jeff will only be entitled to the assets of the account (\$10,000) when he leaves the city AND if he stays through the final payment. The payments will be made July 1, 2013 through July 1, 2017. The Council, at their future discretion may change or lengthen the plan, but they can not take away the first \$10,000 if Jeff stays

though 6.30.2017.

Whew.....The four of us on the sub committee have agreed to this set of changes. We will also have a series of reports for you. I really want your reaction, as it is our sincere hope that we speak with one voice (unanimously) in recognizing the valuable contribution these three employees are making to the organization, to the city, and to our future.

Mid afternoon I will submit this for the agenda.

Chris Coleman

Memorandum

February 11, 2013

To: Des Moines City Council
Citizens of Des Moines

From: City of Des Moines Personnel Committee (Coleman, Hensley, Mahaffey)
Mayor Cownie

Subject: Diane Rauh Review and Evaluation

Section 1: Summary:

The Council Personnel Committee has concluded its review and evaluation of City Clerk Diane Rauh. It is our recommendation that the Council affirm the positive impact Diane has on the organization and the success she has created in the City Clerk's office. Her leadership, innovation and willingness to take on new and different tasks is commendable and a positive example to the rest of the enterprise.

In the scope of the review meetings, the Committee identified outstanding and exemplary elements of Diane Rauh's work. There was no aspect of her job, or of the performance of her department with which the Committee voice any concerns or identified anything short of professional competence and high levels of customer service to the many customers of the City Clerk and her department.

The committee particularly wishes to acknowledge the professional and cooperative spirit evident in all our interactions with Diane Rauh. It is regularly noticed that Diane has routinely taken on new tasks, identified solutions that her team could uniquely deliver and she shows up and goes home every day with a smile.

The Committee rated Diane Rauh at the highest level and appreciates her service and leadership. It is our hope and desire that Ms. Rauh's leadership extends well into the future.

Section 2: Compensation Changes Summary:

It is with gratitude and appreciation that we recommend a 2% pay increase effective 1.1.2012 and a one-time payment equal to 2% of her salary effective 1.1.2013. This can be paid at a schedule and time acceptable to Ms. Rauh and the Human Resources Director.

We encourage her use of vacation, including buying out up to four weeks from her bank.

We are increasing – to 15% - to copay level from the direct reports to the City Council for health and dental insurance. We are supporting the city's wellness goals by reducing this amount by 2.5% if our direct reports participate in the city's wellness program and a non-smokers.

Further, we are increasing her deferred compensation / retirement program contribution by 5%.

Details are found in the memo provided to Council on Friday, February 8th, 2013 and is attached to this agenda item.

Section 3: Review of past goals and accomplishments

Diane and the Committee worked together to set goals and reviewed progress on those in January, 2013. What follows is a series of accomplishments toward those goals.

- Moved Clerk's Office to first floor, and incorporated all Action Center functions
- Starting taking "walk-in" payments for camera violations
- Worked with the committee to move all night meetings of Boards and Commissions from the Armory to City Hall, (off-duty officers provide security)
- Moved Tammy to the City Manager's Office, to facilitate better communication between Mayor/Council and Manager's Office
- Negotiated and approved the 28E with Polk County for license plate holds
- Hired a new Administrative Hearing Officer, and amended several ordinances to have decisions appealed to Polk County District Court
- Staff periodically worked Saturdays at various locations to sell pet licenses, and assist Parks Department with Dog Park grand openings/events
- Negotiated agreement with WestPet (Clive, Urbandale, WDM Animal Control) (Council will consider at an upcoming Council meeting)
- Worked with Police Department on the new Automated License Plate Reader system, to look for Parking Ticket Habitual Violators, (towed first vehicle on Dec 12th)
- Presented at Des Moines Neighbors Neighborhood Summit, regarding Boards and Commission process
- Major rewrite of the Peddler Ordinance

Section 4: Routine and ongoing Council Priorities for the City Clerk, Diane Rauh, and for her team in the City Clerk Department.

With the action proposed tonight, the Council Committee commends Diane Rauh for excellence in the three ongoing and basic requirements the Council has for Clerk's Department. Diane, thank you and congratulations for another remarkable year on these core priorities of the Council. It has been a terrific year.

- (1) That Council meetings/workshops are planned and executed with a high level or professionalism and reliability.
- (2) That all citizens and staff who interact with the Clerk's Office and City are treated courteously and fairly, and are processed quickly and accurately
- (3) To support the fiscal stability of the city's budget by aggressively collect debts owed to the City

Section 5: Goals and future issues for Diane Rauh and her leadership of the City Clerk Department. These will be basis for future reviews.

The Council Personnel Committee has worked with the City Clerk and recommends these goals for 2013 for the City Clerk and the Team she leads:

2013 GOALS

- Work with the Human Resources Department and City Manager's Office for shared reception function
- Implement new Polk County Treasurer License Plate Hold program----the IT Department will be putting final touches on the program this Spring
- Implement new WestPet Agreement – this provides for sharing of rabies certificates between the City and WestPet. This will give us access to new and updated information we have not had in the past.
- Continue to streamline and look for efficiencies in the Action Center/ Communication functions
- Implement changes to Peddler Ordinance

Work with the City Hall Aesthetics Committee to improve the overall look and storage needs for the inside of the City Hall building (it's ok to throw things away)

In addition, the three direct reports to the Council will work together on the following goals:

- Coordinate, draft and help execute a "Code of Conduct" with the City Council. The Personnel Committee believes strongly that a well communicated, detailed, and positive framework for interaction will benefit the city's future.
- Develop and execute an orientation and training program for city Board and Commission members and the staff who support them. This will also include a review of all documents, policies and procedures for each Board/Commission to ensure that all outdated information is eliminated.

On behalf of the Committee, I whole heartedly encourage your affirmation of this report and approval of her compensation package.

Chris Coleman