

# Process for Evaluating Council Appointees

Austin City Council Meeting  
June 2015

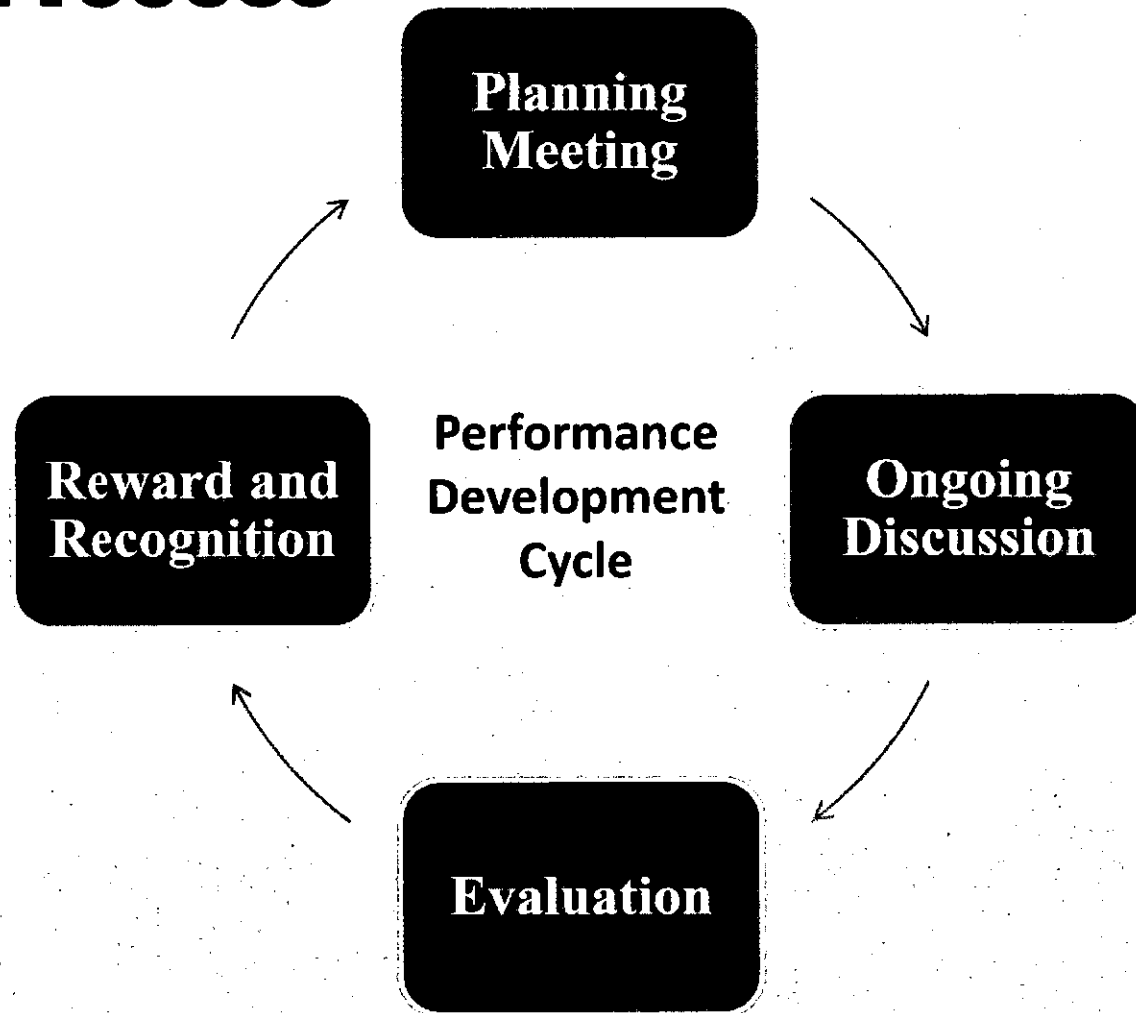




# Agenda

- Background
- 2013 Council Resolution
- Current Practice
- Future Considerations
- Evaluation Schedule

# The Ideal Process





# Background

- Four Council Appointees
    1. City Manager
    2. City Auditor
    3. City Clerk
    4. Municipal Court Clerk
  - Council Conducts Annual Performance Review
    - Normally held in closed (executive) session
    - Council takes action related to pay/benefits following closed session
  - Prior to 2013: No Forms Used
  - Council Initiated Process Change (2013)
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# Sept. 26, 2013 Council Resolution

- Established Written Review Forms
- Formalized Process with Council/HRD

## PROCESS STEPS\*:

1. Council completes and submits forms to HR Director  
*Forms must be submitted five (5) business days prior to posted evaluation*
2. HRD averages scores, compiles commentary for each
3. HRD develops a Report based on submitted information
4. HRD provides Report to Council during posted evaluation
5. Council has discussion with appointee in closed session

***\*The previous Council did not utilize this process after passage of the 2013 resolution***

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# 2013 Council Resolution: Evaluation Forms and Scoring

## Structure of Evaluation Forms

### Quantitative Portion:

- Includes multiple categories and subcategories of performance criteria
- Each appointee is ranked on scale of 1 to 5 for each subcategory
- Council is responsible for ranking a total of 143 subcategories
  - City Manager: *10 categories, 49 subcategories*
  - City Auditor: *7 categories, 33 subcategories*
  - City Clerk: *6 categories, 28 subcategories*
  - Municipal Court Clerk: *7 categories, 33 subcategories*

### Narrative Portion:

- Includes four performance questions, and one open-ended question
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# **Current Practice for Appointees**

- Evaluations occurred in closed session
- Closed session performance discussions occurred April-June, compensation decision occurred in August
- No standardized forms or ranking system
- Appointees report accomplishments
- Discussion-based evaluations

# **Evaluation Process for other Executives (non-appointees)**

- Self-appraisal and supervisor appraisal
- 3-5 mutually agreed upon major goals- each ranked on scale of 1-5
- Multiple competencies with one overall rating – ranked on scale of 1-5
- Average score is developed based on two ratings
- Professional Development Section



# Possible Future Considerations

- Performance Period
- Pre-Determined Expectations
- Self-Evaluation Component
- Use of Form(s)
- 360 Review Component (evaluative versus developmental)
- Public Discussion vs. Closed Session
  - *Evaluation conducted in a closed session, unless appointee requests evaluation in an open session*



# **Staff Support to Council in Evaluation Process**

- Personnel matter under section 551.074 of the Local Government Code
- HRD has taken lead in facilitating appointee evaluation process
  - Scheduling appointees
  - Conduct salary and benefit surveys
  - Brief council on process and market data
- Not present in the room during the evaluation



# **Pay and Benefits Considerations**

- General wage increase upon budget approval
- Mid-year market adjustment

# Sample Schedule Options

## **Calendar Year Performance Period - Alignment with Council's Formation**

August 2015 - Expectations created

Oct. 2015 – Pay increase based on what is approved for workforce

Jan. - Feb. 2016 - Evaluation occurs for 2015

Jan. - April 2016 – Market Review

## **Fiscal Year Performance Period– Alignment with Budget**

August 2015 - Expectations created

Oct. 2015 – Pay increase same as workforce

Dec. 2016 – Market Review and Evaluation Occurs For FY15

Nov./Dec. 2017- Evaluation occurs for FY16



# **For Council Consideration & Direction**

- **Performance Period**

- Fiscal Year?
- Calendar Year?

- **Process**

- Does Council wish to use current process outlined in 2013 Resolution?
- What changes, if any, would Council like to make to process?