



Case Studies of the Appointee Evaluation Processes
Friday, Friday, November 15, 1:45 - 2:30 pm

Mayor Herb Atchison, Westminster
Council Member Mark McGoff, Arvada
Retired City Attorney, Chris Daly, Arvada
City Manager, Donald M. Tripp, Westminster



COLORADO
MUNICIPAL
LEAGUE

CITY OF WESTMINSTER

Annual Appointee Performance Evaluation

- **July**
 - Staff Teams prepare Annual Reports and Presentations
- **August**
 - Hard Copies of Annual Report Due to City Council
 - Annual Report Presentations given to City Council
 - Review of 360 Feedback Survey with City Council
- **September**
 - City Council Appraisals Due to Human Resources
 - Human Resources provide City Council and Appointee with compilation of ratings and narratives from individual appraisal forms
- **September/October**
 - Appointee Appraisal with City Council (Executive Session)
- **October**
 - Revised Employment Agreements go to City Council as directed

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Appointee Evaluation: Past Process

- Factors and Definitions Provided to Appointees
- Appointees Prepared Narratives to Address Factors
- Council Used a Numerical Rating Scale
- Ratings Completed by Individual Council Members
- Scores and Comments Compiled by Mayor Pro Tem
- Compilation Determined the Scope and Tone of Evaluation Meetings

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Appointee Evaluation: Past Process Concerns

- Length and Scope of Appointee Narratives
- Lack of Shared Understanding of Terms and Numbers
- Variance in Scores, Numbers and Comments
- Varied Experience in Evaluation of Employees
- Evaluations Prepared in Isolation
- Incomplete Evaluations

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Appraisal Evaluation: Current Process

- 45 Days Prior: Appointees Submit Two-Page Narrative to Facilitator
- 35 Days Prior: Facilitator Forward Narratives to Council Members
- 30 Days Prior: Facilitator Leads Discussion in Council Executive Session
- 14 Days Prior: Facilitator Forwards Consensus Statements to Council Members
- 5 Days Prior: Facilitator Forwards Summary Statements to Appointees
- Evaluation Meeting: Summary Statements Provide Basis for Discussion

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Appraisal Evaluation: Positive Features of Current Process

- Concise Appointee Narratives
- Opportunity for Appointees to Respond to Areas of Inquiry
- Simultaneous Input by Council Members
- Council Acts as a Whole, Not as Individuals, to Reach Consensus
- Council Members Learn From Each Other

City Manager and City Attorney

REFLECTIONS

QUESTIONS