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
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
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
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