

Legislation Text

File #: 15-20323, Version: 1

Updated Process for Appointed Staff Performance Evaluations

Action:

Approve the Budget, Governance, and Intergovernmental Relations Committee recommendation to implement process enhancements for the performance evaluations for appointed staff.

Committee Chair:

Dimple Ajmera, Budget, Governance, and Intergovernmental Relations

Staff Resource(s):

Sheila Simpson, Human Resources
Ryan Bergman, Strategy and Budget

Explanation

- On May 8, 2023, the Budget, Governance, and Intergovernmental Relations (BGIR) Committee Chair Ajmera briefed Mayor and City Council on the committee-proposed enhancements and updated timeline for conducting performance reviews of appointed staff positions (City Attorney, City Clerk and City Manager).
- Recommended process enhancements include to:
 - Complete the current year performance evaluation process.
 - Re-establish the regimen to conduct an annual performance evaluation with each appointee. Designate the fiscal year to be the performance period.
 - Adopt a business practice to set goals for each appointee, within three to six months of the close of the strategy session where council’s priorities and key initiatives are confirmed.
 - Decide if Council wants to include a formal mid-year performance conference or maintain the current process of holding one annual, fiscal year-end performance conference.
 - Have HR conduct training to inform Council of their appointee’s performance evaluation process at New Council Member Orientation.

Committee Discussion

- On April 3 and May 1, 2023, the BGIR Committee received an overview of the current process for appointed employee performance evaluations, best practices for performance reviews, and discussed options for process enhancements.
- At the May 1st meeting, the committee voted to recommend the proposed process changes to full council (Council members Bokhari, Mayfield, and Mitchell voted in favor; Council members Ajmera and Anderson voted against).
- At the May 8th Council Business Meeting, the BGIR committee reported out to Council along with clarifications being provided from the HR Director.

Proposed Next Steps

- Complete the FY2023 current cycle performance evaluations for appointed staff.
- Begin FY2024 process with the January 2023 Strategic Priorities as the foundation for performance goals
 - June-July 2023: Identify Key Performance Indicators, Set Goals and Critical Milestones
 - December/January: Full Council Closed Session Midyear Performance Conversation

– June 2024: End of Year Performance Evaluation

Attachment(s)

BGIR Pre-read

BGIR presentations